

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

Place and date: Zagreb, 14 July 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 Intermediation Services for the sale of television rights for the 66th Hanžeković Memorial Meeting***, File No. of Procurement: EBN-2016-32, 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. 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 competition 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 5 September, 2016 (the Ivan Ivančić Memorial Meeting) and the competition in the remaining disciplines that will take place on 6 September 2016 in accordance with the rules of the International Association of Athletics Federations (IAAF).

The subject of procurement is Intermediation services for the sale of television rights for the 66th Hanžeković Memorial Meeting. The task of the Tenderer is to put in contact the Contracting authority with a media house for world-level broadcasting of the television programme of the 66th Memorial meeting. If the Contracting Authority concludes an agreement with the media house and receives the purchase price, the Contracting Authority shall pay a commission to the Tenderer in accordance with item 2.

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

Commission equal to 20 % of the purchase price, however not exceeding HRK 199,000.00.

3. CRITERIA FOR TENDER SELECTION

The Contracting Authority will give advantage to Tenderers with larger experience in organisation of international sports competitions that were broadcast on television on a world level, in accordance with item 4 of the Invitation to Tender.

4. REQUIRED PROOF OF PROFESSIONAL QUALIFICATIONS

The Tenderer has to meet the following criteria: have experience in organizing international sports competitions, in at least 2 international sports competitions that were broadcast on world televisions. As proof the Tenderer has to submit a list with **at least 2 executed agreements with an indication of the subject of each agreement, the term of execution and the names – company names of other contractual parties**. The Contracting Authority can check with the other contractual party whether the services were performed orderly.

5. 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.

6. INTEGRAL PARTS OF THE TENDER

The Tender has to contain 3 documents as follows:

- i Tender sheet (Schedule I.) - completed and signed by the person authorised to represent the Tenderer, bearing the stamp of the Tenderer, if any;
- ii Statement as envisaged under item 4 of the Invitation signed by the person authorised to represent the Tenderer, bearing the stamp of the Tenderer, if any;
- iii Certificate 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 shall be drawn up in the way that it constitutes a unit, in Croatian language and Latin script.

The tender shall be bound in the way that any subsequent extraction or insertion of sheets is made impossible, it shall be written in permanent ink and all pages have to be numbered. If delivered by e-mail, the Tender must be attached as a separate attachment in a PDF format.

7. MANNER OF SUBMITTING THE TENDER

The Tender is submitted on the Tender Sheet (Schedule I) which is part of this Invitation to Tender and has to be completed and signed by the responsible person (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 **29 July 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. The tenders can also be submitted electronically to the following e-mail address: dinamo-zrinjevac@zg.t-com.hr, as a separate attachment in a PDF format, with the indication “do not open” and the name of the subject of procurement.

The opening of tenders shall be held on 29 July 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. Conditions if a Consortium is applying

A Consortium can apply to the Tender, in which case all members of the consortium have to jointly sign and stamp the Tender Sheet.

9. MISCELLANEOUS

Notices in relation to the subject of procurement:

Contact person (name, surname, telephone, e-mail):

Mladen Kršek, Club Secretary

Tel.: 098 387-811

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 (seven) days as of the expiration of the Tender Submission Deadline.

10. DATE OF SENDING THE INVITATION TO TENDER: 14 July 2016

11. TERM, MANNER AND PAYMENT CONDITIONS:

Shall be defined under an agreement.

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

Schedule I Tender Sheet

Yours sincerely,

Zagreb, 14 July 2016

Club Secretary
Mladen Kršek



SCHEDULE I

TENDER SHEET		
Subject of Tender: <i>Intermediation services for the sale of television rights for the 66th Hanžeković Memorial Meeting</i>		
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-2016-32		
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):		

signature of the person authorised to represent the Tenderer

place of stamp