



CROATIAN NATIONAL TOURIST BOARD

Subject of procurement:

***Creation of an exhibition space (stands)
of the Croatian National Tourist Board at fairs abroad
from November 2023 until the end of 2027***

In Zagreb, July 2023

1) GENERAL INFORMATION ON THE CLIENT

Croatian National Tourist Board

Iblerov trg 10/IV., P.O. Box 251, 10000 Zagreb

Web address: www.croatia.hr

PIN (OIB): 72501368180

(hereinafter: the Client)

2) ORGANISATIONAL UNIT AND PERSONS IN CHARGE OF COMMUNICATION WITH TENDERERS:

Fairs and Business Workshops Department

Persons in charge of communication with tenderers:

- Nina Gubić, Head of the Fairs and Business Workshops Department
- Đive Kovačević, Specialist Coordinator at the Fairs and Business Workshops Department
- Ivana Prša, Associate Expert at the Fairs and Business Workshops Department

During the procurement process, all enquiries must be communicated exclusively in writing to the email addresses nina.gubic@htz.hr, ivana.prsa@htz.hr, dive.kovacevic@htz.hr no later than five days before the deadline for the submission of tenders.

3) MANDATORY CONTENT OF THE TENDER AND NECESSARY DOCUMENTATION

Attachments to the tender documentation:

- Attachment 1: Declaration of No Criminal Record
- Attachment 2: Declaration of Acceptance of the Terms of the Call for Proposals
- Attachment 3: Tender Submission Form
- Attachment 4: The fair plan from November 2023 by the end of 2024.
- Attachment 5: Model agreement
- Attachment 6: Technical documentation of stand CNTB 2023 - available upon written request (specified in point 21)
- Attachment 7: Assessment of the required stand elements
- Attachment 8: Confidentiality Statement
- Attachment 9: Performance Certificate

4) PROOF OF CAPACITY

A. Proof of legal and business capacity

- **Name of the proof of capacity:** a document on the registration in a business, court (commercial), professional, trade or other appropriate register, or a certified statement or an appropriate certificate, given that the aforementioned document must not be older than 6 months from the date of publication of the Call
- **Name of the issuer of the proof of capacity:** commercial court or the appropriate professional or business register

- **Value indicator of the proof of capacity:** the tenderer must prove with an extract from the appropriate register that they are registered for the performance of business activities, i.e. activities that are the subject of procurement

If the proof is not issued in the country of the seat of the economic operator, the tenderer is required to submit an appropriate statement thereof, with the signature certified by a notary public/competent authority.

B. Certificate of No Criminal Record

- **Name of the proof of capacity (Appendix 1):** a signed statement by which the tenderer proves that the economic operator or the person authorised to represent the economic operator has not been convicted of criminal offences due to associating to commit criminal offences, accepting bribes in economic activities, giving bribes in economic activities, abuse of office and authority, abuse in performing governmental duties, illegal mediation, accepting bribes, giving bribes, fraud, computer fraud, fraud in economic activities or concealment of illegally obtained money, i.e. for corresponding criminal offences according to the regulations of the country of the seat of the economic operator, i.e. appropriate evidence of no criminal record in the country of the seat if the tenderer is registered outside of the Republic of Croatia
- Along with the Declaration of No Criminal Record, a **certificate of the competent court** must be submitted stating that the person authorised to represent the economic operator is not subject to criminal proceedings
- **Name of the issuer of the proof of capacity:** the person authorised to represent the economic operator shall provide a signed statement on their own behalf and on behalf of the economic operator
- **Value indicator of the proof of capacity:** in the Statement, the tenderer must prove that the economic operator or the person authorised to represent the economic operator has not been convicted of one or more criminal offences; this proof of capacity must not be older than thirty (30) days from the date of the publication of the Call.

C. Proof of financial capacity

C.1. Tax debt balance

- **Name of the proof of capacity:** a certificate from the Tax Administration on the balance of the debt or an equivalent document from the competent authority of the country of the seat of the tenderer.
- **Name of the issuer of the proof of capacity:** Ministry of Finance – Tax Administration, i.e. the competent authority of the country of the seat of the tenderer
- **Value indicator of the proof of capacity:** the tenderer must prove that they have fulfilled their payment commitments as regards tax liabilities due and pension and health insurance liabilities due; this proof of capacity must not be older than 30 days from the date of the publication of the Call.

C.2. Creditworthiness

- **Name of the proof of capacity:** form BON 1 or other appropriate financial institution or authority document if the Tenderer is registered outside of the Republic of Croatia, which has the same probative value as the requested proof
- Report on the solvency of the tenderer (BON 2 or SOL-2 or corresponding certificate of the country of the seat of the tenderer) for the purpose of proving the solvency of the tenderer, from which it is evident that the number of days during which the tenderer's main account has been blocked in the past 6 months (starting from the date of drawing up the form) was no longer than 7 consecutive days, i.e. no more than 10 (ten) days in total for the specified period
- **Value indicators of the proof of capacity:** document issued by a banking or other financial institution (Financial Agency (FINA) or a competent bank, or other financial institution or body if the Tenderer is registered outside of the Republic of Croatia), which proves the creditworthiness and solvency of the Tenderer, from which it is clear that the number of days during which the main account has not been blocked in the past 6 months (starting from the date of drawing up the form) was no longer than 7 consecutive days, i.e. no more than 10 (ten) days in total for the specified period

C.3. Tender guarantee

- Name of the proof of financial capacity: tender guarantee
- A tender guarantee must be enclosed to the tender letter in the form of a bank guarantee payable in favour of the Client upon first call. The Client determines the amount of the guarantee in the absolute amount of EUR 15,000.00.
- The tender guarantee is an integral part of the tender bound as a whole, and must not be damaged or punctured by the binding, but must be placed in a PVC folder due to the obligation of returning it. It must be delivered in physical form at the address; Croatian National Tourist Board, Draškovićeve 10, 10000 Zagreb, Croatia with an indication "Creation of an exhibition space (stands) of the Croatian National Tourist Board at fairs abroad from November 2023 until the end of 2027
- In case of inability to deliver the guarantee in person, the bidder may deposit the requested amount in favour of the Croatian National Tourist Board, IBAN of the client: HR4224020061100957129, model: 00, call number: OIB of the payer's bidder, description of the payment: tender guarantee
- If the tenderer pays a bank deposit in the name of the tender severity guarantee, it is obligated to provide proof of payment together with tender delivery (e.g. scanned receipt of payment made).
- The guarantee shall be activated in the event of the tenderer withdrawing from their tender within its validity period, i.e. providing false or inadequate proof of capacity, i.e. failure to provide a performance guarantee of the agreement, a guarantee for professional liability insurance coverage, or if the acceptable tenderer refuses to sign the agreement.

- If the tenderer agrees to the request of the client to extend the validity of the tender, the tender guarantee must be extended in accordance with the extension of the period of validity of the tender.
- The client shall return to the tenderer the tender guarantee or deposit within 30 days from the day on which the decision on the selection of the bidder becomes final.

C.4. Guarantee of performance of the agreement

- Name of the proof of financial capacity: The successful tenderer must, at the same time as signing the agreement, deliver the performance guarantee to the Client. Within 3 (three) days following the conclusion of this Agreement, the Tenderer shall deliver to the Client a bank guarantee payable upon first call issued by a commercial bank based in the Republic of Croatia for the orderly performance of this Agreement in the amount of EUR 150,000 with a period of validity until the execution of all obligations assumed under the agreement plus 30 (thirty) days of grace period. The text of the guarantee must contain the obligation of the bank to pay any amount, up to the amount of the guarantee, unconditionally, irrevocably and without the right of objection upon the first call of the beneficiary of the guarantee (the Client). If the Client partially or fully activates the bank guarantee, the Tenderer is required to change or deliver a new bank guarantee within 3 (three) days up to the full amount so that the amount of the guarantee is EUR 150,000 at all times, otherwise the agreement may be terminated.

The Client is required to return the bank guarantee to the Tenderer following the execution of all obligations under the agreement with the expiration of a 30-day grace period, if the Client had no objections to the orderly execution of the agreement.

The guarantee shall be activated:
as specified in the model Agreement (ATTACHMENT 5)

The validity period for the performance guarantee of the agreement cannot be shorter than the guarantee period.

D. Proof of technical and professional capacity

The Tenderer should have experience in:

- creating stands abroad for a minimum of 5 fairs per year, in the period of previous 5 years in at least 5 different markets
- creating demanding and high-quality stand elements.

It is necessary to enclose:

- a list of fairs in the period of previous 5 years for each year separately;
- performance certificate of the agreement provided by the other party, from clients whose fairs are listed in the list of fairs;
- photographic documentation of carried out events / created stands (at least 15 most representative photos of the stand) and
- photographic documentation of demanding and high-quality stand elements (several photos of individual elements that could illustrate the quality of execution for

individual demanding stand elements created by the contractor (desks, various custom-made stand structures, structures lining the stand, LED screens, multimedia content, etc.).

Other proof

The Tenderer can also prove their financial capacity by means of other proof, different from the one specified in point 4, sub-points C.1 and C.2, if the requested proof cannot be provided for a justified reason and if the provided proof has the same probative value as the requested one, for which the tenderer is required to provide a valid explanation in the submitted documentation.

5) Form, method and place of delivery of the tender

A. Form and method of making tenders

- The tender must be made in the form indicated in the Call for Tenders.
- The prescribed text of the tender documentation must not be changed or supplemented.
- All pages of the tender are marked with a page number out of the total number of pages of the tender or vice versa.
- Tenders are written in indelible ink.
- Corrections in the tender must be made in such a way that they are visible and can be proven. Along with the date, corrections must be confirmed with a valid signature and stamp of an authorised person of the economic operator.

B. Content of the tender

A tender consists of completed documents signed and certified by the authorised person of the Tenderer and all attachments listed in the tender documentation.

The Tenderer is required to submit all the required proof from points 3 and 4, and in the event of failure to do so, the Client may invite the Tenderer to submit appropriate evidence within a time limit specified by the Client. The required proof referred to in points 3 and 4 shall be provided in a copy (scan) and, at the request of the contracting entity, shall be presented in the original or a certified copy with the notary public or certified by the relevant authority of the State of the Tenderer's head office.

C. Method of delivery of tenders

The complete tender shall be submitted in digital form per email to the address postupci.nabave@htz.hr with the indication **“Creation of an exhibition space (stands) of the Croatian National Tourist Board at fairs abroad from November 2023 until the end of 2027, procurement reference number 011/23”**

A tender received by email within the specific period to the address postupci.nabave@htz.hr shall be deemed to be delivered.

The deadline by which tenders must be submitted is **31 July 2023 by 12:00 pm (CET)**.

The tenderer may, within the deadline for the delivery of the tender, amend their tender, supplement it or withdraw from it with an additional, validly signed statement. Amendments or additions to the tender are submitted in the same way as the tender.

The Tenderer is obliged to submit the tender, with all of its elements signed and certified as defined by the Croatian National Tourist Board, in a PDF document in electronic form.

6) The deadline for submitting the tender with the relevant documentation

The deadline for the submission of tenders is **31 July 2023 by 12:00 pm (CET)**.

7) Language of the tender and attached documentation

Croatian or English.

8) Tender validity period

90 days from the day specified for the delivery of the tender.

9) Quantity of the subject of procurement / frequency of execution of the services that are the subject of procurement

The quantity of items procured is roughly defined through the Attachment 4: *The fair plan from November 2023 by the end of 2024*. and should be used as guidelines, the size and dimensions of the stands, and the number of co-exhibitors places is an estimate based on 2023, which is why the Client is unable to provide detailed data for the period 2024 to 2027.

The Client shall submit to the Contractor the plan of the fair performances with the planned square meters and dimensions at the end of each current year for the following year. In the process of preparing the presentation for a particular fair, the Client will submit to the Contractor the final dimension, the number of co-exhibitors and other necessary specifications, based on which the Contractor will invoice, in accordance with the unit price m² from the tender Submission Form (Attachment 3).

In attachment 5 – Model agreement detailed description of the manner in which the service is provided, as well as the features and necessary qualities of the subject of procurement, and the protective measures for the orderly execution of the service.

The mandatory content of the tender also includes the signed agreement by which the Tenderer undertakes to fulfil the terms specified in the agreement.

The final agreement shall be signed after the selection of the most favourable tender.

10) Time, manner and place of tender opening

Non-public tender opening.

11) Criteria for the selection of the tender

The criteria for the selection of the tender is the lowest price of the 1 sq.m. construction of the exhibition space.

The contractor is required, within 4 - 6 weeks from the delivery of the award decision, to create a stand prototype and organise an inspection of the stand prototype for the Client at a location chosen by the Contractor.

The sample stand should include the following elements:

1. Big portal
2. Central storage as shown on 63m2 stands
3. Totem small stands with touch screen and with QR code graphics
4. co-exhibitor's desk with signs and a lighting fixture
5. floor and structure sample 2x2 m
6. floor sample with decorative stones - one modul
7. bar stool
8. bar table
9. chairs for discussions (2 colours)
10. table for discussions
11. table for meetings at congress fairs
12. bench for presentation area at congress fairs
13. bar
14. garland on truss construction dimensions 5x5m with a LED screen and lighting fixtures showing two sides of LED screens and two sides of graphics
15. display post with a co-exhibitor list

If the Client and the Stand Authors have minor objections to some elements, the Contractor will need to remove the defects as soon as possible. If the selected Tenderer does not make, or does not make the requested stand prototype in accordance with the tender documentation, or makes a prototype with major defects, the Agreement is concluded with the next most favourable tenderer, who is required to make a stand prototype from the aforementioned elements.

The decision on the quality of performance of the elements of the model stand shall be made by the Committee composed of members of the author's team and CNTB representatives.

12) Method of notification of call results

Email.

13) Deadline, method and terms of payment

The Client undertakes to pay the invoice within 30 days from the date of the receipt of the invoice. Advance payment is excluded.

14) Deadlines for delivery of goods/services, i.e. completion of works and/or the duration of the agreement

The delivery deadline is determined according to the venue of the fair, the day before the start of the fair until 12:00 p.m.

The procurement agreement is concluded for the period from November 2023 to the end of 2027

15) Place of delivery of goods, provision of services or performance of works

According to the location of the fairs.

16) Technical specifications (description) of the subject of procurement

Attachment 5 – Model agreement and Attachment 6: Technical documentation of stand CNTB 2023 which is available upon request as described at point 21

17) Description and designation of groups or parts of the subject of procurement, if such a method of offering is permitted

Tenders formed according to groups or parts of the subject of procurement are not permitted.

18) Admissibility of alternative tenders

No alternative tenders shall be admissible.

19) Method of price calculation for the subject of procurement, price content, price immutability or price change method

The cost of preparation per 1m² should be reported and entered in the tender submission list (ATTACHMENT 3) of the tender documentation.

The price of the tender must include all costs of the technical implementation of the stand (further specified in Article 2 of the Agreement) up to the turnkey stage the day before the fair until 12.00 pm (noon)

20) The currency or currencies in which the tender price can be expressed, the currency into which the tender prices shall be converted, the financial institution whose and which exchange rate shall be applied for currency conversion on the tender opening date

The tender price must be expressed in EUR. The price of making 1 m² is fixed.

21) Making tender documentation available

The tender documentation with all attachments is made available via the Croatian National Tourist Board official website www.htz.hr, except for **Attachment 6. Technical documentation of stand CNTB 2023** is available only upon written request to the email addresses: nina.gubic@htz.hr, ivana.prsa@htz.hr, dive.kovacevic@htz.hr

Note:

The CNTB is not obliged to choose a tender and is authorised at any stage of the process to withdraw from further

conducting the tender procedure or accepting any tender, up to the moment of concluding an agreement with the selected tenderer, without the right of any tenderer to compensation of any damages that may be incurred for this reason, or that may arise.

Tenderers whose tender is not selected do not have the right to appeal or the right to compensation for any costs related to this procedure.

ATTACHMENT 1

DECLARATION OF NO CRIMINAL RECORD

I, _____ (name and surname) from _____ declare that I have not been convicted by final judgement of any of the following criminal offences, i.e., for corresponding criminal offences according to the regulations of the state of the seat of the economic operator, or the state whose citizen is the person legally authorised to represent the economic operator: fraud, fraud in economic activities, accepting bribes in economic activities, giving bribes in economic activities, abuse in public procurement procedures, tax or custom duty evasion, subsidy fraud, money laundering, abuse of position and authority, illegal favouritism, accepting bribes, giving bribes, trading in influence, giving a bribe for trading in influence, criminal association and committing a criminal offence in the criminal association system from the Criminal Code, i.e., for criminal offences of fraud, money laundering, fraud in economic activities, giving bribes in economic activities, association to commit criminal offences, abuse of position and authority, abuse in performing governmental duties, illegal mediation, accepting and giving bribes according to the Criminal Code, i.e., for corresponding criminal offences according to the regulations of the country of the seat of the economic operator or the country of origin of the person authorised to represent the economic operator.

I am making this declaration personally, for myself as a person authorised by law to represent the economic operator _____ (company) with its registered seat in _____ and for the economic operator.

In _____, _____ 2023
(place) (date)

L.S. (place of seal)

(Signature of a person authorised by law to represent the economic operator)

ATTACHMENT 2

DECLARATION OF ACCEPTANCE OF THE TERMS OF THE TENDER DOCUMENTATION AND TECHNICAL TERMS

Based on the public call for the subject of procurement: *Creation of an exhibition space (stands) of the Croatian National Tourist Board at fairs abroad from November 2023 until the end of 2027* of the Croatian National Tourist Board, I make the following

DECLARATION

I, _____
(name and surname)

from _____ declare that I am familiar with the terms
(place)

of the tender documentation and that I accept them and undertake to carry out the procurement in accordance with the terms

set out in the tender documentation and technical terms.

I make this declaration personally, as a person authorised to represent the legal entity

(company)

with its registered seat in _____ and for the legal entity.

In _____, on _____ 2023

signature of the authorised person

L.S.

ATTACHMENT 3

TENDER SUBMISSION FORM

Subject of procurement: services of creating an exhibition space (stands) of the Croatian National Tourist Board at fairs abroad from November 2023 until the end of 2027.

Name and seat of the Client:

Croatian National Tourist Board, Iblerov trg 10/IV, 10000 Zagreb, registration number: 3943658, PIN (OIB): 72501368180 telephone + 385 1 4699 333, telefax: + 385 1 4557 827, www.croatia.hr

Information about the Tenderer

Name, seat and address of the Tenderer

PIN (OIB) (or national identification number according to the country of the economic operator's seat, if applicable):

IBAN: _____

The tenderer is in the VAT system YES NO
(please circle one of the offered options)

Mailing address and email address:

1. We undertake to provide the procurement in question in accordance with the terms prescribed in the Tender Documentation.
2. The cost of 1m2 of the construction of an exhibition space (stands) of the Croatian National Tourist Board at fairs abroad from November 2023 until the end of 2027.:

EUR _____
HRK _____

(in words: _____)

The price does not include value added tax, which amounts to

EUR _____
HRK _____

(in words: _____)

The cost of 1m2 of the construction of an exhibition space (stands) of the Croatian National Tourist Board at fairs abroad from November 2023 until the end of 2027 with VAT:

EUR _____

HRK _____

(in words: _____)

Note: the fixed conversion rate is 1 euro = 7,53450 HRK

3. The tender validity period is **90 days**.
4. We undertake to carry out the procurement in accordance with the Bidding documentation and Technical documentation of stand CNTB 2023.
5. Payment is made on the basis of the issued invoice, with the due date of payment of the invoice within 30 days from the receipt thereof.
6. The provisions of the Civil Obligations Act shall apply to mutual rights and obligations between us and the client that are not specified in this tender.
7. If a foreign contractor is selected, the foreign company will issue an invoice in EUR
8. We hereby accept all terms from the Bidding documentation.

_____, _____ 2023
signature of
the authorised person

L.S.

Attachment 4: The fair plan from November 2023 by the end of 2024.

The attachment is published as a separate xcl. document

ATTACHMENT 5: Model Agreement

The attachment is published as a separate PDF document

ATTACHMENT 6: Technical documentation of stand CNTB 2023

The documentation is available only upon written request to the email addresses:

nina.gubic@htz.hr, ivana.prsa@htz.hr, dive.kovacevic@htz.hr

ATTACHMENT 7: Assessment of the required stand elements

The attachment is published as a separate xcl. document

ATTACHMENT 8

CONFIDENTIALITY STATEMENT

Based on the public call for tenders of the Croatian National Tourist Board, I make the following statement:

I, _____

from _____ the _____ company

declare that:

- I will not disclose, give or transfer confidential information in any form without the express written consent of the organiser of the tender (Croatian National Tourist Board),
- I will not use the confidential data and Technical documentation of stand CNTB 2023 attached to the Bidding documentation in any way or for any purpose other than that specified in the Bidding documentation, unless this is approved by the tender organiser with written consent,
- if it is necessary to engage subcontractors for the execution of the subject of the tender, then I undertake to inform the tender organiser thereof so that the subcontractors also sign a confidentiality statement, and to deliver to them only part of the tender and other technical documentation to the extent necessary for the execution of their part of the work.

Confidential data and Technical documentation of stand CNTB 2023 for the purpose of this Statement represent all data, whether they are flagged as confidential or not, including but not limited to: trade secrets, equipment, plans, drawings, blueprints, schedules, studies, technical data, any form of software, documentation, correspondence between the parties or other business or technical data that the Tenderer can access.

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

_____ with its seat in

_____ at

the address _____.

_____, on _____ 2023

(signature)

ATTACHMENT 9

PERFORMANCE CERTIFICATE OF THE AGREEMENT

Name and seat of the Client:

Name and seat of the Contractor:

Subject of the Contract:

Name of the fair, stand size, year and place of holding the fair:

Attach 3–5 representative photos for each mentioned stand:

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10

Statement concerning the orderly performance of the agreement:

I confirm that the contracted works and services of rental and construction of equipment, furnishing and construction of exhibition spaces of _____ (name of the Client) at trade fairs abroad have been orderly executed by the contractor of the company _____ (name of the Contractor).

The certificate is issued for the purpose of tender application.

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

_____ with its seat in _____ at

the address _____.

_____, on _____ 2023

(signature)