

Contracting Authority: Athletic Club Dinamo Zrinjevac, Zagreb, Maksimirska 128, Personal Identification No. (OIB): 60113438833

Place and date: Zagreb, 2 June 2016

INVITATION TO TENDER

Dear Madam or Sir,

The Contracting Authority - Athletic Club Dinamo Zrinjevac, Zagreb, Maksimirska 128, Personal Identification No. (OIB): 60113438833, under the Decision of the Management Board of the Club dated 31 May 2016 initiated the low value procurement procedure for the Services of engaging competitors for the 66th Hanžeković Memorial Meeting, File No. of Procurement: EBN-2016-3, and we hereby deliver this Invitation to Tender. ***Please note that the Contracting Authority reserves the right not to accept any of the received tenders.***

Pursuant to Art. 18, para. 3 of the Public Procurement Act (Official Gazette, Nos. broj 90/11, 83/13, 143/13 and 13/14, hereinafter the PPA), the PPA is not applicable for procurement of goods and services the estimated value of which net of VAT is less than HRK 200,000.00, i.e. for procurement of works less than HRK 500,000.00. In accordance with this, this procurement procedure is also not subject to the procedure of legal protection before the State Commission for Supervision of Public Procurement Procedure. The procedure is conducted in accordance with the internal procurement deed of the Club, i.e. the Regulations on public procurement procedures for goods, works and services of low value.

1. DESCRIPTION AND SPECIFICATION OF THE SUBJECT OF PROCUREMENT

The Hanžeković Memorial Meeting is an international championship in athletics which is part of the IAAF World Challenge - IAAF World Challenge Zagreb 2016, and this year's 66th Hanžeković Memorial Meeting consists of the shot put competition on 05/09/2016 and the competition in the remaining disciplines in accordance with the rules of the International Association of Athletics Federations (IAAF) on 06/09/2015.

The subject of procurement is the services of engaging competitors for the 66th Hanžeković Memorial Meeting.

a) DATE OF THE EVENT: Monday, 5 September 2016 - Tuesday, 6 September 2016

b) Obligations of the Tenderer:

In accordance with the IAAF Rules, the Tenderer has to ensure the participation of the following competitors at the Meeting:

- 3 world champions or 3 current Olympic champions or 3 current world record holders;
- 6 world championship medallists;

- 1 Croatian male or female athlete in each discipline, provided they have qualified and that the Tenderer has approved their participation;
- 4 athletes from the Top 30 world athletes group for at least 8 disciplines;
- 4 athletes from the Top 50 world athletes group for all other disciplines, in accordance with IAAF Rules.

namely in the following disciplines:

- | Men: | Women: |
|--------------|---------------|
| - 100m | Discus throw |
| - 200m | 400m |
| - 1500m | 3000m |
| - 110mH | 100mH |
| - Long jump | 400mH |
| - Shot put* | High jump |
| - Pole vault | Long jump |

The whole service has to be performed within the Fund of USD 378,000.00 (hereinafter: Fund), which amount also comprises the fee of the Tenderer in accordance with Item 2 hereof.

The Tenderer has to guarantee that they shall ensure the participation of the competitors from the Fund that the Contracting Authority will make available to them and that the Tenderer shall have no obligations towards any company from which the Tenderer will order the participation.

The Contracting Authority reserves the right to modify the amount of the Fund, in accordance with available financial means, of which they shall notify the Tenderer in due time.

The Tenderer guarantees that he will ensure the participation of the competitor from companies (legal entities), and that he will not make payments will to physical persons.

The Tenderer guarantees that his entire service will be performed in accordance with all applicable IAAF Rules. This includes, but is not limited to: IAAF rules on the prize fund, competitors travel expenses, fees for attendance and promotion (if applicable) and applicable fees to the companies from which the participation of competitors is ordered.

The Tenderer is obligated to submit to the Contracting Authority evidence of all executed payments and all other necessary reports.

2. ESTIMATED PROCUREMENT VALUE (in HRK net of VAT):

HRK 199,000.00.

3. CRITERIA FOR TENDER SELECTION

Tender with the lowest price.

4. REQUIRED PROOF OF LEGAL AND BUSINESS CAPACITY

The Tenderer has to provide an Excerpt from the entry in the court, business, professional or other appropriate register of the state in which the business entity has its seat, not older than 3 months as of the date of delivering this Invitation which proves that the Tenderer is registered for the activities which are the subject of the procurement. If such a certificate is not issued in the state in which the business entity has its seat, the business entity/Tenderer can submit a statement on which their signature has been certified by the competent authority. The Tenderer can also submit an online excerpt.

5. REQUIRED PROOF OF PROFESSIONAL QUALIFICATIONS

The Tenderer has to have at least two employees holding a valid IAAF licence for representing athletes. For this purpose they submit the employment contract or another document proving the employment of these employees as well as their IAAF licences.

6. INTEGRAL PARTS OF THE TENDER

The Tender has to contain:

- Tender sheet (completed and signed by the Tenderer);
- Proof as envisaged under item 4 and
- Proof as envisaged under item 5.

All the documents can also be submitted in copies, but the Contracting Authority reserves the right to subsequent review of the original documentation.

The tender is drawn up in the way that it constitutes a unit, in Croatian language and Latin script.

The tender is bound in the way that any subsequent extraction or insertion of sheets is made impossible, it is written in permanent ink (computer print-out is also implied) and all pages have to be numbered. The Tender may also be submitted by e-mail, as a separate PDF document..

7. MANNER OF SUBMITTING THE TENDER

The Tender is submitted on the Tender Sheet (Schedule I) which is part of this Invitation to Tender which has to be completed and signed by the authorised representative of the Tenderer. The Contracting Authority shall not accept any tender that does not meet the conditions and requirements set forth in this Invitation to Tender.

- **Tender submission deadline:**
The Tender has to be submitted by **9 June 2016** at 7 p.m.
Tenders submitted after the indicated deadline shall not be considered!

- **Manner and Place of Tender Submission:**

Tenders can be submitted by registered mail or in person at the address: Atletski klub Dinamo Zrinjevac, Zagreb, Maksimirska 128 in a closed envelope with the indication “do not open” and the name of the subject of procurement or by e-mail. If the tender is submitted by e-mail, it shall be submitted as a separate PDF document with the indication “do not open” and the name of the subject of the procurement, to the e-mail address dinamo-zrinjevac@zg.t-com.hr.

The opening of tenders shall be held on 9 June 2016 at 7 p.m. at the premises of the Contracting Authority. The opening of tenders shall not be public (Article 8 of the **Regulations on Procurement of Goods and Services of Low Value dated 31/05/2016**).

8. MISCELLANEOUS

Notices in relation to the subject of procurement:
Contact person (name, surname, telephone, e-mail):
Mladen Kršek, Club Secretary
Tel.: +385 98 387-811
e-mail: dinamo-zrinjevac@zg.t-com.hr

Notice on the results of this tender procedure:

The Contracting Authority shall deliver a written notice on the results of the tender procedure to the Tenderer within 7 (sedam) days as of the expiration of the Tender Submission Deadline.

9. DATE OF SENDING THE INVITATION TO TENDER:

2 June 2016

10. TERM, MANNER AND PAYMENT TERMS:

The Contracting Authority shall issue a promissory note after the signing of the agreement; payment after issuance of the invoice and the final accounting.

11. AN INTEGRAL PART OF THIS INVITATION TO TENDER IS:

Schedule I Tender Sheet

Yours sincerely,

Zagreb, 2 June 2016



Club Secretary
Mladen Kršek

TENDER SHEET

Subject of Tender: Services of engaging competitors and agency services for the engagement of competitors for the 66th Hanžeković Memorial Meeting pursuant to the specification in the Invitation to Tender

Contracting Authority (name, address, Personal Identification No. (OIB)): Atletski klub Dinamo Zrinjevac, Zagreb, Maksimirska 128, Personal Identification No. (OIB): 60113438833

File number of procurement: EBN-2016-3

Name of Tenderer:

Address (business seat):

Personal Identification No. (OIB):

Account No. (IBAN):

Business bank:

The Tenderer is in the VAT system (check): YES NO

Mail Delivery Address:

E-mail:

Contact Person:

Telephone:

Fax:

Tender

Tender No.:

Date of Tender:

Tender Price (in HRK net of VAT):

VAT:

Tender price (in HRK including VAT):