



UREĐENA ZEMLJA  
Nacionalni program sređivanja  
zemljišnih knjiga i katastra

*Based on the Loan Agreement for the Integrated Land Administration System Project, IBRD no. 8086-HR, the Project Implementation Unit hereby announces:*

**REQUEST FOR EXPRESSIONS OF INTEREST  
(CONSULTING SERVICES – FIRMS SELECTION)**

**DEVELOPMENT OF A STUDY OF IMPLEMENTATION OF THE CADASTRE OF  
BUILDINGS IN THE REPUBLIC OF CROATIA**

Reference No. SGA/ILAS-B3-6/CQ/15/98

1. The Republic of Croatia has received financing from the World Bank toward the cost of the Integrated Land Administration System Project, and intends to apply part of the proceeds for consulting services.

Pursuant to the Law on State Survey and Real Property Cadastre (Official Gazette no. 16/07; 124/10), the State Geodetic Administration is a state authority performing geodetic and cadastral operations and, in particular, the production, renewal and maintenance of surveys and real property cadastre, introduction of the information technology in the cadastral and geo-spatial system, development of official State maps, maintenance of geodetic data, maintenance of the statistical data on the real property cadastre and utilities cadastre, geodetic and cadastral operations related to the State border, development and application of the geodetic surveying technology in the field of science, economy and other activities serving as the basis for intervening in the space. The SGA organisational chart is defined by the Decree on the SGA Internal Structure (OG 39/12, 22/14) (hereinafter: Decree) stating that the administrative and other professional tasks within the SGA scope of work are executed by the Head Office located in Zagreb as well as 20 regional offices and 92 branch offices. Nine internal organizational units have been established at the SGA Head Office. Four services have been established at the Sector for Cadastral System.

As part of its authority, the State Geodetic Administration is tasked with maintaining the Spatial Units Register (SUR). Article 78 of the Law on State Survey and Real Property Cadastre states that the SUR contains the data on the following spatial units: the State, counties, the City of Zagreb, cities, municipalities, settlements, the delivery area of a post office, local government units, protected areas, cadastral municipalities, statistical divisions, census divisions, streets and squares, buildings with corresponding house numbers, and other spatial units specified by special regulations. Pursuant to the same Law (Art. 81), this data must be used as the official dataset for recording, gathering, expressing, exchanging and linking various types of spatial data. The SGA forwards ex officio the SUR data to the Central Bureau of Statistics.

All data from the SUR alphanumeric part are digitally stored in the spatial units database: on the State, counties, the City of Zagreb, cities, municipalities, settlements, the delivery area of a post office, local government units, protected areas, cadastral municipalities, statistical divisions, census divisions, streets and squares. The data on house numbers is stored in the "Buildings and House Numbers" database. The spatial unit data is maintained at the SGA Head Office and the data on house numbers at the regional cadastral offices and their branch offices.

SUR data are kept in the Oracle database while data on house numbers in the Microsoft SQL Server 2008. The Graphical Spatial Unit Register is maintained on the ESRI platform ArcGIS 9. The data is stored in the "personal geodatabase" in MDB format. The central SUR GIS

database stores the following classes: State, county, town/municipality, settlement, local government unit, cadastral municipality, statistical circle, settlement centroid and delineation lines at sea. The types of object geometry are point, line and polygon and the attributes are identical to the alphanumeric base. As part of the technical documentation for the Population of Households and Apartments Census in the RoC for 2011, all graphical data of the SUR up to the level of the statistical circle have been revised in April 2011 and, as necessary, additionally digitized. Furthermore, the accuracy of the spatial unit border illustration has been improved and the content of the graphical database has been extended by digitizing the borders of census circles, streets, squares and house numbers that have also been revised. All data is geo-referenced and the graphical base for geo-referencing all spatial data was the digital orthophoto plan in the scale of 1:5,000. The establishment of a web service for availability of the SUR data will be completed in 2015.

As the RoC has not established a cadastre of buildings yet, however it is necessary to efficiently process legal and property-related issues, and the JIS implementation, the SGA decided to initiate the project Cadastre of Buildings in the RoC.

The objective of the consulting services (“the Services”) is:

to develop a study of implementation of the cadastre of buildings as an operational document to establish the cadastre of buildings at ROC that should be focused on defining the following:

- Institutional, legislative and financial framework
- Basic data
- Technical standards

The study of implementation of the cadastre of buildings shall be presented to the RoC Government and shall serve as the basis for passing a decision/law to establish the RoC institutional framework for the cadastre of buildings.

The cadastre of buildings shall be implemented in accordance with the EU ICT standards. The Cadastre of Buildings data model must be harmonized with the INSPIRE Directive, INSPIRE Implementation Rules and INSPIRE Data Specifications.

The cadastre of buildings in RoC:

- shall enable the collection, processing, display, maintenance and control of the data on buildings and parts of buildings in a unified way
- shall enable the users a simple, fast, single, cheap and safe access to the data on buildings and parts of buildings
- shall enable the data throughput from the source records by respecting the interoperability principle.

The Consultant is planned to be engaged in the period of seven months from the date of signature of the Contract.

Further information regarding the Terms of Reference are available at the website [www.uredjenazemlja.hr](http://www.uredjenazemlja.hr) (<http://www.uredjenazemlja.hr/default.aspx?id=21>).

2. On behalf of the State Geodetic Administration, the Project Implementation Unit now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.
3. The shortlisting criteria are:

The Consultant shall be a firm or association of consultants in the form of a joint venture or sub consultancy with following qualifications:

In order for the task to be performed, it is necessary to hire a company with 10 years of experience in providing the services in the field of land administration with the emphasis on cadastral services. The company must have experience in the projects funded by EU funds and WB loans and shall have developed at least one study in the field of land administration.

In performing the requested consultancy services, the company shall provide a team of experts to be available for the period of 7 months as follows:

- A team leader for the period of 7 months: 50 man/days
- Legal expert – one person, 10 man/days,
- IT expert for data modelling, one person, 15 man/days,
- Cadastral expert – one person, 35 man/days,
- A translator and any other experts proposed by the company and agreed with the Client

Further information regarding the qualification criteria are available at the website [www.uredjenazemlja.hr](http://www.uredjenazemlja.hr) (<http://www.uredjenazemlja.hr/default.aspx?id=21>).

The Consultant may submit CVs of proposed experts, for information only.

It is expected that the Consultant submits information on their organizational capacity in their Expression of Interest.

The credibility of mentioned experience shall be presented in a list of project references with description of services provided (including information on contract value, contracting entity/client, project location/country, duration, assignment budget, percentage carried out by consultant in case of association of firms or subcontracting and main activities).

The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank's *Guidelines: Selection and Employment of Consultants [under IBRD Loans and IDA Credits & Grants] by World Bank Borrowers* (published in January 2011) ("Consultant Guidelines"), setting forth the World Bank's policy on conflict of interest.

4. Consultants may associate with other firms in the form of a joint venture or a subconsultancy to enhance their qualifications. The "association" may take the form of a Joint Venture or a sub consultancy. In case of a Joint Venture (JV), all members of the JV will be evaluated jointly for the purpose of short listing and shall be jointly and severally liable for the assignment and shall sign the contract in case of award is made to that JV group. Interested consultants should clearly indicate the structure of their "association" and the duties of the partners and sub consultants in their application. Unclear expression of interests in terms of "in association with" and/or "in affiliation with" and etc. may not be considered for short listing. Keeping one expression of interest per firm as principle, a consultant firm may decide whether it wishes to participate as a sub consultant or as a sole consultant or as a partner in a joint venture. Please note that a firm shall submit only one expression of interests in the same selection process either individually as a consultant or as a partner in a joint venture. No firm can be a sub consultant while submitting an expression of interests individually or as a partner of a joint venture in the same selection process. A firm, if acting in the capacity of sub consultant in any consultant or JV, may participate in more than one consultant, but only in the capacity of a sub consultant.
5. A Consultant will be selected in accordance with the Consultants' Qualification method (CQS) set out in the Consultant Guidelines.

6. Further information can be obtained at the address below during office hours 09:00 to 16:00 hours.
7. Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by fax, or by e-mail) by **July 24, 2015**.

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