****

**CROATIAN NATIONAL TOURIST BOARD**

**HEAD OFFICE**

**BIDDING DOCUMENTATION**

**Subject matter of procurement:**

**Construction of the exhibition space (stands) of the Croatian National Tourist Board at fairs abroad from March 2018 to the end of 2022**

Zagreb, 13 October 2017

**BIDDING DOCUMENTATION**

for procurement of services for the construction of the exhibition space (stands) of the Croatian National Tourist Board at fairs abroad from March 2018 to the end of 2022

1. **Name and head office of the client, telephone number, website and e-mail:**

Croatian National Tourist Board - Head Office

Iblerov trg 10/IV

10000 ZAGREB

Telephone: 01 4699 333

Website: [www.htz.hr](http://www.htz.hr)

E-mail: info@htz.hr

Registration number: 3943658

OIB (Tax ID number): 72501368180

1. **Bidding department and contact persons:**

Fairs and Special Presentations Department

Bidding contact persons:

Mirjana Resner, Manager of the Fairs and Special Presentations Department

Đive Kovačević, Expert Associate in the Fairs and Special Presentations Department

All inquiries during the procurement procedure need to be communicated exclusively in writing to the following e-mail address: mirjana.resner@htz.hr and dive.kovacevic@htz.hr, at the latest three days before the deadline for opening proposals.

1. **Mandatory proposal content and required documentation:**

**Appendices to the Bidding documentation:**

* Appendix 1: Certificate on the absence of a criminal record
* Appendix 2: Statement on the acceptance of the requirements from the Bidding documentation
* Appendix 3: Proposal form
* Appendix 4: Bill of quantities
* Appendix 5: Draft contract
* Appendix 6: Technical documentation
* Appendix 7: Required elements of the stand
* Appendix 8: Confidentiality statement
* Appendix 9: Performance certificate
1. **Proof of eligibility:**

**Eligibility requirements for companies, proof of eligibility and value indicators of such proof, if available:**

**A. Legal and commercial eligibility proof**

* Name of eligibility proof: document of registration in the business, court (commercial), professional, crafts and trades or other appropriate register or a certified statement or appropriate certificate, whereas this document may not be older than 6 months from the date of sending the invitation to submit evidence,
* Name of issuing body: Commercial Court, Crafts and Trades Register, other appropriate professional or business register,
* Value indicators of eligibility: with an excerpt from an appropriate register, the bidder must prove that it is registered for performing the tasks, that is, the activity which is the subject matter of procurement.

If the proof of eligibility is not issued in the company’s home country, bidders are required to submit an accompanying statement certified by a notary public/other competent body.

**B. Proof of the absence of a criminal record**

* Name of eligibility proof: Signed statement certified by a notary public or other competent body with which the bidder will prove the following (APPENDIX 1): that the company or its representative are not subject to a non-appealable conviction for criminal offences of association for the purpose of committing criminal offences, receiving a bribe in economic transactions, offering a bribe in economic transactions, abuse of office and official authority, abuse in performing governmental duties, illegal intercession, receiving a bribe, offering a bribe, fraud, computer fraud, fraud in economic transactions or money laundering, or for such criminal offences as defined by the home country of the company, that is appropriate proof of the absence of a criminal record issued by the home country if the bidder is registered outside the Republic of Croatia.
* Name of issuing body: a person authorised to represent the company on behalf of itself and on behalf of the company shall provide a signed statement certified by a notary public or other competent body of the company’s home country, provided that the competent body of the home country issues such a document.
* Value indicators of eligibility: the bidder must prove that the company or its representative are not subject to a non-appealable conviction for one or more criminal offences listed in the Statement. This eligibility proof shall not be older than thirty (30) days from the date of the Bidding documentation.

**C. Financial eligibility proof:**

**C.1 Credit rating**

* Name of eligibility proof: statement issued by the relevant tax body confirming credit rating, or a corresponding document of the competent body of the bidder’s home country,
* Name of issuing body: Ministry of Finance – Tax Administration, or the competent body of the bidder’s home country,
* Value indicators of eligibility: the bidder must prove that it has fulfilled all tax, pension and health insurance requirements. This eligibility proof shall not be older than thirty (30) days from the date of publishing the Bidding documentation, and it should be issued by the competent body of the bidder’s home country.

**C.2 Solvency**

* Name of eligibility proof:
	+ Form BON 1 (for the last two financial years 2015 and 2016),
	+ Form BON 2 (i.e. SOL 2),
	+ Profit and loss accounts for the last two financial years (2015 and 2016),
* Name of issuing body: Financial Agency (FINA) for BON 1, Financial Agency or a bank for BON 2 (or SOL 2) or an appropriate banking or financial institution or body if the bidder is registered outside the Republic of Croatia, and the profit and loss account certified by the Tax Administration or by the competent financial institution or body if the bidder is registered outside the Republic of Croatia,
* Value indicators of eligibility: the bidder must prove that the company was not closed for more than three consecutive days in the last 180 days and that its average annual income over the last three years is equal to or greater than 10,000,000.00 HRK.

The forms BON 1, BON 2 (or SOL 2) and the profit and loss account must not be older than 30 days prior to the date of the invitation to submit evidence.

**C.3 Bid guarantee**

* Name of financial eligibility proof: Bid guarantee.
* The bid guarantee shall be attached to the letter of proposal in the form of a bank guarantee payable to the Client at first demand. The Client determines the guarantee in the absolute amount of 100,000.00 HRK.
* The bid guarantee is an integral part of the bid as a whole, cannot be damaged or pierced by binding, but is to be attached in a non-returnable PVC binder.
* The guarantee shall be enforced in the case that the bidder withdraws the proposal during its period of validity or submits false or inappropriate proof of eligibility, fails to deliver the contract performance guarantee, proof of professional liability insurance or if the eligible bidder refuses to sign the contract.
* If the bidder agrees with the Client’s request to extend the period of validity of the proposal, the bid guarantee must be extended accordingly.
* The Client shall return bid guarantees to the bidders within 30 days from the date of the legally effective selection decision.

**C.4 Contract performance guarantee**

* Name of financial eligibility proof: The Contractor must submit the contract performance guarantee to the Client when signing the contract.

The contract performance guarantee must be submitted when signing the contract in the form of a bank guarantee payable to the Client at first call. It is required to deliver 1 bank guarantee in the amount of 1,000,000.00 HRK for each calendar year. If the guarantee is used in the current year, the Contractor shall within 15 days from the date of its enforcement deliver a new guarantee valid until the end of the current year (31 December). The Contractor shall in any case deliver a new bank guarantee for the following calendar year within 30 days from the expiry of the current guarantee for the duration of the contract.

The guarantee shall be enforced:

* In the case that the exhibition space is not completed and takeover is not performed by the opening of an event, the Croatian National Tourist Board shall enforce the contract performance guarantee and the Contractor shall pay a penalty for the listed failure in the amount of 500,000.00 HRK.
* If the supervision of the stand determines that the stand elements do not comply with the technical documentation and that the technical contractor used alternative solutions and improper materials without consulting the Client and if any elements of an individual exhibition stand deviate from:
* the contractual provisions defined in the Bidding documentation,
* the proposal presented to the Client during the Contractor’s presentation for entering into this contract,
* the approved project documentation and received terms of reference and the Client’s instructions for each individual fair, and the detected failure is not removed within 24 hours from the Client’s notification thereof to the Contractor’s designated contact person, the Croatian National Tourist Board shall enforce the contract performance guarantee and the contractor shall pay a penalty for the listed failure in the amount of 500,000.00 HRK.

The period of validity of the contract performance guarantee cannot be shorter than the period defined by the Contract.

**D. Technical and professional eligibility proof:**

The bidder should have experience in:

* constructing stands abroad in at least 10 fairs per year in the last three years, on at least five different markets;
* constructing stands abroad in at least 3 fairs per year in the last three years, where the stand site was at least 150 m2;
* construction of demanding and high-quality stand elements.

The following should be enclosed:

* list of fairs in the last three years, separately for each year;
* performance certificate provided by the other contracting party, i.e. clients from fairs given in the list of fairs;
* photo-documentation of the realised exhibition space/stand (at least 10 most representative photos of the stand); and
* photo-documentation of demanding and high-quality stand elements (few photos of individual elements indicating the quality of particular demanding stand elements produced by the Contractor (counters, different tailor-made stand structures, etc.).

**Other proof**

The bidder may prove its financial eligibility also by using other proof, different from the one listed in items 4.C1 and 4.C2, if there is a legitimate reason why the bidder is unable to provide the required eligibility proof and if the submitted proof has probative value equivalent to the required proof, which the bidder must duly explain in the submitted documentation.

1. **Proposal style and format, and delivery methods**

**A. Proposal style and format**

* Proposal must be prepared in the form specified in the Bidding documentation.
* Proposal must be bound together including the bond, bearing a stamp on the back.
* The prescribed text of the Bidding documentation may not be amended or supplemented.
* All pages of the proposal shall be marked with the page number and the number of total pages or vice versa.
* Proposal shall be written in permanent ink.
* Corrections to the proposal must be made in such a way as to be visible and verifiable. Corrections must be dated and signed with a valid signature and the stamp of an authorised person of the company.

**B. Proposal content**

The proposal shall include completed documents signed and certified by the bidder’s authorised person.

**The bidder shall deliver all required proof from items 3 and 4, and the failure to submit such proof shall be deemed as an unacceptable failure. The eligibility proof from items 3 and 4 have to be originals or copies certified by a notary public or the relevant body of the bidder’s home country.**

**C. Proposal delivery**

The proposal shall be delivered in writing, in a sealed envelope with the name and address of the Client, name and address of the bidder, indicating the subject to which the proposal relates, with the inscription

**“For implementation of the procurement procedure -**

**Construction of the exhibition space (stands) of the Croatian National Tourist Board at fairs abroad from March 2018 to the end of 2022 - DO NOT OPEN!”**

and any other information in line with the Bidding documentation. Bidders can amend, expand or withdraw their proposal by a statement duly signed within the period for submitting proposals. Any amendments to the proposal shall be delivered in the same way as the original proposal.

In addition to the written proposal, bidders shall submit their proposal in electronic format together with completed tables provided by the Croatian National Tourist Board in electronic format. Bidders who fail to submit the completed tables in electronic format shall not be assessed.

1. **Deadline for submitting the proposal and supporting documentation**

The deadline for submitting proposals shall be 3 November 2017 by 11:00, the place of delivery is the Head Office of the Croatian National Tourist Board, Iblerov trg 10/IV, Zagreb.

1. **Language of the proposal and supporting documentation**

Croatian or English.

1. **Period of validity of the proposal**

60 days after the deadline for submitting proposals,

1. **Amount of the subject matter of procurement / frequency of performing services subject to the procurement**

In accordance with the bill of quantities (APPENDIX 4).

APPENDIX 3 Draft contract contains a detailed description of the method of providing the services, required quality characteristics of the subject-matter of procurement and protective measures for service performance. The mandatory content of the proposal is a signed contract under which the Contractor accepts the listed conditions of contract. The final contract shall be signed after the selection of the most favourable proposal when the costs of performing the services are included in the contract.

1. **Date, time and place for opening of proposals**

The time of the public opening of proposals shall be 3 November 2017 at 11:00, the place of opening proposals is the Head Office of the Croatian National Tourist Board, Iblerov trg 10/IV, Zagreb.

The right to actively participate in the procedure for the public opening of proposals shall be granted to authorised representatives of the bidders who are required to submit:

* power of attorney from the company which authorises them to participate in the procedure for the public opening of proposals; or
* copy of an excerpt from the court register if the opening is attended by the person who is named in the excerpt as the person authorised for representation.
1. **Criteria for the evaluation of proposals**

The proposal shall be selected on the basis of the following criteria:

* the proposal offering the lowest price with VAT for all fairs pursuant to the bill of quantities (APPENDIX 4),
* valid documentation, i.e. mandatory proposal content and required documentation,
* minimum required experience confirmed by the performance certificate (APPENDIX 9).

The bidder with the best proposal shall, within 4 weeks from delivery of the decision on the selection, prepare a prototype of the model stand consisting of the following elements:

* CNTB counter with signs
* addition to the brochure counter
* co-exhibitor’s counter with signs, a lighting fixture and a tablet
* sample of the stand structure with an aluminium frame and mesh fabric (width 380 cm, height 250 cm) + CNTB logo made from Forex sheets
* sample of the flooring and substructures
* co-exhibitor’s bar stool
* interview chair ENEA - Ena
* chair Prostoria - Monk
* interview table 80x80 cm
* Arigato lamp with the co-exhibitor’s logo
* suspended panel with graphic print
* sample of curtains for the VIP zone on congress fairs
* conference table at congress fairs
* LED screen presentation

If the Client and the Stand Designers have minor objections to some elements, the Contractor shall remove the observed failures as soon as possible. If the selected bidder fails to prepare the required stand prototype, or fails to prepare it in accordance with the Bidding documentation, or prepares a prototype with major deficiencies, the Contract shall be concluded with the next most favourable bidder who is then obliged to prepare the prototype with the specified elements.

The decision on the quality of performance with regard to the model stand elements shall be made by the Committee consisting of members of the design team and CNTB representatives.

1. **Method of notification of bidding results**

E-mail.

1. **Terms, method and conditions of payment**

Payment shall be made within 30 days from the completion of services. There are no advance payments.

1. **Date of delivery of goods/services or the completion of works and/or contract duration**

Date of delivery shall be determined according to the location of the fair, one day before the beginning of the fair by 13:00.

The procurement contract shall be concluded for the period of five years, from March 2018 to the end of 2022.

1. **Place of delivery of goods, supply of services or performance of works**

According to the location of the fairs.

1. **Technical specifications (description) of the subject matter of procurement**

APPENDIX 5 and APPENDIX 6

1. **Description and designation of groups or parts of the subject-matter of procurement, if allowed**

It is required to bid for the entire subject matter of procurement (proposal for all fairs) in accordance with the Bidding documentation. It shall not be permitted to bid for groups or parts of the subject-matter of procurement.

Separate from the proposal to construct the stand on all fairs, it is required to submit a proposal for electric motors at two fairs (ITB Berlin and WTM London). The cost of proposals for electric motors shall not affect the selection of the most favourable contractors.

1. **Admissibility of alternative proposals**

No alternative proposals shall be admissible.

1. **Method of calculation of the price for the subject-matter of procurement, fixed price and the method for changing the price**

The price for the subject-matter of procurement shall be calculated in accordance with the bill of quantities from APPENDIX 4 and entered into the proposal form provided in APPPENDIX 3 of the Bidding documentation.

**The price of the proposal must include all costs of technical realisation of the stand (more details in Article 2 of the Contract) on a turnkey basis one day before the fair by 13:00.**

1. **Currency or currencies in which the price of the proposal should be expressed. currency into which the prices of proposals will be converted, financial institution whose (and which) exchange rate will be used to convert the currencies on the date of opening proposals**

The price of the proposal must be expressed in Croatian kuna (HRK). The price of 1 m2 is fixed.

1. **Availability of the Bidding documentation**

The Bidding documentation shall be available on the website <http://www.htz.hr/hr-HR/opce-informacije/nabava>. The final deadline for downloading the documentation shall be 3 November 2017 by 9:00 a.m.

APPENDIX 6 Technical documentation is not published and shall be made available only after a written request is sent to the email address: mirjana.resner@htz.hr and dive.kovacevic@htz.hr

**Note:**

The CNTB shall not be obliged to select a proposal and shall be entitled to withdraw from any further implementation of the bidding procedure or accepting any proposal up to the moment of concluding the contract with the selected bidder, and bidders shall not be entitled to seek compensation for any damage that occurred or may occur as a result.

The bidders whose proposal was not accepted or who have not been invited to the second stage of the procedure shall have no right to appeal or to receive compensation for any costs related to this procedure.

**APPENDIX 1**

Pursuant to the Bidding documentation by the Head Office of the Croatian National Tourist Board, I hereby make the following

STATEMENT

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(name and surname)

from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ do hereby declare

that neither the company nor I as the person authorised to represent the company are subject to a non-appealable conviction for any of the following criminal offences, that is, appropriate criminal offences as defined by the company’s home country or the representative’s country of citizenship: fraud, fraud in economic transactions, receiving a bribe in economic transactions, offering a bribe in economic transactions, abuse in the public procurement procedure, tax or customs duty evasion, subsidy fraud, money laundering, abuse of office and official authority, illegal favouring, receiving a bribe, offering a bribe, influence peddling, offering a bribe for influence peddling, criminal association and committing criminal offences through criminal association, association for the purpose of committing criminal offences, abuse in performing governmental duties, illegal intercession.

I make this statement myself, as the person authorised to represent the legal entity

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(company name)

with its registered office in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and for the legal entity.

In \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, on \_\_\_\_\_\_\_\_ 2017.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(signature certified by a notary public or other competent body)

**APPENDIX 2**

STATEMENT ON THE ACCEPTANCE OF THE BIDDING DOCUMENTATION AND TECHNICAL REQUIREMENTS

Pursuant to the Bidding documentation by the Head Office of the Croatian National Tourist Board, I hereby make the following

STATEMENT

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(name and surname)

from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby declare that I am familiar with the requirements from the Bidding documentation and accept them as such, and I hereby undertake to perform the procurement in accordance with the requirements from the Bidding documentation and technical requirements.

I make this statement myself, as the person authorised to represent the legal entity

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(company name)

with its registered office in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and for the legal entity.

In \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, on \_\_\_\_\_\_\_\_ 2017.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE OF THE AUTHORISED PERSON

(stamp)

**APPENDIX 3**

PROPOSAL FORM

Bidder:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company registration number of the bidder: \_\_\_\_\_\_\_\_\_\_

OIB (tax ID number) of the bidder: \_\_\_\_\_\_\_\_\_\_

CROATIAN NATIONAL TOURIST BOARD

10000 ZAGREB

Iblerov trg 10/IV

Pursuant to the Bidding documentation, we hereby submit the following

OFFER No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

for procurement of services for the construction of the exhibition space (stands) of the Croatian National Tourist Board at fairs abroad from March 2018 to the end of 2022.

1. We hereby undertake to perform the procurement contract in question in accordance with the requirements prescribed in the Bidding documentation.

2. total price for the construction of the exhibition space (stands) of the Croatian National Tourist Board at fairs abroad from March 2018 to the end of 2022

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ HRK.

(in words: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

The price does not include value added tax (VAT) which amounts to

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ HRK.

(in words: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

total price for the construction of the exhibition space (stands) of the Croatian National Tourist Board at fairs abroad from March 2018 to the end of 2022 with VAT:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ HRK.

(in words: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

3. Period of validity of the proposal is sixty (60) days.

4. We undertake to perform the procurement contract in accordance with the Bidding documentation and technical documentation.

5. Payment shall be made on the basis of an invoice within 30 days from its receipt.

6. Rights and obligations between us and the Client not specified in this proposal shall be subject to provisions of the Civil Obligations Act.

7. The bill of quantities for services (Appendix 4 of the Bidding documentation).

8. We enclose herewith the documents required as eligibility proof listed in item 4 of the Bidding documentation and the completed bill of quantities.

9. If a foreign Contractor is selected, the foreign company shall issue invoices in EUR based on the Croatian National Bank's middle exchange rate at the date of issuing the invoice.

10. We hereby accept all requirements from the Bidding documentation.

In \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2017

 SIGNATURE OF THE AUTHORISED PERSON

(stamp)

**APPENDIX 8**

Pursuant to the Bidding documentation by the Head Office of the Croatian National Tourist Board, I hereby make the following

CONFIDENTALITY STATEMENT

I,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

from the company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

hereby declare that:

* I will not disclose, give or transmit confidential information in any form whatsoever without the bidding organizer’s (Croatian National Tourist Board) prior written consent;
* I will not use confidential information and technical documentation enclosed with the Bidding documentation in any manner or form or for any purpose other than that provided in the Bidding documentation unless the organizer provided its written consent;
* if it is required to hire subcontractors in order to perform the subject-matter of procurement, I hereby undertake to inform the bidding organizer thereof so that subcontractors can also sign the confidentiality statement, and to provide them with information from bidding and other technical documentation in the extent required to perform their tasks.

For the purposes of this statement, confidential information and technical documentation mean any information, whether marked confidential or not, including without limitation: trade secrets, equipment, plans, drawings, schedules, studies, technical information, any form of software, documentation, correspondence between the parties or other business or technical information that may be available to the bidder.

I make this statement myself, as the person authorised to represent the company

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with its registered office in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at

the address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

In Zagreb, \_\_\_\_\_\_\_\_\_\_\_\_\_\_, on\_\_\_\_\_\_\_\_\_\_\_\_\_\_2017.

**APPENDIX 9**

PERFORMANCE CERTIFICATE

Client’s name and registered office address:

The Contractor’s name and registered office address:

Subject of the contract:

Fair name, stand size, time and place of holding the fair:

For each given stand, please provide 1–3 representative photos.

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

Statement concerning the contract performance:

I hereby confirm that the contracted works and services related to leasing and constructing equipment, equipping and constructing the exhibition space \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of the Client) at fairs abroad have been duly performed by the contractor of the company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of the Contractor).

This certificate is issued for the purpose of the public procurement procedure.

I make this statement myself, as the person authorised to represent the company

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with its registered office in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at

the address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

In Zagreb, \_\_\_\_\_\_\_\_\_\_\_\_\_\_, on\_\_\_\_\_\_\_\_\_\_\_\_\_\_2017