



**Selection of a PR Agency/PR Agencies for the Design and
Implementation of the Global PR Strategy, Media Relations, Social
Media and Online Communications, Events and PR Activities of the
CNTB – 2019**

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A) Introduction

- 1. Preamble**
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A.1. Preamble

Marketing Plan for the 2014-2020 period is defined by three goals

In order to help achieve the set objectives of the National Strategic Tourism Plan by 2020, the CNTB Governing Body “Sabor” has approved the Strategic Marketing Plan for Croatian Tourism (SMPHT) for the 2014-2020 period.

The Plan includes three main goals: **to increase substantially the brand power of Croatia as a tourist destination, to attract more tourists in pre and post season, and to increase the average daily expenditure of tourists.**

External services to be procured by the CNTB

For the purpose of a successful implementation of the Marketing/PR Plan, the CNTB shall collect and select (by way of a public tender) bids of specialized agencies to carry out the following services:

- Design of a global PR strategy and the strategy’s adjustment to the targeted markets,
 - Design and implementation of a PR strategy for the CNTB in 2019.
- A) Media Relations – key media relations and engagement activities, with a market focused approach (localised strategies in line with the global PR strategy). This includes, but is not limited to: the PR/media strategy, establishing relations with new media members (journalists), PR office support (press releases, distribution, etc.), securing top tier media coverage in key global publications (both traditional and online). PR events and/or special market projects or organisation of in-market events and activities, with reporting and content creation support or, if needed, on social media, in cooperation with other partner agencies, as well as international coordination with subagency/subagencies, CNTB representative and branch offices and CNTB HQ.
- B) Social Media and Online/Digital Communications - this includes, but is not limited to: the social media strategy, community and conversation management, engagement, influencer/blogger strategy, target content and channel strategy, creation and execution of content to be activated through Social Media channels (including, but not limited to: Facebook, Twitter, Instagram and YouTube), monitoring, reporting and international coordination of activities with subagency/subagencies, international CNTB representative and branch offices and CNTB HQ.

**Each agency may opt to pitch for one or both of the above categories.*

International CNTB representative and branch offices in cooperation with the CNTB HQ would act as coordinators of activities with the agency/agencies.

Aim and Content of this Documentation

The content of this documentation has been created to help understand the context and characteristics of the requested service, and contains:

Section A:

- Main objectives and strategies of the Marketing/PR Plan.

Section B:

- Prequalification Phase.

Section C:

- Negotiation Phase – collecting, evaluating and selecting the bid.

Annexes:

- Submission Forms: 1 – 8

Clarifications and interpretation of the documentation

The CNTB shall provide, upon request of the Tenderer sent by email, additional information and/or clarifications that may be needed for the development of optimal bids.

In case of any **questions/doubts or requests for clarification**, please contact us at the e-mail address info@htz.hr, not later than:

- **Prequalification Phase:** by January 14th 2019 at 12:00 CET
- **Negotiation Phase:** by February 7th 2019 at 12:00 CET

A.2. Croatia: 2020 Vision and Marketing Goals

Croatia, as a tourist destination, has great opportunities deriving from its natural and cultural attractions, pristine nature, unique lifestyle, remarkable network of islands, extensive experience in tourism business, tradition in hospitality, and a favourable geographical location in the European Union.

Vision

In the context of the proposed vision, Croatia wants to play an important role in all major areas of tourism: experience, discovery, entertainment, business.

The following figure describes the vision and its associated marketing objectives, which are later described in detail:

Vision and Marketing Goals from the 2014-2020 Plan



Marketing Goals

Croatia is facing some major challenges that are currently preventing the country from achieving the proposed vision: its tourist brand is not well known and understood on the market, tourist demand is still predominately concentrated during the 80 days of summer, and the average expenditure per person per day is below the Mediterranean average.

The following table shows how the marketing plan should contribute to achieving the proposed tourism vision of Croatia.

Three Goals

Problems to be solved	Main goal	Auxiliary goals per segment
a. Croatia's brand recognition is weak.	To increase brand power + 50 % (Brand Power)	Guests 75% of brand awareness among the target population; Understanding Croatia's offer among 60% of the target population.
b. Croatia has difficulty in attracting tourists in pre and post season (PPS) (with the tendency of year-over-year growth)	To increase PPS arrivals	Guests influence 50 million potential PPS arrivals
c. The average daily expenditure per guest is low.	To increase the average expenditure per guest + 15% (without inflation)	Guests Increase the average expenditure per guest (+ 15% net) by 2020

A.3. Target Consumers

Target consumers by demographic variables

Friends	Couples	Families
Age: 18-29 Household income: medium and high Urban residents	Age: 30-39 / 40-54 / 55+ Household income: medium and high Urban residents	Age: 30-39 / 40-54 Household income: medium and high Urban residents Travelling with or without children

(Detailed information will be available exclusively to Tenderers in the second phase, through a brief or upon request).

A.4. Key Tourism Products

Key tourism products (based on the portfolio of tourism products defined by the Strategy of Tourism Development in Croatia by 2020) represent one of the starting points for the design of a marketing and communication strategy of the CNTB during 2019:

1. Sun and beach
2. Nautical tourism
3. Medical tourism
4. Cultural tourism
5. Industry of meetings
6. Golf tourism
7. Cyclotourism
8. Food and wine tourism
9. Rural and mountain tourism
10. Adventure and sports tourism
11. Nature (ecotourism)

A.5. Targeted Geo-Zones

In the design of a marketing and communication strategy in key outbound tourism markets, the CNTB shall, in the period until 2020, follow the guidelines of the SMPHT (based on the market portfolio defined by the Strategy of Tourism Development in Croatia by 2020).

As marketing resources are limited, it is crucial to target specific geo-zones (not entire countries) based on market attractiveness and their connections to Croatia. According to the criteria of market potential and the availability of non-stop/direct flights, or flights with one connection, that is, destinations that are in the area of 4 to 6 hours away by car from Croatia, the CNTB shall deliver the targeted geo-zones exclusively to tenderers in the second phase of the procedure.

B) Terms of Reference

1. **Subject of the Tender**
2. **Deliverables Provided by the Selected Tenderer**
3. **Estimated Value of Service**

In order to achieve the three focused objectives of the 2014-2020 marketing plan (substantial strengthening of the brand Croatia as a tourist destination, attracting additional numbers of tourists in the pre and post seasons, and increasing the average daily expenditure of tourist arrivals), the CNTB will perform significant efforts in an overall (360°) communication linked to the achievement of selected goals in the area of targeted geo-zones. Measures shall include different integrated marketing tactics in offline and online segments, and a coordinated approach to markets and target groups through cooperation between the selected marketing and PR agency, all for the purpose of achieving goals defined by the Strategic Marketing Plan for Croatian Tourism.

B.1. Subject of the Tender: Implementation of CNTB Campaigns

The subject of the tender includes the following services and activities: the design of a global PR strategy, media relations, communication through social media, and special PR projects and activities of the CNTB in the 2019 period.

The plan designed by the selected Tenderer shall have as its goal the precise targeting of target groups of tourists in specific geo-zones according to the expressed interests linked to their trip to Croatia, with the objective of reaching the three main goals in the following markets:

- Germany
- Switzerland
- Poland
- Sweden
- Norway
- Slovakia
- Hungary
- United Kingdom
- Austria
- France
- Belgium
- The Netherlands
- The Czech Republic

CNTB reserves the right to drop one or more of the above listed markets and/or some of the categories in question.

The same tendering agency may be chosen for one or both categories, and a contract shall be concluded according to the selection.

CNTB reserves the right to choose several agencies for one or more individual markets with one or all categories. The CNTB HQ in cooperation with international CNTB representative and branch offices will act as the coordinators of activities.

Individual CNTB country representative offices may opt to recommend to the CNTB Tourism Council that they wish to independently undertake PR activities for their market, with the preparation of related key performance indicators (KPI) and related metrics.

B.2. Deliverables Provided by the Selected Tenderer

The service provided by the selected Tenderer includes the

following:

1. Market analysis and research

The selected Tenderer shall analyse and research each market. The analysis, based on which the PR plan for each market shall be made, includes:

- Analysis of individual target groups,
- Analysis of the media consumption of individual target groups,
- Consumer journey – when and how does the consumer choose a destination for vacation,
- Analysis of the competition,
- Evaluation of tenders for other similar tenders that the CNTB shall receive during the term of the contract,
- Market analysis (PR overview by market).

2. PR strategy

The selected Tenderer shall design the following on the basis of the carried-out analysis and given budgets:

- The global PR strategy and general PR strategy for each market,
- PR strategies shall be made for all markets using the same form.

3. PR plans and setting up KPIs for each category

In 2019 the CNTB intends to implement up to 5 advertising campaigns, where international PR activities need to be integrated, as well as find ways of filling the gaps between campaigns with PR activities or as support to advertising campaigns. The CNTB shall deliver a detailed brief of all envisaged campaigns to the tenderers that have confirmed participation in the second phase of the tender.

4. Implementation/execution of PR plans

The Croatian National Tourist Board shall, on the basis of the submitted documentation and in accordance with the conditions set up by this documentation, as well as with possible additional criteria that shall be delivered to tenderers together with the instructions for participation in the second phase of the tender, select the best bid and sign a contract for 2019 with the selected tenderer. According to the accepted bid, the Tenderer shall implement PR campaigns for the CNTB, which includes:

- the proposal of a global PR plan broken down for each single market for each category of the tender the agency is bidding for, according to the CNTB brief and its harmonisation with the SMPHT strategy
- Defining KPIs of single campaigns for single markets,
- Ensuring required resources to execute the proposed PR plan,
- Ensuring that the CNTB has unlimited access to all required systems and platforms, such as e.g. press clipping, media analysis, social media statistics, etc. This shall also be granted to agencies pursuant to contracts which have possibly been concluded with the CNTB.

5. Monitoring and optimisation in accordance with set KPIs

By setting up planned campaigns, the successful Tenderer is obliged to carry out:

- Regular monitoring of campaigns,
- Monitoring of the execution of key performance indicators (KPIs) of campaigns,
- Optimisation of PR activities in order to achieve KPIs.

Press clipping and media analysis reporting are not subject to this tender and will be procured separately. The Lead agency will be required to coordinate and monitor these reports.

6. Regular weekly and monthly campaign reporting

The selected tenderer will report regularly on the implementation of PR activities and the fulfilment of the set performance indicators (KPIs), as well as present evidence of all the activities planned and carried out in accordance with the requirements of the CNTB:

- Creating a template for weekly and monthly reports on the implementation of PR activities,
- Regular reporting in accordance with the approved template,
- Making monthly accounts of the implemented activities and bills of quantities according to the specifications of the CNTB,
- Ad-hoc reporting requests may be required periodically and should be accounted for within the SOW and budget.

7. Report on implemented activities, post-activity analysis and suggestions for improvement in future PR activities

In addition to the evidence of implementation, the tenderer will also:

- Draft a final report about the implemented campaign,
- Conduct post-activity analyses,
- Make suggestions for improving future activities,
- Create a system for learning and knowledge-exchange between the agency and the CNTB.

8. OTHER PROVISIONS

- The agency shall provide a suggestion for communication and coordination of activities between international subagency/ies, international CNTB representative and branch offices and the CNTB HQ.
- The agency shall introduce its team and teams (subagency/ies) for each market
- Strategies, PR plans, analyses and reports shall be done on the same form for all markets.

B.3. The budget for PR agency fees (the price of the service)

A) Media relations and PR events and/or special projects – budget: HRK 4,240,000 + VAT. The budget shall be proposed by the tenderer in cooperation with the CNTB HQ and the Selection Committee, whereby the tenderer shall provide a market breakdown in percentages*; TPC (third-party costs) are not included in the above amount and will be defined in a brief for the purpose of preparing the bid.

* Press clipping/monitoring services are not foreseen within this budget and will be dealt with separately

B) Social media and digital communication – budget: HRK 2,000,000 + VAT. The budget shall be proposed by the tenderer in cooperation with the CNTB HQ and the Selection Committee, whereby the tenderer shall provide a market breakdown in percentages*; TPC (third-party costs) are not included in the above amount and will be defined in a brief for the purpose of preparing the bid.

- The above amounts are exclusive of VAT.
- The CNTB will have a quarterly activity review. The budget will be allocated quarterly and amount distributed by market will be agreed upon based on activity plans for each quarter, with the possibility of redistribution to other markets in future quarters. The budget for each quarterly activity plan will be subject to approval in order to release funds within the flexible budget pool.
- The CNTB may also opt to distribute and assign the budget to additional projects.

The CNTB reserves the right for the duration of the contract to modify the amount of the budget in any part, with prior consent of the CNTB Tourism Council.

* The client reserves the right to modify/change the percentages of the proposed market breakdown

The price (agency fee) includes the cost of the implementation of the contracted services and unlimited rights to use all submitted strategies, research and analyses, and all other costs incurred by performing services that are the subject of this tender.

C) Bid Selection

1. Delivery of bids
2. Assessment of bids

Delivery of bids

Prequalification Phase:

The prequalification phase includes the publication of the tender. Upon confirming that the submitting agencies meet all the technical requirements of the tender, they will receive a detailed brief on the basis of which they will prepare their bids and submit them within 21 days of receiving the brief. The maximum of three agencies shall be chosen per category, and those agencies shall be invited to present their bids in the following phase of the tender.

Open Call:

The Open Call for global PR agencies will be published on the CNTB's website www.htz.hr on December 28th 2018

- Any questions or clarifications regarding the tender may be submitted by email at info@htz.hr by January 14th 2019
- Deadline to submit to qualify, including submission of all completed forms and case study/ies for each of the categories for which you are bidding is January 18th 2019 by 16:00 CET.

Note: CNTB reserves the right to change the date, in which case all the submitting agencies shall be notified thereof in a timely manner.

Eligibility:

CNTB wants to cooperate with a renowned PR agency or group of agencies that have the required PR experience in providing the concerned services.

1. Experience:

The agency must have adequate experience in performing works that are the subject of this tender, and for that purpose it shall deliver evidence that it has a registered business with a registered address in the market for which it is applying, and that it has been actively operating on that market for at least 5 years prior to 2019 (2014, 2015, 2016, 2017 and 2018).

Evidence:

- *List of clients in the indicated years,*
- *Summary of implemented PR activities, with experience in at least 3 key markets and doing business with at least 3 clients in the tourist sector, together with a case studies presentation for those clients,*
- *Excerpt from the companies register or other business register, that is, excerpt from the register of competent tax authorities for the relevant market, with the indicated date of establishment, not older than 3 months.*

2. Paid tax duties

A signed statement for each agency separately on paid tax duties that is attached to this Call.

Instead of a signed statement, agencies with headquarters in Croatia shall deliver a certificate of the competent tax authority on paid tax duties in the Republic of Croatia, not older than 30 days from the date of the bid delivery.

4. Statement of good conduct

A signed statement of good conduct for each agency separately that is attached to this Call.

5. Consortium bidding

Consortium bidding is allowed.

A member of the consortium that is in charge of a single market must independently fulfil all prescribed conditions for that market. In addition to such members, the consortium may have other members that are not in charge of a single market but, in case of selection, will act as a leading agency that acts in their name and for their account towards the client, and will at least once a month inform the client on the state of the budget and all activities per markets.

Members of the consortium shall establish in advance and define jointly such leading agency that shall act in their name and for their account towards the client.

As evidence of the selection of a leading agency, members of the consortium shall deliver signed statements of single members of the consortium (Form 8), where it is clearly stated who among the members is selected as the leading agency in the tendering procedure, acting in the name and for the account of members, as well as the fact that, in case of selection of that group for any of the markets for which the group sent the bid, the leading agency shall bear all rights and obligations from the contract towards the client, without any single rights of members directly towards the client.

In case of a consortium, the following documentation shall be delivered for each group member in charge of a single market:

1. Evidence of experience on that market
 - a) List of clients
 - b) Excerpt from the companies register or other business register, with indicated date of establishment
2. Evidence of paid tax duties
 - a) Statement of paid taxes (Form 6), or
3. For agencies with headquarters in the Republic of Croatia – certificate of the competent tax authority (Statement of the consortium)

In case of a consortium, the following documentation shall be delivered for the leading agency:

1. Evidence of paid tax duties
 - a) Statement of paid taxes (Form 6), or

- b) for agencies with headquarters in the Republic of Croatia – certificate of the competent tax authority (Statement of the consortium)
2. Statement of the consortium – the leading agency confirms with its signature every single statement of members of the consortium
3. Form – General information about the Tenderer responsible for the project
4. Form – Composition of the work-team and tasks

Important note: The CNTB may subsequently check the authenticity of data, recommendations, proofs and eligibility certificates.

If a specific piece of evidence is not clear or is missing, the CNTB may call the tendered to explain or deliver it within the deadline set up for that purpose.

The bid price does not have to be submitted in this phase, but the proposed activities have to be within the budget available per each category.

Tenderers not meeting the stipulated requirements or documentation shall not be considered.

Selection:

The Technical Committee shall review all the documentation submitted in the prequalification phase and decide which of the tenderers shall be invited to the second phase of the procedure. A maximum of 5 tenderers shall be invited to the second phase. In case one of the tenderers withdraws from further tendering after the notification that it has been selected for the second phase, the Technical Committee may decide whether the next tenderer from the list shall be invited instead of the previous one.

The Technical Committee shall decide on the qualification of the tenderer for the next phase by taking into consideration the above-mentioned criteria (tourism sector clients, case studies graded on a scale of 1-5, with 5 being the highest grade) and the delivered documentation.

Technical criteria shall also include a separate grade for presence in the markets subject to the tender. (on a scale of 1-5, with 5 being the highest grade).

After the CNTB sends the call for participation in the next phase, it shall deliver to selected tenderers documentation that is necessary for the bid, detailed instructions and conditions for further participation in the procedure, as well as the terms of the contract that shall be signed with the selected tenderer.

Negotiation phase

C.1. Delivery of bids

Deadline for the delivery of bids, completed forms and case studies for each category for which you are submitting is January 18th 2019, by 16:00 CET.

1. Content of proposals/bids

After receiving confirmation of qualification and the brief, the bid must include:

a response to the brief for each category for which the agency is bidding. The brief will be provided to the qualifying agencies by January 29th 2019.

2. Delivery of bids

All documentation shall be delivered in a sealed envelope, in printed and digital form (on a digital medium: USB flash drive, CD, DVD, etc.), sent by registered mail with the following indication: "Natječaj – odabir PR agencije" ("Tender – PR agency selection"), to the following address:

Croatian National Tourist Board
Global PR Department
Iblerov trg 10/IV, p.p. 251
10000 Zagreb

Deadline for the delivery of bids is 21 days of receiving the brief, that is February 19th by 16:00 CET. Should the postal package not arrive within the specified deadline, the CNTB will accept bids submitted electronically via email by the specified deadline (info@htz.hr), as long as the submitted documents are identical to the required documents that have been sent via post and received after the specified deadline.

The agencies invited to present their bids will be notified subsequently by the CNTB of the dates of these presentations.

*** The CNTB may opt for additional briefing, with prior consent of the CNTB Tourism Council, should the need arise, whereby all tenderers will be notified of the new deadlines.**

C.2. Assessment of bids

The Selection Committee shall review the delivered bids. The tenderer whose bid achieved the highest score for the highest number of key markets shall be selected.

If two or more agencies achieve the same score for one or several markets, the bid which was sent first shall be selected (taking into consideration the date of receiving the bid in the tenderer's post office).

Each category shall be graded on a scale of 1-10 and multiplied with the weight from the table, and the total score with all points shall make the final grade.

In cooperation with the CNTH HQ, representative and branch offices of the CNTH shall grade agencies and subagencies operating on their markets with a grade of 1-10, and the average of total scores per individual markets shall make the proposal of the total score.

The total number of scores per category is defined in the following table.

Category	Maximum weight
1. PR plan, its integration in the campaign and its harmonisation with the SMPHT and the Scope of Work (SOW) within the set budget	35 %
2. Rationale & creativity of the PR agency	15 %
3. Methodology for quantitative and qualitative measurement of achieved	15 %
4. Proposed KPIs	15 %
5. Analysis of markets and target groups	10 %
6. Methodology for account management and coordination with the client	10 %
TOTAL (1+2+3+4+5+6)	100 %

The evaluation of bids is based on a discretionary vote of each member of the Committee.

The CNTB may decide, with prior consent of the CNTB Tourism Council, not to select the bid and is authorized to withdraw from the acceptance of the bid at all stages, until the contract has been signed with the successful Tenderer, without any liability for the compensation of any damages which the Tenderer has or may incur as a result.

Tenderers whose bids were not selected have no right to appeal or receive compensation for any costs related to this procedure.

The CNTB may decide subsequently to extend the deadline for bid delivery or in any way modify the terms from this documentation, with prior consent of the CNTB Tourism Council.

In case of the selection/acceptance of a bid, the CNTB has the right to request from the successful Tenderer the submission of all evidence that it considers relevant to prove the Tenderer's capability to fulfil the undertaken obligations, and provide a certain standard of quality. In case when the above-mentioned evidence, according to the discretionary assessment of the CNTB, points to the inability or difficulty in fulfilling the undertaken obligations, that is, calls into question its quality, the CNTB shall desist from accepting the bid i.e. concluding the contract with the selected Tenderer, whereby no Tenderer shall have the right to the compensation of damages which have incurred, or which may incur, therefrom.

The CNTB reserves the right to further negotiate on increasing the scope of services for the same price with one or more tenderers per category of services, whereby such tenderers shall be among the three most successful tenderers in a certain category.

The obligations of the successful Tenderer after the selection

The tenderer is obliged to conclude a Service Provision Contract.

Summary

First phase: Prequalification procedure

- Deadline for submitting any questions or clarifications regarding the tender: by January 14th 2019 by 16:00 CET, by email: info@htz.hr
- Deadline to submit to qualify, including submission of all completed forms and case study/ies for each of the categories for which you are submitting is **January 18th 2019 by 16:00 CET.**
- The CNTB shall inform all Tenderers that participated in the prequalification phase about the results of this phase by **January 23rd 2019.**
- The Tenderers have **5 working days to confirm** the receipt of the notice and to confirm their participation in the second phase.

Second phase: Delivery of bids/negotiations

- The CNTB shall deliver a brief by **January 31th 2019** to all the agencies continuing to the second phase, as well as all other documentation necessary to deliver the bids.
- The deadline for the delivery of possible questions/doubts regarding the tender is 5 days from receiving the brief (February 7th 2019 by 16:00 CET), with the possibility to organise additional meetings and phone calls, if necessary.
- Tenderers shall deliver their bids no later than 21 days after receiving the brief, that is, **by February 21th 2019 by 16:00 CET** the latest, after which the CNTB shall inform them about the schedule of presentations in Zagreb (framework dates: March 4th – March 11th 2019).

Submission Form 1 – General information about the Tenderer responsible for the project

Name of the legal entity	
Registered office of the legal entity	
E-mail of the legal entity	
Tax number of the legal entity	
Years of operation (registration date and name of the register)	
Authorised representative of the legal entity (name, surname and function)	

Signature of the authorised representative of the Tenderer

Stamp of the Tenderer

Place _____

Date _____

Submission Form 2 – List of significant clients (in general) in the past five (5) years

Contract Number	Name and address of the commissioner	Subject of the contract	Time and place of the executed contract
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

Signature of the authorised representative of the Tenderer

Stamp of the Tenderer

Place _____

Date _____

Submission Form 3 – List of significant clients from the tourism sector in the last five (5) years

Contract number	Name and address of the commissioner	Subject of the contract	Time and place of the completed contract	Market for which the service was provided
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Signature of the authorised representative of the Tenderer

Stamp of the Tenderer

Place _____

Date _____

Submission Form 5 – Statement of Good Conduct

STATEMENT OF GOOD CONDUCT

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 authorized 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)

Seal

(signature of the authorised representative of the Tenderer)

Submission Form 6 – Statement of Paid Taxes

STATEMENT OF PAID TAXES

I, _____ (name and surname) from _____, as the 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)

Seal

(signature of the authorised representative of the Tenderer)

Submission Form 7 – List of own branches / representative offices / offices on the markets / partner agencies

List of own branches / representative offices / offices on the markets

Market	Name	Address
AUSTRIA		
BELGIUM		
THE CZECH REPUBLIC		
FRANCE		
HUNGARY		
THE NETHERLANDS		
GERMANY		
POLAND		
SLOVAKIA		
SWEDEN		
NORWAY		
UK		
SWITZERLAND		

Note:

Permanent employees of a branch office shall be deemed only those persons who perform their tasks primarily in the branch office's headquarters. Key Account from Table 4 for each market must have its registered office on the stated market.

Submission Form 8 – Statement of the Consortium

STATEMENT OF THE CONSORTIUM

I hereby agree that in the tendering procedure for _____

I am participating as a member of the consortium that consists of the following members:

- 1.
- 2.
- 3.

I agree that in this tendering procedure, as well as in contracting and performing all rights and obligations towards the client (communication with the client, conclusion of contracts, annexes and all other necessary legal tasks and issuing guarantees) the following operator acts in my name and for my account

_____ (leading agency), that will conclude with the client a contract based on the delivered bid for one or more markets and assume all rights and obligations from that contract towards the client, without any single rights of the members of this consortium directly towards the client.

In _____, on _____._____.
(place) (date)

Seal

(signature of the authorised representative of the Tenderer)

Statement of the leading agency

I hereby agree to participate in name and for the account of the aforementioned member of the consortium entirely. I, as the leading agency of the consortium, further agree to conclude with the client a contract based on the delivered bid for one or more markets, as well as assume all rights and obligations from that contract towards the client, without any single rights of the members of this consortium directly towards the client.

In _____, on _____._____. (place)
(date)

Seal

(signature of the authorised representative of the Tenderer)