



Poreč, 28.07.2021.  
REG. NO: 0147-21-646

**The invitation to tender for the category of simple procurement amounting from 20,000.00 to 200,000.00 / 500,000.00 HRK without VAT**

**Equivalent to the conversion according to the EUR exchange rate at the day of the tender submission (see the exchange rate at <https://www.hnb.hr/temeljne-funkcije/monetarna-politika/tečajna-lista/tečajna-lista>)**

**Contracting Entity:**

Institute of Agriculture and Tourism  
Karla Huguesa 8, 52440 Poreč  
OIB (Personal Identification Number): HR03850982961

**DESCRIPTION OR TECHNICAL SPECIFICATION OF PROCUREMENT SUBJECT MATTER**

Contracting services from external experts for project activity on work package 6 / "D6.5.1 INHERITURA advisory and consultation resources and tools" within Activity 6.5 "INHERITURA advisory and consultation services"

**Acceptable maximum price of the requested goods, service or works without VAT:**n/c HRK / 9.600,00 EUR

**TERMS AND CONDITIONS**

Your tender should fulfill the following terms:

Tender validity period: 11 days

Performance (delivery) place: Karla Huguesa 8. 52440 Poreč

Payment deadlines: 15 days from received the procurement subject and after the quality control  
accordtding to signed contract

Payment method: Bank account

Advance payment excluded: YES  / NO

**The tender has to include (confirm):**

- |   |   |
|---|---|
| 1. Transportation cost (for the acquisition of the subject matter of the procurement – machines and equipment): | YES <input type="checkbox"/> / NO <input checked="" type="checkbox"/> |
| 2. Montage cost (for the acquisition of the subject matter of the procurement – machines and equipment):        | YES <input type="checkbox"/> / NO <input checked="" type="checkbox"/> |
| 3. Warranty:  | YES <input type="checkbox"/> / NO <input checked="" type="checkbox"/> |
| Number of months:   |   |
| 4. Other benefits:  |   |

**Criteria for the tender selection:**

- |  |   |
|--|---|
| 1. The lowest price                      | YES <input type="checkbox"/> / NO <input checked="" type="checkbox"/> |
| 2. Most economically advantageous tender | YES <input checked="" type="checkbox"/> / NO <input type="checkbox"/> |
| 2.1. Scoring criteria                    |   |
| a) The lowest price                      | 60 points   |
| b) Contractor's experience               | 30 points   |



c) Methodology approach

10 points

### Components of the tender

The tender should be signed and stamped, and contain the following attachments:

- |  |   |
|--|---|
| 1. Tender sheet  | YES <input checked="" type="checkbox"/> / NO <input type="checkbox"/> |
| 2. Special tender of the company   | YES <input checked="" type="checkbox"/> / NO <input type="checkbox"/> |
| 3. Bill of quantities – filled in and certified by the Tenderer                  | YES <input type="checkbox"/> / NO <input checked="" type="checkbox"/> |
| 4. Excerpt of the registration in the court register                             | YES <input type="checkbox"/> / NO <input checked="" type="checkbox"/> |
| 5. Detailed specification of the product or service                              | YES <input checked="" type="checkbox"/> / NO <input type="checkbox"/> |
| 6. Other documentation from the instructions for tender delivery                 | YES <input type="checkbox"/> / NO <input checked="" type="checkbox"/> |
| 7. Statement on agreement completion deadline (on tender sheet)                  | YES <input checked="" type="checkbox"/> / NO <input type="checkbox"/> |
| 8. Initialed a contract proposal as a sign of acceptance of the terms of the job | YES <input checked="" type="checkbox"/> / NO <input type="checkbox"/> |

**NOTE:** All documents should be stamped and signed

### Delivery of the tender:

1. Deadline: 02.08. 2021 to 15,00 hours.

2. Delivery method – the tender shall be delivered via:

Mail in a closed envelope with the note: Tender – Do not open, with the addition of name and address of the Contracting Entity, name and address of the Tenderer, name of the subject matter of the procurement.

E-mail: scanned and certified documents, in PDF format, with the same information elements in the subject of the e-mail. The documents should be sent in a ZIP folder with the name of the project, name of the subject matter of the procurement and the name of the Tenderer as its title.

The tender should be delivered via mail to the address of the Contracting Entity.

Deliver the tender electronically via e-mail to: [ninoslav@iptpo.hr](mailto:ninoslav@iptpo.hr)

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The tender shall be opened by the appointed procurement committee.

Opening of the simple procurement tender is not public.

The Contracting Entity shall deliver notice on the results of the committee's decision to the postal address or e-mail of the Tenderer.

The Tenderer shall determine the tender delivery method on its own and shall bear the risk of eventual loss, i.e., untimely tender delivery on its own.



Institute Director

*DBan*  
Dean Ban, PhD