



**CROATIAN NATIONAL TOURIST BOARD  
HEAD OFFICE**

## **BIDDING DOCUMENTATION**

**Subject matter of procurement:**

**Construction of the exhibition space (stand) of the Croatian National Tourist Board at  
the ATM Dubai (19<sup>th</sup> to 22<sup>nd</sup> April)**

Zagreb, February 17<sup>th</sup> 2020

## BIDDING DOCUMENTATION

for stand construction of the Croatian National Tourist Board at the ATM Dubai (19<sup>th</sup> to 22<sup>nd</sup> April 2020)

### 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: 00385 1 4699 333

Website: <https://www.htz.hr/en-GB>

E-mail: [info@htz.hr](mailto:info@htz.hr)

Registration number: 3943658

OIB (Tax ID number): 72501368180

### 2. Bidding department and contact persons:

Fairs and Special Presentations Department

Bidding contact persons:

Mirjana Resner, Manager of the Fairs and Special Presentations Department

Martina Aničić, 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](mailto:mirjana.resner@htz.hr) and [martina.anicic@htz.hr](mailto:martina.anicic@htz.hr) at the latest one day before the deadline for sending offers.

### 3. Mandatory proposal content and required documentation:

- Appendix 1: Proposal form
- Appendix 2: Performance certificate
- Appendix 3: Statement on paid taxed
- Appendix 4: Statement of good conduct
- Appendix 5: Design and build-up proposal

### 4. Proof of eligibility

The bidder should have experience in:

- constructing stands on at least 5 fairs per year in the last two years, with at least one at ATM;
- constructing stands in at least 5 fairs per year in the last two years, where the stand site was at least 60 sqm;

#### 4.1. The following should be enclosed:

- list of fairs in the last two years, separately for each year;
- photo-documentation of the realised exhibition space/stand (at least 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.)

### 5. Proposal style and format, and delivery methods

Proposal must be prepared in the Proposal form specified in the Bidding documentation.

### 6. Proposal content

The proposal shall include scanned and signed documents from the Appendices by the offeror's authorised person.

**The bidder shall deliver all required proof from items 3 and 4, and the failure to submit such proof will make the offer unacceptable.**

#### **7. Offer delivery deadline**

The deadline for submitting offers is Tuesday, February 24<sup>th</sup>, 2020.

**Offers can be delivered via e-mail, to the address [nabava@htz.hr](mailto:nabava@htz.hr) or sent via post to the address:**

**Croatian National Tourist Board - Head Office**

**Iblerov trg 10/IV**

**10000 Zagreb**

**Croatia**

#### **8. Language of the proposal and supporting documentation**

English.

#### **9. Period of validity of the proposal**

30 days after the deadline for submitting an offer.

#### **10. Criteria for the evaluation of proposals**

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

1. the proposal offering the lowest price including VAT (60%) – maximum 60 points

We do not have specific budget for this tender, but we recommend the price of sqm to be between 280 USD – 340 USD, including VAT. In case you will be sending two offers, in that case please send us two Appendix 1 (Proposal forms)

2. attractiveness and quality of stand design (40%) – maximum 40 points

The client will decide on the bidders (usually two or more) who will be invited in the direct negotiation process to submit the final bids for all parts of the bids or services or for only a certain part.

The Client reserves the unconditional right to change the scope of the service or quantity in the direct negotiation process and not to accept part of the bid or to negotiate with a particular bidder only on one part of the bid or service.

#### **11. Terms, method and conditions of payment**

Payment shall be made after both parties have signed the contract.

#### **12. Date of completion of works**

Date of delivery shall be the day before the fair, April 18<sup>th</sup> 2020., at noon(12:00am).

#### **13. Technical guidelines for stand design and build-up**

- Croatian stand at the ATM 2020 will have 4 open sides, its dimensions are 6 x 10 meters, in total 60 sqm. The stand location on the hall plan is available at the link below.
- We have 6 co-exhibitors
- Each co-exhibitor should have their exhibition space which will include the following:
  - info desk with logo on the front side which is around 0,75 m. The picture is available at the link below.
  - one bar chair and a table for meetings with chairs. On the pictures from the link below one can see how CNTB's co-exhibitors are presented.
- CNTB should have one info desk with the logo which is from 1m to 1,5m and is bigger than the info desks of the co-exhibitors, with 2 bar chairs
- Info desks should have a space from inner side with one shelf so we can put our brochures inside
- There should be 5 tables on stand for business meetings with 2 chairs and 3 tables with 4 chairs.

- The storage on the stand should be equipped with shelves and a kettle (picture available on the link). We will also need a fridge on the stand. We will not have a sink or water on the stand because we will rent a water machine (cold and hot water) from the fair organizer.
- On the link you can find last year's stand appearance. This year we will also have 4 sides open (isle stand). Also, among the pictures on the link you can see our stand design on European fairs (Munich and Düsseldorf). We do not expect that you deliver us the same stand (especially not the hanging elements), but we would highly appreciate if you could implement some ideas from such stand concept. We would especially like to use traditional Croatian symbol which is the red-white squares (you can see them in the corners of the stands in Munich and Düsseldorf). We are attaching the **example** of preview of red – white squares that are applied to the storage surface. The graphical and design preparation is also to be prepared by the Constructor, but needs to be sent to our team in Croatia for approval before printing.
- Other pictures from Dubai show design of our previous year's stands on the markets outside the EU market where we had different stand concept than we usually have in Europe.
- There should be a plasma screen at the stand with USB connection so we can play our videos. Preferred dimensions are 65".
- The floor should be white.
- Stand needs to be visible (maybe crown on top or something that you suggest). You can see previous year's examples on the link.
- Graphics: logos of our co-exhibitors and CNTB should be on the info desk (see attached), CNTB will send logos which need to be applied, and Constructor should deliver prepress for graphics for approval before printing.
- CNTB will send the pictures for the walls and space available to apply destination motives, Constructor should deliver prepress for destination pictures for approval before printing.
- Brochure rack, 1-2 pieces, located next to CNTB info desks.
- We want our stand to have good visibility.
- 3D visualization of the stand should be included in the proposal.

**On the WeTransfer link for the materials:**

<https://wetransfer.com/downloads/23cdf0dba20fc80bfc08fa7712d67e1920200213143548/0acbd8d786952e205d7c7ee2d8fcec7720200213143548/e2fe3c> - you will find the following:

- a. Position of the CNTB stand in the Hall
- b. CNTB Stand plan at the ATM from 2019
- c. Electric kettle example
- d. CNTB stand examples

**The price of the proposal must include all costs of technical realisation of the stand on a turnkey basis one day before the fair (18<sup>th</sup> April, 2020) by 12:00 on local time.**

**14. Currencies in which the price of the proposal should be expressed**

USD (\$) or Euro (€).

## APPENDIX 1

### PROPOSAL FORM

Bidder:

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

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

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

Pursuant to the Bidding documentation, we hereby submit the following

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

for procurement of services for the construction and design of the exhibition space (stand) of the Croatian National Tourist Board at the ATM 2020 in Dubai (from 19<sup>th</sup> to 22<sup>nd</sup> April 2020. ).

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

2. For the construction of the exhibition space (stand) of the Croatian National Tourist Board at the ATM Dubai 2020 we require:

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

\_\_\_\_\_ USD/EUR.

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

The price of only added tax (VAT) which amounts to

\_\_\_\_\_ USD/EUR.

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

total price (VAT included) for the construction of the exhibition space (stand) of the Croatian National Tourist Board at the ATM Dubai (19<sup>th</sup> to 22<sup>nd</sup> April 2020)

\_\_\_\_\_ USD/EUR.

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

3. Period of validity of the offer is fourteen (14) days.

4. Payment shall be made on the basis of an invoice within 14 days from its receipt.

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

In \_\_\_\_\_, \_\_\_\_\_ 2020

SIGNATURE OF THE AUTHORISED PERSON (stamp)

## APPENDIX 2

### PERFORMANCE CERTIFICATE

The Contractor's name and registered office address:

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 tender for Croatian stand construction at ATM 2020.

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

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

\_\_\_\_\_.

In \_\_\_\_\_, on \_\_\_\_\_ 2020

## APPENDIX 3

### STATEMENT OF PAID TAXES

I, \_\_\_\_\_ (full name) from \_\_\_\_\_,

as a person authorised to represent the Tenderer \_\_\_\_\_

(company) with its registered office in \_\_\_\_\_,

hereby declare that in the moment of giving this statement the Tenderer has no due and unpaid debts for taxes or social contributions in the Republic of Croatia, as well as in the country of its registered office.

In \_\_\_\_\_, on \_\_\_\_\_.  
(place) (date)

**Stamp**

\_\_\_\_\_  
(signature of the authorised representative of the Tenderer)

## APPENDIX 4

### STATEMENT OF GOOD CONDUCT

by which I, \_\_\_\_\_ (full name) from \_\_\_\_\_  
declare that I have not been convicted by final judgement for any of the following criminal acts or  
corresponding criminal acts under the regulations of the country in which the Tenderer is seated  
or of the country which a person authorised under the law to represent the economic operator is  
a citizen of:

fraud, fraudulent business activities, accepting a bribe in business activities, offering a bribe in  
business activities, malpractice in public procurement procedures, evasion of taxes or custom  
duties, subsidy fraud, money laundering, abuse of position and powers, illegal favouring, accepting  
a bribe, offering a bribe, influence peddling, influence peddling bribery, criminal association and  
committing a criminal act through criminal association under the Criminal Code, that is, for the  
following criminal acts: fraud, money laundering, fraudulent business activities, accepting a bribe  
in business activities, offering a bribe in business activities, association for committing criminal acts,  
abuse of position and powers, abuse of state power, illegal mediation, accepting a bribe and  
offering a bribe, or corresponding criminal acts according to laws of the country in which the  
Tenderer is seated, that is, country of origin of the authorised representative of the Tenderer.

I am making this statement personally, as an authorised representative of the Tenderer  
\_\_\_\_\_ (company) with its registered office in  
\_\_\_\_\_ and for the Tenderer itself.

In \_\_\_\_\_, on \_\_\_\_\_. (place)  
(date)

**Stamp**

\_\_\_\_\_  
(signature of the authorised representative of the Tenderer)