



In accordance with the "Rules on the Implementation of Procurement Procedures for Non-Obligors of the Law on Public Procurement", PapirO centar doo announces:

INVITATION FOR DELIVERY OF OFFERS

PROCUREMENT PROCEDURE WITH MANDATORY PUBLICATION

for the acquisition of new technologies

Procurement registration number: P-01 / 2023

Zagreb, February 3 2023



1. GENERAL DATA ON THE PROCUREMENT PROCEDURE

1.1. Information about the Client

Name of the customer:	PapirO centar doo.
Address of the headquarters:	Slavonska avenija 22D, 10000 Zagreb
OIB:	77661770954
Telephone number:	+385 99 383 0202
Email:	info@papirocentar.hr
Internet address:	https://www.papirocentar.hr/

*Note: The client is not bound by the Law on Public Procurement.

1.2. Communication and information about the person in charge of communication with the Bidders

Name and surname:	Zvonko Merkaš
E-mail address:	info@papirocentar.hr
Telephone number:	+385 99 383 0202
Address:	Slavonska avenija 22D, 10000 Zagreb

In accordance with Article 5.2. Rules on the implementation of procurement procedures for non-obligators of the Law on Public Procurement, all communication is carried out by mail or electronic mail, fax or personal delivery with confirmation of receipt.

Delivery by mail is done by registered mail with a return receipt and is considered completed at the moment when the potential bidder receives it, which is proven, if it is a natural person, by a signature on the return receipt, or by the signature of an authorized person of a legal entity or a person who is in charge of receiving the letter.

The delivery of the notification by electronic means is considered completed at the moment when its successful delivery (Delivery Receipt) is recorded on the server for sending such messages.

Communication, exchange and storage of information is carried out in such a way as to preserve the protection and confidentiality of data in accordance with the relevant national regulations.

Due to the principles of transparency, equal treatment of all interested parties and for the purposes of the audit trail, the Client will respond to the request for additional information and clarifications if the request is sent by e-mail to the above-mentioned address.

REMARK:

Since the Rules on the implementation of procurement procedures for non-obligors of the Law on Public Procurement define the mandatory elements of the Call for Tenders, which stipulate the mandatory addition of a telephone contact, the above has been added to the Call for Tenders, but given that the specified method of communication does not leave an audit trail and with the aim of treating all Bidders equally, in the case of a telephone call, the Bidders will be asked to send the same inquiry via electronic mail in order to ensure an audit trail and to respond to the inquiry to all potential Bidders via the website <https://www.papirocentar.hr/>.



In order to protect data, inquiries will be anonymized, that is, the published answers to inquiries will not indicate which potential Bidder sent the inquiry.

1.3. Availability of the Call for Bids

The invitation to submit bids, the Bidder's questions and answers to the questions, as well as all notifications about amendments to the Invitation to submit bids, will be made available to Bidders on the website <https://www.papirocentar.hr/> from the date of publication of the Call for Bids.

1.4. Explanations and changes to tender documentation

During the deadline for submission of bids, interested Bidders may ask questions and request explanations regarding the Call for Bids. The request with the questions is timely if it is delivered to the e-mail address of the contact person (info@papirocentar.hr) no later than the **fourth (4th)** day before the deadline for the submission of offers.

The client will make the answers and explanations available on the same website where the invitation to submit bids is available, no later than the **second (2nd)** day before the deadline set for the submission of bids.

If the importance of the Client's additional information and explanations in relation to the process of preparing valid offers is significant, the Client will extend the deadline for the submission of offers. If the importance of additional information and explanations is negligible with regard to the preparation of valid offers, the Client is not obliged to extend the deadline for the delivery of offers.

If the ordering party changes the Call for Bids during the bid submission deadline, it will ensure the availability of the changes to all interested economic entities on the website <https://www.papirocentar.hr/> . The extension of the deadline will be proportional to the importance of the change.

1.5. Type of procurement procedure

Procurement is carried out as a procurement procedure with mandatory publication.

The procurement is carried out on the basis of the Rules on the implementation of procurement procedures for non-obligatory persons of the Law on Public Procurement.

1.6. Right to participate and avoidance of conflicts of interest

All legal entities can participate as Bidders in this procurement procedure, regardless of the country in which they are registered or have a branch.

According to chapter 1.2. Rules on the implementation of procurement procedures for non-obligators of the Law on Public Procurement, the Client is obliged to act according to the principle of avoiding conflicts of interest. The above means that persons who have a conflict of interest in relation to related companies and related persons will be excluded from the procedure, which includes concluding a contract/issuing a purchase order, except in the case where the related company or related person is the only one that can deliver goods, works or services due to technical reasons or reasons for the existence of exclusive rights to the item being procured, which NOJN is obliged to prove.

The conflict of interest between the Norwegian Public Prosecutor's Office and related entities includes situations when representatives of the Norwegian Public Prosecutor's Office, who are involved in the implementation of the procurement procedure or can influence the outcome of that procedure, have, directly or indirectly, a financial, economic or any other personal interest that would could be considered harmful to their impartiality and independence within the framework of the procedure, namely:



1. if the NOJN representative simultaneously performs management duties in a related entity, or
2. if the representative of NOJN is the owner of a business share, shares or other rights on the basis of which he participates in the management or in the capital of that related entity with more than 0.5%
3. if we are talking about relatives by blood in the direct or collateral line up to the fourth degree, relatives by in-laws up to the second degree, spouse or common-law partner, regardless of whether the marriage has ended, and the adoptive parents and adopted children of the representative of the National Insurance Agency when it comes to the head and member of the administrative, management or supervisory body of the National Insurance Agency.

Exceptionally, a conflict of interest does not exist if the related person of the representative of the National Insurance Agency acquired business shares, shares or other rights on the basis of which he participates in the management or in the capital of the related entity with more than 0.5% in a period of at least two years before the appointment or joining on the duty of the representative of the National Insurance Agency with which it is connected, and if the application of a special procurement procedure is justified.

In the procurement process, the client will take appropriate measures to effectively prevent, recognize and eliminate conflicts of interest in connection with the procurement process in order to avoid distortion of market competition and ensure equal treatment of all economic entities.

The representatives of the client signed the corresponding Statements on the conflict of interest.

1.7. Beginning of the procurement process

The procurement process begins on the day of publication of the Call for Bids on the website <https://www.papirocentar.hr/>.

2. DATA ON THE SUBJECT OF THE PROCUREMENT

2.1. Description of the procurement item

The subject of procurement are:

A) procurement of new technologies and equipment

- I. **machine for wrapping pallets with stretch film model 2000BW**
- II. **screw compressor AIRCENTER SX 8 11bar**
- III. **high lift forklift**
- IV. **Sefa press**
- V. **label maker DFT**
- VI. **cardboard press**
- VII. **semi-automatic packaging machine**
- VIII. **machine for making thermal rolls**
- IX. **machine for the production of paper bags**
- X. **semi-automatic machine for cutting paper towels**

B) construction or expansion (including renovation) of the office space of the integrative workshop - arrangement of the existing hall and warehouse at the location *Slavonska avenija 22D, Zagreb*

The specification of the procurement item follows below.

A) PURCHASE OF MACHINERY:

1. **machine for wrapping pallets with stretch film, model 2000BW:** equipped with pre-stretching of the film (*regulation of wrapping strength through pre-stretching of the film*); inverter-speed regulator; equipped with PLC and digital color display 7.2"; photo cell for reading the goods on the pallet; capacity up to 30 pallets/hour; maximum pallet wrapping height 2200mm; diameter of rotary platform 1650mm; inner diameter of sleeve \varnothing 76mm; automatic foil cutting at the end of the pallet wrapping process; adjusting parameters on the control panel; net weight of the machine 600 kg; power supply 1.25kW, 220V (1pc; *casing with a slot for a manual forklift and with a device for pre-stretching/ saving the film*) - all as or equally valuable;
2. **screw compressor AIRCENTER SX 8 11bar:** compressor station (1pc); air cooling; electricity consumption of the entire system at 10 bar 6.2 kW; specific power 9.17kW; maximum overpressure 11bar; compressed air tank volume 200lit; nominal power of the drive motor 5.5kW; number of revolutions of the drive motor 2930 lit/min; power supply 400V/3/50Hz; cooling oil filling quantity 2.8 liters; dimensions 590x1090x1560mm; weight 300 kg; cooling system with two-way fan; compressor control system SIGMA control 2 (*control center, security with RFID, communication, updating and saving, preparation for connection to the control system*) – everything as or equally valuable;
3. **high-lift forklift:** electric high-lift forklift 1.0t/3m (1pc); lifting height 3000mm; capacity 1000 kg; height of lowered crane 2035mm – all as or equally valuable;
4. **Sefa press Clam pro:** press with an electromagnetic plate for finishing work clothes according to the customer's wishes; Claim pro 40x50xm; 1pc – all as or equally valuable;
5. **machine for making labels DFT line:** Oric printer 0.62m (1pc); Oric powder shake machine 220v (1pc); Ink cyan (1 lit); Ink magenta (1 lit); Ink yellow (1 lit); Ink black (1 lit); Ink white (1 lit); warm peel film (1pc); powder hot melt (1kg) – all as or equally valuable;
6. **cardboard press TONNA 10 :** 10 tons, 100kN, bale 80kg (1pc; *delivery included*);
7. **semi-automatic packing machine HIPO 5-15mm :** **strapping** machine for plastic PP tape (1pc; *shipping included*) - all as or equally valuable;
8. **machine for making thermal rolls JOTA JT-SLT-900C :** High Grade Shaftless Thermal Paper Slitter with Automatic Cutting & Gluing Device (1set; *delivery included; Upper Slitting Blade-15pcs; Lower Slitting Blade-15pcs; Rewinding Shaft-4pcs; Cross Cutting Blade -2pcs; Glue Pin-many; Cylinder-3pcs; Whole belt on Machine-1set; Magnetic Powder-120kg; Bearing-3pcs; Electromagnetic valve-5pcs; Tools-1 standard set; machine dimensions 3100x2100x1900mm*) – all as or equally valuable;
9. **paper bag production machine:** JT-PB-330F Fully Automatic Paper Bag with Handle Making Machine (1set; *delivery included; Type Road-1pc; Closing Nylon Cover \varnothing 25.4x25-4pc; Closing Nylon Cover \varnothing 25.4x50-10pc; Pressed nylon sleeve \varnothing 50x20/80-2pcs; Pressed nylon sleeve \varnothing 100x20/8-2pcs; forf 18/35/50x110-2pcs; fork*

18/35/50x140-2pcs; bag baffle 120/200x260-1pcs; tooth cutting bottom plate 28x330-2pcs; Flat cut bottom plate R60.3-330-1pcs; Large hub wheel liner-4pcs; Template fixing plate-1pcs; Arc paper guide roller-2pcs; Stainless steel forming plate-1set; Indentation spring-2pcs; open bottom spring- 4pcs; Center clamp torsion spring H=40-4pcs; Center clamp torsion spring H=30.5-6pcs; Inflatable shaft/unwinding shaft-2pcs; copper side clip-4pair; bottom clip-1pair; Folding bottom blade 30x336-6pcs; ; Folding bottom blade 30x1000-2pcs; jam.release.cam-1set-6pcs; cam crankshaft-4pcs; Identification knife-1pcs; Serrated knife-2pcs; flat cutter-1pcs; Arc knife-2pcs; Pinch Roller Rubber Pad-2 pieces; roller bearing-2 pieces; timing belt 8Mx50x1320-1pc; timing belt 8Mx30x1880-1pc; Primer motor single bearing-2 pieces; foot block-14; 11 thickness sizing sponge; Primer Double-sided Adhesive - half a roll; Bottom cutting blade-1 box; Edge rubber O-ring-2pcs) – all as or equally valuable;

10. **semi-automatic machine for cutting paper towels:** XY-AI-300 Semi automatic roll paper band saw cutting machine (1pc; power-2.2kW/380V/50Hz/3phase; speed: 20-30rolls/min; Cutting diameter: 80-250mm; cutting length: 80-250mm; size 1600x700x1500mm; weight 400kg; included Band saw-60pcs; Whetstone-40pcs) – all as or equally valuable;

B) FURNISHING OF THE EXISTING HALL/WAREHOUSE at the location *Slavonska avenija 22D, Zagreb, k.č. 843/8, ko Žitnjak :*

1. **construction-craft works**

- 1.1. **construction site organization** - 1 lump sum;
- 1.2. **steel structure for trapezoidal sheet** - profiles and suspensions - bearing structure for trapezoidal sheet - 1000kg;
- 1.3. **trapezoidal sheet** - base for suspending the GK ceiling at an elevation of +4.50 - 180m²;
- 1.4. **plasterboard ceiling** – 200m²;
- 1.5. **GK covering around the roller door** - in the coiled state, including the steel floor structure - 1 lump sum;
- 1.6. **thermal insulation of GK ceiling** - mineral wool d=16cm - 200m²;
- 1.7. **works required for the introduction of mechanical installations from the roof into the building** - due to the size of the heat pump and the need for free air space around the heat pump, it will be located on the flat roof of the building - 1 flat rate;
- 1.8. **plastering of all beams and ceilings** - 350m²;
- 1.9. **painting of all walls** - 400m²;
- 1.10. **painting the floor with an anti-dust coating** – 270m²;
- 1.11. **replacement of all the windows of the northern facade** – 34 pieces;
- 1.12. **painting of the facade** - 120m²;
- 1.13. **construction site cleaning** - 1 flat rate;
- 1.14. **unpredictable works** - 15% of the value of all necessary items - 1 lump sum, – everything as or equally valuable;

2. **mechanical installations (heating/cooling):** equipment and works of mechanical installations -

1 set (*in accordance with point 9. Mechanical installations, heating and cooling of the project documentation - TD 658/22 attached to the public tender application*), – everything as or equally valuable;



2. 2. Quantities and technical description of the procurement items

In all places in the cost list and technical specifications where the manufacturer / brand / type / model / norm / standard of an article is mentioned, it is understood that the wording "or equivalent" is in question. In all places in the cost list and technical specifications, if the dimensions of the product are specified, they are conditioned by the size of the space in which the product is installed.

The offer must contain a detailed specification of all technical characteristics.

In the offer he submits, the offerer must confirm that the goods he offers meet the minimum technical descriptions specified by the Client!

2.3 Financial offer

The price of individual items of procurement is agreed according to the specified conditions. The offer must also include the price for technical elements that are listed as optional. The unit prices in the contract price list contain the indirect and direct costs of the service that is the subject of the Call for Bids, except for value added tax. The stated price includes all costs and expenses necessary for the execution of the procurement item until complete completion and functionality. (" **ready to work at the Client's location** ").

The offer to be sent must be made in the following way:

- The unit price of the items and the total price are expressed as a whole number with two decimal places without VAT and in absolute amount.
- The unit price of the items must be stated with discounts already included (if the Bidder possibly charges a discount).
- The offer is expressed in euros (EUR) as a whole number with two decimal places.

In the process of reviewing and evaluating offers, the client will compare the total price of the offer without VAT and the technical specification of the item.

The offeror is obliged to offer the method and dynamics of payment and the deadline for delivery in the offer.

2.4. Location of execution of the procurement item

The location of the realization of the procurement item is in the premises of PapirO centra doo, i.e. the production plant at the address Slavonska avenija 22D, Zagreb, Croatia.

2.5. The deadline for the execution of the procurement item

The procurement contract will be signed with the most favorable supplier within 8 days from the end of the tender.

The most favorable bidder (Supplier) will start with the execution of the procurement subject after signing the Contract and putting it into operation by the Client.



3. MANDATORY REASONS FOR THE EXCLUSION OF THE BIDDERS

The client is obliged to exclude the tenderer from the procurement procedure:

- a) if he or a person authorized for his legal representation has been legally convicted of the criminal offense of participation in a criminal organization, corruption, fraud, terrorism, terrorist financing, money laundering, child labor or other forms of human trafficking; or
- b) if he has not fulfilled the obligation to pay due tax obligations and obligations for pension and health insurance, unless according to a special law he is not allowed to pay these obligations or a payment delay has been granted; or
- c) if he misrepresented or provided untrue information regarding the conditions that the client stated as reasons for exclusion or qualification conditions; or
- d) if it is bankrupt, insolvent or in the process of liquidation, if its assets are managed by a bankruptcy administrator or a court, if it is in a settlement with creditors, if it has suspended business activities or is in any similar situation resulting from a similar procedure according to national laws and regulations; or
- e) if in the last two years before the beginning of the procurement procedure, he has committed a serious professional failure that NOJN can prove in any way; or
- f) if the conflict of interest cannot be effectively removed by excluding the members of the Procurement Committee/persons authorized to represent the NOJN or by taking other measures

For the purposes of determining the circumstances from Chapter 3 (points from a) to f)), the economic entity in the offer submits the Statement from Annex III of the Call for Submission of Offers. The statement is signed by a person authorized by law to represent the economic entity.

The provisions of Chapter 3 apply to both the community of bidders and subcontractors, i.e. the bidder is obliged to prove that there are no reasons for exclusion for all members of the community as well as for the subcontractors shown in the offer.

4. ABILITY REQUIREMENTS TO BE FULFILLED BY BIDDERS

In order to determine the bidder's ability to perform the contract, the bidders, that is, the bidder community, are obliged to attach evidence in their bid that proves: • ability to perform professional activities, that is, technical and professional ability.

4.1. Ability to perform professional activities

The offeror proves his ability to perform professional activities by registering in the judicial, trade, professional or other appropriate register of the state of the economic entity's headquarters.

For the purposes of determining the aforementioned ability to perform professional activity, the economic entity submits a signed Statement in the offer, the Bidder's Statement, which must be signed by a person authorized by law to represent the economic entity. Before making a decision, the client may ask the tenderer who submitted the most favorable offer, within a reasonable period of time, no less than 5 days, to prove the ability referred to in this subsection 4.1. submit an updated accompanying document: an extract from the court, trade, professional or other appropriate register maintained in the member state of his place of business. The bidder is allowed to submit the requested documents in one of the following ways: in the original, in a certified copy, or in a non-certified copy.

In the case of a community of bidders, evidence is submitted and the circumstances from chapter 4.1 are determined. for all members of the community of bidders individually.



4.2. Technical and professional ability - List of contracts for the delivery of goods

Technical and professional ability is also proven by a list of deliveries of the same or similar goods to the procurement item made in the year in which the procurement process began. At the same time, for the calculation of the cumulative value of the completed delivery of goods, it is possible to take into account a minimum of one, and a maximum of three references (3 completed deliveries of goods, the total amount of which must be at least equal to the estimated purchase value, and by which the business entity proves that it has the necessary experience, knowledge and ability and that, considering the scope, object and estimated value of the procurement, he is capable of quality procurement of the goods that are the subject of this procurement.

As proof of the fulfillment of the subject condition of technical and professional ability, before signing the contract and at the request of the Client, the Bidder shall submit a list which must contain:

- Name of the other contracting party
- Subject of the contract
- Contract amount without VAT
- Date of execution of the contract on the delivery of goods
- Method and dynamics of payment
- Contact person.

If the amount of the executed contract is in a foreign currency, the equivalent value of that currency will be calculated in kuna according to the middle exchange rate of the Croatian National Bank on the day of the start of this procedure, i.e. on the day of publication of the Call for Bids.

The client reserves the right to check the specified data directly from the other contracting party (Customer) or from the bidder. If the Client determines that the information provided is incorrect or untrue, it will reject such an offer.

5. INFORMATION ABOUT THE OFFER

5.1. The content of the offer, the method of creating the offer and the method of delivery of the offer

CONTENTS OF THE OFFER

The offer must contain at least the following:

- a) Cost list and technical specifications
- b) Descriptions and/or photos, manufacturer's prospectus, catalog or similar of the offered product in Croatian or English

METHOD OF CREATING AN OFFER

The offer must be made as follows:

- The offer should be made in Croatian or English and Latin script
- In case of submission of any of the evidence in a foreign language (except English), the same document must be submitted with an attached unofficial translation into Croatian or English
- When making a bid, the Bidder must comply with the requirements and conditions of the Call for Bids and may not change or supplement the text of the Call for Bids
- The total price of the offer in EUR is expressed as a whole number with two decimal places.

The bidder may mark information from the bid documentation as secret, especially those that include technical or business secrets and confidential aspects of the bid in accordance with special



regulations. If the economic entity designates certain information from the offer as a business secret, it is obliged to state in the offer the legal basis on the basis of which this information is secret. The client undertakes to keep the data marked in this way. Bidders may not mark as secret data on unit prices, amounts of individual items, bid price, and bid data related to bid selection criteria.

The cost of preparation and submission of the offer is fully borne by the Offeror.

METHOD OF DELIVERY OF THE OFFER

The offer, together with all attachments and requested documents, is submitted exclusively by electronic means of communication, that is, by e-mail to the address: info@papirocentar.hr.

In the subject of the e-mail, it is necessary to write: "Submission of the offer: Procurement procedure with mandatory publication for the procurement of new technologies. Procurement record number P-1/2023"

The documentation is delivered in PDF format!

5.2. Date, time of delivery of the offer

The deadline for the submission of offers is **February 15, 2023 until 10:00 a.m.** CET. Bids that are received by the Client by the stated deadline will be deemed to have been submitted on time.

Every offer, change and/or amendment submitted in a timely manner is entered in the Register of receipt of offers and receives a serial number according to the order of receipt.

An offer submitted after the deadline for the delivery of offers has not been entered in the register of receipt, but is recorded as late, marked as late and returned unopened to the sender without delay.

5.3. Validity of the offer

The validity period of the offer must be at least 8 days from the deadline for the delivery of offers.

If necessary, the Client may request from the Bidder an appropriate extension of the validity period of the offer.

5.4. Modification, addition or cancellation of the offer

During the deadline for the submission of bids, the Bidder may change his bid, supplement it or withdraw from it. Amendments and/or additions to the offer are submitted in the same way as the basic offer with a mandatory indication that it is an amendment and/or amendment to the offer. The time of receipt of the offer is considered to be the delivery of the latest version of the change to the offer.

The bidder may withdraw from the submitted bid by a written statement until the deadline for the submission of bids expires. The written statement is submitted in the same way as the offer, with a mandatory indication that it is a withdrawal from the offer. In this case, unopened offer is returned to the bidder.



Bids are opened according to the serial number from the Register of Bids. If an amendment and/or amendment to the offer has been submitted, the amendment and/or amendment to the offer will be opened first, followed by the basic offer.

5.5. Criterion for the selection of the offer

The criterion for selecting the offer is the lowest price and a detailed specification of the procurement item.

If two or more valid bids are equally ranked according to the bid selection criteria, the bid received first will be selected.

5.6. Review and evaluation of offers

The process of opening, reviewing and evaluating bids will be carried out by the Procurement Committee appointed by
The client.

When reviewing and evaluating bids, the Procurement Committee performs the following activities:

- verification of compliance of the offer with formal requirements,
- verification of the fulfillment of the conditions of ability
- checking the technical compliance of the offer,
- evaluation of bids based on selection criteria.

In the process of review and evaluation of bids, the ordering party may invite bidders to clarify or complete the documents requested in relation to the conditions of ability and other required documents for the tender, remove errors within an appropriate period, which must not be shorter than five nor longer than 15 calendar days, deficiencies or ambiguities that can be removed, whereby clarification or completion in relation to the specified documents is not considered a change in the offer.

In the process of review and evaluation of bids, the ordering party may invite bidders to clarify individual elements of the bid in the part that refers to the offered procurement subject within a period that must not be shorter than five nor longer than 10 calendar days. The clarification must not result in a change in the offer.

If the Bidder does not provide the requested clarifications and/or additions within the given time, the Client will exclude such Bidder from the further process of review and evaluation of bids, or reject his bid.

If the bid contains an unusually low bid price or an unusually low individual unit price, which casts doubt on the possibility of performing the works and delivering the goods that are the subject of procurement, the Client may reject such bid. When evaluating prices, the Client takes into account comparative experience and market values and all the circumstances under which the Contract will be executed.

After reviewing and evaluating the bids, valid bids will be ranked according to bid selection criteria. If two or more valid bids are equally ranked according to the bid selection criteria, the Client will select the bid that was received earlier in accordance with the Bid Receipt Register.

If the most favorable Bidder does not submit all requested originals or certified copies of documents within a certain period and/or does not prove that it still meets the conditions set by the Client, the Client will exclude such Bidder from the further process of review and evaluation of bids, i.e. reject its bid. Then the Client will re-rank the bids according to the selection criteria, not taking into account the bid of the Bidder he excluded, and may invite the next most favorable Bidder to deliver the requested bid.

Based on the results of the examination and evaluation of the bids, the client will reject:



- an offer that is not complete,
- an offer that is contrary to the provisions of the tender documents,
- an offer in which the price is not expressed in absolute amount,
- an offer that contains errors, defects or ambiguities if the errors, defects or ambiguities cannot be removed,
- an offer in which an error, deficiency or ambiguity has not been removed by clarification or completion in accordance with these rules,
- an offer that does not meet the conditions related to the properties of the procurement object, and thus does not meet the requirements of the tender documentation,
- an offer for which the offeror has not accepted in writing the correction of a calculation error.
- if the required guarantees have not been provided

At the end of the bid review and evaluation process, the Procurement Committee will draw up a Record of Bid Review and Evaluation.

5.7. Selection decision

Based on the results of the review and evaluation of the offers, and based on the criteria for the selection of the offer, the client will make a Decision on the selection of the most favorable offer. The planned deadline for making the Decision on Selection is 5 (5) calendar days from the date of expiry of the deadline for submission of bids.

The selection decision will be published on the same website where the Call for Bids is available, and will be simultaneously sent to all Bidders who participated in the procurement process and submitted bids, in a way that enables proof of receipt (return slip, delivery note , a report on successful delivery by fax, printout of a notification on successful delivery electronically (Delivery Receipt) recorded on the server, etc.).

The client will notify all entities that submitted a bid about the selected bidder in writing, attaching a copy of the Selection Decision.

The decision on the exclusion of the bidder/decision on the rejection of the bid shall be delivered by the Client in writing to the bidder to whom the Decision refers.

The ordering party shall state the reasons for the exclusion of the bidder/rejection of the bid in the Decision on the exclusion of the bidder/decision on the rejection of the bid.

5.8. Completion of the procurement process

The procurement procedure ends on the day of publication of the Decision on selection, or on the day of publication of the Decision on annulment of the previous decision on selection, or on the day of publication of the Decision on annulment of the procurement procedure.

5.9. Contract

A Contract on public procurement of services will be concluded with the selected bidder, in accordance with the Call for Bids and the most economically advantageous offer.

5.10. Cancellation of the procurement procedure

The client will cancel the procurement procedure if:



- not a single offer was received,
- if the price of the most favorable offer is higher than the secured funds for procurement
- if during the procedure it is established that the Call for Tenders is deficient and as such does not enable effective conclusion of the contract or if significant new circumstances arise
- if he did not receive a predetermined number of valid offers/no valid* offers and if no valid offers remain after the rejection of offers.

* A valid offer is one that meets the requirements of the tender documentation and is timely.

In the case of cancellation of the procurement procedure, the Client shall deliver the Decision on the cancellation of the procurement procedure without delay to the economic entities that submitted bids and at the same time publish the Notice on the cancellation of the procurement procedure on the website <https://www.papirocentar.hr/>

In no case shall the Client be held liable for any damage, including loss or lost profit, which is in any way related to the cancellation of the procurement process, even if the Client was informed of the possibility of damage.

5.11. Integrity Clause

The following is expected from the Bidder in the procurement process according to the rules for non-obligatory persons of the Law on Public Procurement:

- correctness in the procurement process
- the absence of any prohibited practice in connection with the procurement process (actions such as corruption or fraud, offering, giving or promising some financial or material benefit)
- that he agrees with the audit of the entire procurement process by independent experts and the acceptance of responsibility and sanctions (contractual penalties, unconditional cancellation of the contract) if a violation of the rules is found.

6. OTHER PROVISIONS

COMMUNITY OF BIDDERS

Several economic entities can join together and submit a joint offer, regardless of the arrangement of their mutual relationship. The offer of the community of economic entities must contain information about each member of the community, as specified in the offer sheet, with a mandatory indication of the member of the community of bidders who is authorized to communicate with the Client.

The joint offer must specify which part of the procurement contract (item or quantity, value or percentage) will be performed by an individual member of the community of bidders.

The client directly pays each member of the bidder community for that part of the public procurement contract that he has executed, unless the community of economic entities determines otherwise, which will be regulated when the procurement contract is signed.

SUBCONTRACTORS

If the tenderer intends to subcontract part of the procurement contract to one or more subcontractors, he is obliged to submit for the subcontractor a Statement from Annex V of the Call for Bids that he is not in any of the cases of exclusion and fill out Annex I.II. It calls for the submission of bids, that is, the bid must include information about the part of the procurement contract that it intends to subcontract.



The participation of subcontractors does not affect the bidder's responsibility for the execution of the procurement contract. If the tenderer does not provide information about the subcontractor/subcontractors, it is considered that he will perform the entire subject of procurement independently.

7. DEADLINE, METHOD AND TERMS OF PAYMENT

Payment will be made, if necessary, partially in advance in accordance with the provisions of the Procurement Agreement concluded with the selected bidder to the account of the bidder or members of the bidder community, if applicable.

8. PRESENTATIONS

Any candidate or tenderer can submit a petition if he believes that his offer should have been selected as the best, but this was prevented due to the actions of the contracting authority contrary to the provisions based on the Rules on the implementation of procurement procedures for non-obligatory persons of the Law on Public Procurement, due to which:

- unjustifiably excluded from the procurement process
- his application or bid unreasonably rejected, or
- evaluation of the application or bid contrary to the terms and criteria of the Call for Bids and the provisions of the said Annex.

The application shall be submitted in writing within eight (8) days from the date of receipt of the Selection Decision or Cancellation Decision and notification to the competent authority at the address:

Institute for Expertise, Professional Rehabilitation and Employment of Persons with Disabilities
Radnička cesta 1, 10 000 Zagreb
Phone: +385 1 6040 495
Fax : +385 6184 994
E-mail: info@zosi.hr

A copy of the application must also be delivered to the ordering party by mail to the address: PapirO centar doo, Slavonska avenija 22D, 10000 Zagreb, Republic of Croatia or by email to the address: info@papirocentar.hr. The applicant must justify his allegations in the petition. Filing a petition does not stop the conclusion of the Agreement. The applicant who has suffered damage due to violations of this Annex has the possibility of compensation for damages before the competent court according to the general regulations on compensation for damages.