

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

**INVITATION FOR BIDS (IFB)**  
**for**  
**“Procurement of Hardware and Software for State Geodetic Administration”**  
**(SGA/ILAS-C2-1/NCB/15/89)**

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 IT equipment and software.

2. On behalf of the State Geodetic Administration, the Project Implementation Unit now invites sealed bids from eligible and qualified bidders for the supply of:

No.	Item	Quantity	
G-1	Desktop PC	107	piece
G-2	Workstation PC	2	piece
G-3	LCD Color Monitor 24”	109	piece
G-4	Laser Printer A3/A4	25	piece
G-5	Scanner A4	2	piece
G-6	Scanner A3/A4	15	piece
G-7	Network Switch	15	piece

The Bidder must include in its bid all items specified above. Bids will be evaluated for the entire lot. The successful Bidder shall be required to deliver all the equipment under the lot within the period of 6 weeks from the date of the contract commencement. The equipment shall be delivered to the following sites:

Project Sites		Items of equipment						
		1	2	3	4	5	6	7
SGA Regional Cadastre Offices (PUK)		Desktop PC	Work station PC	LCD Color Monitor 24”	Laser Printer A3/A4	Scanner A4	Scanner A3/A4	Network Switch
1	Čakovec	6		6				
2	Dubrovnik						1	
3	Gospić	12		12	3		1	
4	Koprivnica	12		12	1			
5	Krapina	7		7	1			

6	Osijek	14		14	2			
7	Sisak	19		19	3		1	3
8	Sl. Brod	12		12				
9	Split						1	
10	Šibenik						1	
11	Varaždin	18		18	1		1	2
12	Central Office SGA Zagreb	7		7	14	2	9	10
13	CKP Glina		2	2				
<b>Total quantity (pcs)</b>		<b>107</b>	<b>2</b>	<b>109</b>	<b>25</b>	<b>2</b>	<b>15</b>	<b>15</b>

3. Bidding will be conducted through the National Competitive Bidding (NCB) procedures specified in the World Bank's *Guidelines: Procurement under IBRD Loans and IDA Credits, January 2011* and is open to all bidders from Eligible Source Countries as defined in the *Guidelines*.

4. Interested eligible bidders may obtain further information from the Project Implementation Unit and inspect the bidding documents at the address given below from Monday to Friday between 10:00 and 15:00 hours local time.

**5. Qualifications requirements include:**

**A) GENERAL AND LEGAL CAPACITY**

**A.1. Criminal record**

Bidders shall submit proof that the legal entity of the Bidder and the physical person legally authorized to represent the Bidder have not been convicted of any of the following criminal offences:

- (I) fraud (Article 236), fraud in business operations (Article 247), receiving bribe in business operations (Article 252), giving bribe in business operations (Article 253), abuse in public procurement procedure (Article 254), evasion of taxes or customs duties (Article 256), subsidy-related fraud (Article 258), money laundering (Article 265), abuse of position and authority (Article 291), illegal favoring (Article 292.), giving bribe (Article 293), giving bribe (Article 294), trading in influence (Article 295), giving bribe for trading in influence (Article 296), criminal association (Article 328) and committing a criminal offence as part of criminal association (Article 329), as defined under Croatian Criminal Act,
- (II) fraud (Article 224), money laundering (Article 279), fraud in business operations (Article 293), receiving bribe in business operations (Article 294 a), giving bribe in business operations (Article 294 b), associating to commit criminal offences (Article 333), abuse of position and authority (Article 337), abuse of public office (Article 338), illegal mediation (Article 343), receiving bribe (Article 347) and giving bribe (Article 348), as defined under Croatian Criminal Act (OG 110/97, 27/98, 50/00, 129/00, 51/01, 111/03, 190/03, 105/04, 84/05, 71/06, 110/07, 152/08, 57/11, 77/11 and 143/12),

or any corresponding criminal offences according to regulations of the country where the Bidder has a seat, and/or the country whose citizenship the physical person legally authorized to represent the Bidder has.

As a proof, the Bidder shall submit an uncertified statement by the person legally authorized to represent the commercial entity. The statement shall not be older than three months, counting from the day of the bidding announcement/publication.

**A.2. Payment of all outstanding tax obligations and obligations related to pension and health insurance contributions**

The Purchaser shall exclude from the public procurement procedure the Bidder who has not paid its outstanding tax obligations and obligations related to pension and health insurance contributions, except when such Bidder is exempted from paying these obligations by special

law, or when delayed payment has been approved (for instance, in the case of pre-bankruptcy settlement).

To prove such circumstances, the Bidder shall submit as part of the bid:

- a) Tax Administration certificate not older than 30 (in words: thirty) days counting from the day of the bidding announcement/publication, or
- b) a valid equivalent document issued by the competent public administration body of the country where the Bidder has a seat, if the certificate under a) is not issued, or
- c) if documents under a) and b) are not issued in the country where the Bidder has a seat, a declaration under oath or equivalent solemn declaration by the person legally authorized to represent the Bidder, before the competent judicial or administrative authority or a public notary or the competent professional or trade organization in the country where the commercial entity has seat, or a signed statement certified by a public notary, not older than 30 (in words: thirty) days counting from the day of the bidding announcement.

**A.3. *Registration in the court, arts and crafts, professional or another corresponding register of the country in which the commercial entity has a seat***

To prove its registration, as a legal entity for the field of work specific for this assignment in the country of origin, this registration being in the court, arts and crafts, professional or another corresponding register of the country in which it has a seat, the Bidder shall submit:

- a) the corresponding extract, or
- b) if the document under a) is not issued in the country in which the commercial entity has a seat, a statement certified by the competent authority.

The extract or statement shall not be older than 3 (in words: three) months counting from the day of the bidding announcement/publication.

***NOTE:** In case the Bidder is a Joint Venture (JV), all of the above general and legal capability criteria must be fulfilled by each of the partners to the JV and documentation demonstrating compliance with these requirements must be provided for each partner to the JV in its Bid.*

Additional documentary requirements for Joint Ventures:

Bids submitted by a JV of two or more firms as partners shall comply with the following requirements:

- (i) the bid shall be signed so as to be legally binding on all partners,
- (ii) one of the partners shall be nominated as being in charge (Lead Partner), and this nomination shall be evidenced by submitting in its Bid a power of attorney signed by legally authorized signatories of all the partners,
- (iii) the Lead Partner shall be authorized to incur liabilities and receive instructions for and on behalf of any and all partners of the Joint Venture, and the entire execution of the Contract, including payment, shall be done exclusively with the partner in charge,
- (iv) all partners to the Joint Venture shall be obligated to remain in a JV for the entire period of validity of the contract resulting from this bidding procedure and shall be liable jointly and severally for the execution of the Contract in accordance with the Contract terms,

A JV statement signed by all partners to the effect of all obligations mentioned under points (i) to (iv) above shall be included in the authorization mentioned under (ii) above, and attached to the bid as well as the Contract (in case of a successful bid).

**B) FINANCIAL CAPACITY**

Commercial entities shall prove their financial capacity by submitting the following proofs as part of the bid:

- B.1. The Bidder shall have stable financial position** meaning that its annual profit before taxes (PBT) must be positive for each of the last three years (2013, 2012, 2011)

**B.2. The Bidder shall have average annual turnover (“annual turnover” = gross amount of income received by the business related to supply of computer hardware and software in 1 year period) for the last three years ((2013+2012+2011)/3) of a minimum amount of 1.2 Mil. HRK equivalent**

The Bidders shall submit the audited financial statement, a Balance Sheet/Profit and Loss Account or equivalent document, for the last three years (2013, 2012, 2011).

*NOTE: In case of Joint Ventures (JV) the leading partner (partner in charge) must provide at least fifty (50) percent of the annual turnover of the JV. Joint Venture junior partners must provide at least thirty (30) percent of annual turnover (For the purposes of establishing a Bidder's qualifications, the experience and/or resources of any Subcontractor will not contribute to the Bidder's qualifications; only those of a Joint Venture partner will be considered).*

**C) TECHNICAL AND PROFESSIONAL CAPACITY**

Bidders shall prove their technical and professional capacity by submitting the following proofs as part of the Bid:

**C.1. A list of referenced contracts for the supply of similar goods<sup>1</sup> executed in the year when the procurement procedure started and in the three years preceding that year (2014, 2013 and 2012).**

The list of referenced contracts shall include the amounts; goods supply dates, and the names of the other Contracting Parties (Purchasers). As proof of orderly supply of goods, the list shall include, or have attached, a verification/certification of orderly contract execution issued by the other Contracting Parties (Purchasers). The proofs above shall serve to evidence that the Bidder has carried out successfully at least one contract for the supply of goods equal or similar to the subject of procurement, with a total value of at least 1.2 Mil. HRK equivalent.

*NOTE: In case of Joint Ventures (JV), criterion C.1. above may be fulfilled by any of the partners to the JV or by all partners cumulatively.*

**D) OTHER DOCUMENTS TO BE SUBMITTED AS PART OF THE BID**

**D.1. Manufacturer's Authorization (as per template form attached to Section IV. Bidding Forms)**

**D.2. Copy of the ISO 9001 certificate of the Bidder – Quality Management Systems.**

**D.3. The Bidder shall furnish documentary evidence to demonstrate that it meets the requirements for warranty and post-warranty service capacity:**

To provide warranty and post-warranty services for the offered Goods, the Supplier must have own (or subcontracted) minimum of four (4) fully functional service centres spread out over the country or provide written confirmation that in case of contract award the Bidder will ensure establishment and maintenance facilities for warranty and post-warranty services. There must be at least one Service centre in each of four (4) groups of Counties (“županije”) in Croatia:

Group A: Counties 13, 15, 17, 19

Group B: Counties 8, 9, 18

Group C: Counties 10, 11, 12, 14, 16

Group D: Counties 1, 2, 3, 4, 5, 6, 7, 20, 21 (City of Zagreb)

according to <http://narodne-novine.nn.hr/clanci/sluzbeni/127788.html>.

These facilities, which shall operate directly under the authority and the responsibility of the Bidder, will be able to perform full servicing and repair of the equipment and will have at their disposal all the spare parts needed, or will be able to procure them in reasonable time. The post-warranty period (two years) starts with the expiration of the warranty period. The facilities must be fully operational not later than the final date of delivery.

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<sup>1</sup> The similarity shall be based on the physical size, complexity, methods/technology and/or other characteristics.

All Service centres must have certified technicians trained for maintenance of goods offered. Minimum two (2) persons per Service centre location (authorized for servicing PCs, scanners and printers) shall be permanently employed by the Supplier (or the subcontractor). If the Supplier does not have existing facilities, then the Supplier must establish above required Service centres within 6 weeks after contract signing.

**Subcontractor:** In the case that the Bidder subcontracts Service center, the Bidder should submit within the bid required evidences for the subcontractor and the Letter of intention for subcontracting required services, which should be signed by both parties.

A margin of preference for certain goods manufactured domestically shall not be applied. Additional details are provided in the Bidding Documents.

6. A complete set of Bidding Documents **in the English language** may be purchased by interested bidders on the submission of a written Application to the address below and upon presentation of the proof of payment of a non refundable fee of HRK 300,00. The method of payment will be a deposit to the specified account of the Integrated Land Administration System Project as follows:

For payments in HRK (Croatian Kuna): direct deposit or transfer to the bank account no. 1001005-1863000160, IBAN: HR 12 1001 0051 8630 00160, code: 64, description no. 9733-6120-664040 in favour of the State budget of the Republic of Croatia.

The documents shall be sent by a courier or collected by the authorized representative of the Bidder at the address below.

7. Bids must be delivered to the address below at or before **16 March 2015 at 13:00 p.m. local time**. Electronic bidding will not be permitted. Late bids will be rejected. Bids will be opened in the presence of the bidders' representatives who choose to attend in person at the address below at **16 March 2015 at 13:00 p.m. local time**. All bids must be accompanied by a Bid Security in the amount of HRK 24.000,00 or an equivalent amount in a freely convertible currency.

8. The address(es) referred to above is(are):

Integrated Land Administration System Project  
(Projekt implementacije integriranog sustava zemljišne administracije)  
Project Implementation Unit (PIU)  
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