

---

## **WORKS PROCUREMENT NOTICE**

### **Construction Works**

#### **Tender for 5 Regional Institutions in**

#### **Brodsko-posavska and Požeško-slavonska Counties**

#### **Republic of Croatia**

**1. Publication reference**

2004-0101-0106

**2. Procedure**

Local Open Tender

**3. Programme**

Cards 2004

**4. Financing**

CARDS 2004 Annual Action Programme for Croatia

**5. Contracting Authority**

The Ministry of Finance of the Republic of Croatia, Central Finance and Contracting Unit.

### **CONTRACT SPECIFICATIONS**

**6. Description of the contract**

The scope of works includes the Building Construction Works for 5 Regional Institutions in Slavonia in the Counties of Brodsko-posavska and Požeško-slavonska, which means the completion of civil and installations works associated with the construction.

The building construction works consist of the following Projects:

1. Boosting socio-economic development via high value industrial activity and FDI - Establishment of a Business Innovation Centre (BISC) within the Industrial Park of Nova Gradiška by the Municipality of Nova Gradiška
2. Boosting business activities in the area of Pakrac
3. Improving essential social services to promote employability by establishing a day-care and treatment centre for disabled children in Požega
4. Improving essential social services and employability by extending residential care to the immobile elderly in Požega
5. Description of Works - Reconstruction of the roof and electrical installation of mechanical workshop for Agricultural School in Slavonski Brod

**7. Number and titles of lots**

Not applicable

**TERMS OF PARTICIPATION****8. Eligibility and rules of origin**

Participation is open to all legal persons participating either individually or in a grouping (consortium) of tenderers of the Member States of the European Union and the countries and territories of the regions covered and/or authorised by the Regulations on access to Community external assistance and other specific instruments applicable to the programme under which the contract is financed (see also heading 22 below). All works, supplies and services under this contract must originate in one or more of these countries. Participation of natural persons is directly governed by the specific instruments applicable to the programme under which the contract is financed.

**9. Grounds for exclusion**

Tenderers must submit a signed declaration, included in the Tender Form for a Works Contract, to the effect that they are not in any of the situations listed in point 2.3.3 of the **Practical Guide to contract procedures for EC external actions**.

**10. Number of tenders**

Tenderers (including firms within the same legal group, other members of the same consortium, and sub-contractors) may submit only one tender for the whole works. Tenders for only parts of the works will not be considered. Any tenderer may state in its tender that it would offer a discount. Tenderers may not submit a tender for a variant solution in addition to their tender for the works required in the tender dossier.

**11. Tender guarantee**

Tenderers must provide a tender guarantee of 35,000.00 euros when submitting their tender. This guarantee will be released to unsuccessful tenderers once the tender procedure has been completed and to the successful tenderer(s) upon signature of the contract by all parties.

**12. Performance guarantee**

The successful tenderer will be asked to provide a performance guarantee of 10% of the amount of the contract at the signing of the contract. This guarantee must be provided together with the return of the countersigned contract no later than 30 days after the tenderer receives the contract signed by the Contracting Authority. If the selected tenderer fails to provide such a guarantee within this period, the contract will be void and a new contract may be drawn up and sent to the tenderer which has submitted the second best admissible tender.

**13. Information meeting and/or site visit**

The Tenderer is recommended to visit and inspect the site of the Works and its surroundings for the purpose of assessing, at his own responsibility, expense and risk, factors necessary for the preparation of his tender and the signing of the contract for the works.

An organised site visit and the clarification meeting will take place on 2 April 2007 in Požega and Pakrac. The site visits and the clarification meeting will start at 10:00 hrs on 2 April 2007 at the following address:

Pakrac bussines incubator  
Radničko naselje bb - zona male privrede  
34550 Pakrac

The organized site visit will proceed to Elderly Home and Disable Children Association site in Požega:

Disabled children association:  
Hrvatskih branitelja 11a, 34000 Požega

Elderly home Požega:  
Istarska 2, 34000 Požega

Finally, the clarification meeting will be held at:

Požeško-slavonska County  
Županijska 7, 34 000 Požega

The minutes of the clarification meeting will be submitted in writing to the Tenderers by publishing them on the website of the Contracting Authority:  
[http://cfcu.mfin.hr/tenderYYY/CARDS\\_2004.htm](http://cfcu.mfin.hr/tenderYYY/CARDS_2004.htm)

#### **14. Tender validity**

Tenders must remain valid for a period of 90 days after the deadline for submission of tenders.

#### **15. Period of implementation**

10 months

---

### **SELECTION AND AWARD CRITERIA**

#### **16. Selection criteria:**

The minimum qualifying criteria for a sole Tenderer shall include:

1. The Tenderer shall be a registered firm or natural person capable of carrying out the specified Works.
2. The Tenderer must have a minimum turnover of the average annual turnovers in the past 3 years, of at least € 3.0 million.
3. Annual operating profit (including all administrative and financial expenditure, depreciation according to plan but excluding extraordinary expenditure and income as well as taxes) of the Tenderer must be positive for at least 2 of the previous 3 years.
4. The Tenderer (i.e. he may have subcontractors, but he is not a partner in a Joint Venture for the purposes of the Tender) shall have the ability to carry out at least 70% of the Contract Works by his own means, defined as meaning that he must

- have the equipment, materials, human and financial resources necessary to enable him to carry out this percentage of the Contract.
5. The Tenderer must have access to credit and other financial facilities adequate to assure the required cash flow for the duration of the Contract. In any case the credit amount should exceed € 0,5 million.
  6. The Tenderer shall have successfully completed at least 3 projects of the same nature, value and complexity comparable to the Tendered Works over the last 5 years. Copies of the respective Performance Certificates for these projects shall be provided.
  7. All key personnel shall have at least 10 years of adequate experience and proven qualifications relevant to their position and the works of a similar nature to this project.

The minimum qualifying criteria for a Joint-Venture Tenderer shall include:

1. Partners in the Joint-Venture shall be registered firms or natural persons capable of carrying out the specified Works or parts thereof.
2. The Leading Partner must have a minimum turnover of the average annual turnovers in the past 3 years, of at least € 2 million.
3. All members of the Joint-Venture/Consortium combined must have a minimum of average annual turnovers in the past 3 years, of at least € 3.0 million.
4. Annual operating profit (including all administrative and financial expenditure, depreciation according to plan but excluding extraordinary expenditure and income as well as taxes) of the leading partner must be positive for at least 2 of the previous 3 years.
5. The Leading Partner in a Joint Venture/Consortium shall have the ability to carry out at least 50% of the Contract Works by his own means, defined as meaning he must have the equipment, material, human and financial resources necessary to enable him to carry out this percentage of the Contract.
6. Any partner in a Joint Venture/Consortium (i.e. not the Leading Partner) shall carry out at least 10% of the Contract Works by his own means.
7. All members of the Joint-Venture/ Consortium combined shall have successfully completed at least 3 projects of the same nature, amount and complexity comparable to the Tendered Works over the last 5 years. Copies of the respective Performance Certificates for these projects shall be provided.
8. The Leading Partner must have access to credit and other financial facilities adequate to assure the required cash flow for the duration of the Contract. In any case the credit amount should exceed € 0.5 million.
9. All key personnel shall have at least 10 years of adequate experience and proven qualifications relevant to their position and the works of a similar nature to this project.

## 17. Award criteria

The lowest price of the administratively and technically compliant offer.

## TENDERING

### 18. How to obtain the tender dossier

The tender dossier is available from Ministry of Finance of the Republic of Croatia, Central Finance and Contracting Unit Katančičeva 5, 10 000 Zagreb, Croatia upon payment of 300 EUR in favour of the Ministry of Finance of the Republic of Croatia at the Bank Account in Privredna banka Zagreb d.d.:

Giro account: 702000-132344-91  
SWIFT CODE: PBZG HR 2X  
Purpose of payment: For tender dossier

or Croatian currency counter value of the relevant amount due in EUR in favour of the Ministry of Finance of the Republic of Croatia, in accordance with provisions of the current Foreign Exchange Act of the Republic of Croatia, at the Bank Account in Croatian National Bank:

Žiro račun: 1001005-1863000160  
Model: 64  
Poziv na broj: 9733 – 20157 – MB (uplatiteljja)  
Svrha: uplata za natječajnu dokumentaciju

The aforementioned payment excludes courier delivery.

The tender dossier is also available for inspection at the premises of the Contracting Authority, address as in point 5 above. Tenders must be submitted using the standard tender form included in the tender dossier, whose format and instructions must be strictly observed.

Tenderers with questions regarding this tender should send them in writing to: [cfcu@mfin.hr](mailto:cfcu@mfin.hr) or: Central Finance and Contracting Unit, Ministry of Finance, Katančičeva 5, 10 000 Zagreb, Croatia (mentioning the publication reference shown in item 1) at least 21 days before the deadline for submission of tenders given in item 19. The Contracting Authority must reply to all tenderers' questions at least 11 days before the deadline for submission of tenders. Eventual clarifications to the tender dossier will be published on the CFCU website at [http://cfcu.mfin.hr/tenderYYY/CARDS\\_2004.htm](http://cfcu.mfin.hr/tenderYYY/CARDS_2004.htm).

### 19. Deadline for submission of tenders

11:00 Local Time on 14 May 2007.

Any tender received after this deadline will not be considered.

### 20. Tender opening session

Tenders will be opened in public session on 14 May 2007 at 13:00 hours local time at Central Finance and Contracting Unit, Ministry of Finance, Katančičeva 5, 10 000 Zagreb, Croatia, by the committee appointed for the purpose. The committee will draw up minutes of the meeting, which shall be available to tenderers on request.

### 21. Language of the procedure

All written communications for this tender procedure and contract must be in English.

### 22. Legal basis

Council Regulation (EC) No 2666/2000 of 5 December 2000, as last amended by Council Regulation (EC) No 2112/2005 of 21 November 2005.