

**Contracting Authority:** Athletic Club Dinamo Zrinjevac, Zagreb, Maksimirska 128, Personal Identification No. (OIB): 60113438833  
**Place and date:** Zagreb, 29 June 2017

## 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 21 June 2017, initiated the procurement procedure for the Meeting Manager Services: agency services, negotiating, engagement of athletes of the highest rank for the 67<sup>th</sup> Hanžeković Memorial Meeting, File No. of Procurement: EBN-2017-3, 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, as well as to unilaterally rescind the agreement if the financial means for the Memorial Meeting are not ensured.

Pursuant to Art. 12, para. 1 of the Public Procurement Act (Official Gazette, No.120/16, hereinafter the PPA), the PPA does not apply to the procurement of goods and services nor to project tenders whose estimated value net of VAT does not exceed HRK 200,000.00, i.e. to the procurement of works whose value is under HRK 500,000.00. In accordance with the above, this procurement procedure is also not subject to the procedure of legal protection before the State Commission for the Supervision of Public Procurement Procedure. The procedure will be conducted pursuant to the Club's internal procurement deed, i.e. the **Rules on low value public procurement** of 21 June 2017, published on the Club's web site ([www.ak-dinamo.hr](http://www.ak-dinamo.hr)), and also available upon request.

### 1. DESCRIPTION AND SPECIFICATION OF THE SUBJECT OF PROCUREMENT

The Hanžeković Memorial Meeting is a world championship in athletics which is part of the IAAF World Challenge - IAAF World Challenge Zagreb 2017, and this year's 67<sup>th</sup> Hanžeković Memorial Meeting consists of the shot put competition on 28 August 2017 and the competition in the remaining disciplines in accordance with the rules of the International Association of Athletics Federations (IAAF) on 29 August 2017. The subject of procurement is the Meeting Manager Services: agency services, negotiating, engagement of athletes of the highest rank for the 67<sup>th</sup> Hanžeković Memorial Meeting for both days of the Meeting, pursuant to the following specification.

**a) DATE OF THE EVENT:** Monday, 28 August 2017 - Tuesday, 29 August 2017

**b) Obligations of the Tenderer:**

In accordance with the IAAF Rules, the Tenderer shall 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 that they have qualified and that the Contracting Authority 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, pursuant to the IAAF Rules.

namely in the following disciplines:

**Events:**

**Men:**

100m	A
400m	A
3000m	B
110mH	A
400mH	B
LJ	A
PV	B
SP*	A

**Women:**

100m	B
800m	B
100mH	A
3000mSC	B
HJ	A
TJ	B
JT	A
DT	A

\*the event will take place on 28 August at the Zagreb Fountains.

**Prize money:**

Place	A	B
1	5'000\$	2'500\$

2	3'500\$	2'000\$
3	2'000\$	1'000\$
4	1'500\$	800\$
5	1'000\$	700\$
6	700\$	600\$
7	600\$	500\$
8	500\$	400\$

**In the discipline 3000m and 3000m steeple chase, the competitors from 9<sup>th</sup> to 12<sup>th</sup> place will receive USD 300.00 each.**

The whole service has to be performed within the Fund of USD 390,000.00 (hereinafter: Fund), which amount also comprises the fee of the Tenderer in accordance with Item 2 hereof.

The Tenderer shall guarantee to cover the fee for the participation of the competitors entirely from the Fund made available to him by the Contracting Authority and that the Tenderer will not have any obligations towards the companies with which the participation of athletes will be contracted.

The Contracting Authority reserves the right to modify the amount of the Fund, in accordance with available financial means, of which the Tenderer will be notified in due time.

The Tenderer shall guarantee that the participation of competitors will be contracted and executed with companies (legal entities), and that no payments will be made to physical persons.

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

The Tenderer shall submit to the Contracting Authority evidence of all executed payments, as well as 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.

**3. REQUIRED PROOF OF LEGAL AND BUSINESS CAPACITY**

The Tenderer shall provide an Excerpt from the court, business, professional or other appropriate register of the state in which that business entity has its seat, not older than 3 months as of the date of delivering this Invitation, providing evidence that the Tenderer is registered for the activities which are the subject of 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 an appropriate 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 shall submit the employment contract or another document proving the employment of these employees as well as copies of their IAAF licences.

## 6. INTEGRAL PARTS AND FORM 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;
- Declaration pursuant to Article 251 of the PPA – Schedule IIA or Schedule IIb – filled in and signed by the Tenderer (Schedule IIb is signed only in case the business entity is not established in the Republic of Croatia or the person who is a member of the administrative, management or supervisory body or that has the authority to represent, decide or supervise the mentioned business entity is not a citizen of the Republic of Croatia. If the business entity is established in the Republic of Croatia, and the above described person/s is/are citizen/s of the Republic of Croatia, Schedule IIA has to be filled in and signed)
- Declaration pursuant to Article 252 of the PPA.

All the documents can 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 or English 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 (including computer print outs) and all pages have to be numbered. The Tender can be submitted by e-mail, as a separate PDF document.

## 7. MANNER OF SUBMITTING THE TENDER

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

- **Tender submission deadline:**  
The Tender has to be submitted by **5 July 2017** at 5 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 delivered as a separate PDF document labelled “do not open” and the name of the subject of procurement to the e-mail address [dinamo-zrinjevac@zg.t-com.hr](mailto:dinamo-zrinjevac@zg.t-com.hr).

The opening of tenders shall be held on 5 July 2015 at 5 p.m. at the premises of the Contracting Authority. The opening of tenders shall not be public (pursuant to the Rules on low value public procurement of 21 June 2017 published on the Club’s web site ([www.ak-dinamo.hr](http://www.ak-dinamo.hr)), and available upon request.

## **8. 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: [office@zagreb-meeting.com](mailto:office@zagreb-meeting.com)

Notice on the results of this tender procedure:

A written notice on the results of the tender procedure will be submitted to the Tenderer by the Contracting Authority within 35 (thirty-five) days as of the expiry of the Tender Submission Deadline.

## **9. DATE OF SENDING THE INVITATION TO TENDER:**

29 June 2017

**10. TERM, MANNER AND PAYMENT TERMS:**

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

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

**Schedule I Tender Sheet**

**Schedule IIa and Schedule IIb (Declaration pursuant to Article 251 of the PPA)**

**Schedule III (Declaration pursuant to Article 252 of the PPA)**

Yours sincerely,

Zagreb, 29 June 2017



Club Secretary  
Mladen Kršek

<b>TENDER SHEET</b>
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<b>Subject of Tender:</b> Meeting Manager Services: agency services, negotiating, engagement of athletes of the highest rank for the 67 <sup>th</sup> Hanžeković Memorial Meeting pursuant to the specification in the Invitation to Tender
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<b>Contracting Authority</b> (name, address, Personal Identification No. (OIB)): Atletski klub Dinamo Zrinjevac, Zagreb, Maksimirska 128, Personal Identification No. (OIB): 60113438833
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<b>File number of procurement:</b> EBN-2017-3
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<b>Name of Tenderer:</b>
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Address (business seat):
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Personal Identification No. (OIB):
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Account No. (IBAN):
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Business bank:
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The Tenderer is in the VAT system (check):	YES	NO
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Mail Delivery Address:
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E-mail:
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Contact Person:
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Telephone:
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Fax:
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<b>Tender</b>
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Tender No.:
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Date of Tender:
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Tender Price (in HRK net of VAT):
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VAT:
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Tender price (in HRK including VAT):
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## SCHEDULE IIa

### DECLARATION pursuant to Article 251 of the Public Procurement Act

Pursuant to Article 251 para. 1 item 1 of the Public Procurement Act ("Official gazette 120/16, hereinafter: PPA), as the person authorised to represent the business entity, I give the following

#### DECLARATION

by which I, \_\_\_\_\_ from \_\_\_\_\_  
(name and surname) (address)

identification document number \_\_\_\_\_ issued by \_\_\_\_\_,

as the person from Article 251 para.1 item 1 of the Public Procurement Act, on my behalf and on behalf of the business entity:

*(name and seat of the business entity, Personal Identity Number (OIB))*

declare, under full material and penal liability, that neither I personally, as a citizen of the Republic of Croatia, nor the above stated business entity established in the Republic of Croatia nor any other person that is a member of the administrative, management or supervisory body or who is authorised to represent, make decisions or supervise the aforesaid business entity and who is a citizen of the Republic of Croatia, have been convicted, under a final judgement, of the criminal acts set forth in Article 251 para.1 item 1 sub item a) to f) of the PPA, i.e. of

- a) the participation in a criminal organisation, pursuant to
  - Article 328 (criminal association) and Article 329 (committing criminal act through a criminal association) of the Criminal Code
  - Article 333 (association for committing criminal acts) of the Criminal Code ("Official gazette" no. 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)
- b) corruption, pursuant to
  - Article 252 (accepting a bribe in business activities), Article 253 (offering a bribe in business activities), Article 254 (abuse in public procurement procedure), Article 291 (abuse of position and powers), Article 292 (illegal favouring), Article 293 (accepting a bribe), Article 294 (offering a bribe), 295 (influence peddling) and Article 296 (influence peddling bribery) of the Criminal Code
  - Article 294a (accepting a bribe in business activities), Article 294b (offering a bribe in business activities), Article 337 (abuse of position and powers), Article 338 (abuse of state power), 343 (illegal mediation), Article 347 (accepting a bribe) and Article 348 (offering a bribe) of the Criminal Code (Official Gazette no. 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)
- c) fraud, pursuant to
  - Article 236 (fraud), Article 247 (fraud in business activities), Article 256 (tax or customs duty evasion) and Article 258 (subsidy fraud) of the

Criminal Code

- Article 224 (fraud), Article 293 (fraud in business activities) and Article 286 (tax and other duties evasion) of the Criminal Code (“Official gazette” No. 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)
- d) terrorism or criminal acts related to terrorist activities, pursuant to
  - Article 97 (terrorism), Article 99 (public incitement to terrorism), Article 100 (recruitment for terrorism), Article 101 (training for terrorism) and 102 (terrorist association) of the Criminal Code
  - Article 169 (Terrorism), Article 169a (public incitement to terrorism), and Article 169b (recruitment and training for terrorism) of the Criminal Code (“Official gazette” No. 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)
- e) money laundering or financing terrorism, pursuant to
  - Article 98 (financing terrorism) and Article 265 (money laundering) of the Criminal Code
  - Article 279 (money laundering) of the Criminal Code (“Official gazette” No. 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)
- f) child labour or other forms of human trafficking, pursuant to
  - Article 106 (human trafficking) under the Criminal Code
  - Article 175 (human trafficking and slavery) under the Criminal Code (“Official gazette No. 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)

Date: \_\_\_\_\_

Signature of the authorised person of the tenderer

Place of signature and stamp \_\_\_\_\_

## SCHEDULE IIB

**DECLARATION pursuant to Article 251 of the PPA** in case the business entity is not established in the Republic of Croatia or the person who is a member of the administrative, management or supervisory body or is authorised to represent, make decisions or supervise the mentioned business entity is not a citizen of the Republic of Croatia.

Pursuant to Article 251 para. 1 item 2 of the Public Procurement Act ("Official gazette No. 120/16, hereinafter: PPA), as the person authorised to represent the business entity, I give the following:

### DECLARATION

by which I, \_\_\_\_\_ from \_\_\_\_\_  
(name and surname) (address)

identification document number \_\_\_\_\_ issued by \_\_\_\_\_,

as the person from Article 251, para.1 item 1 of the PPA, on my behalf and on behalf of the business entity:

\_\_\_\_\_  
(name and seat of the business entity, Personal Identity Number (OIB))

declare, under full material and penal liability, that neither I personally, nor the above stated business entity which is not established in the Republic of Croatia nor any other person that is a member of the administrative, management or supervisory body or who is authorised to represent, make decisions or supervise the aforesaid business entity and who is not a citizen of the Republic of Croatia, have been convicted, under a final judgement, of the criminal acts set forth in Article 251 para.1 item 1 sub item a) to f) of the PPA, i.e. of

- a) the participation in a criminal organisation, pursuant to
  - Article 328 (criminal association) and Article 329 (committing criminal act through a criminal association) of the Criminal Code
  - Article 333 (association for committing criminal acts) of the Criminal Code ("Official gazette" no. 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)
- b) corruption, pursuant to
  - Article 252 (accepting a bribe in business activities), Article 253 (offering a bribe in business activities), Article 254 (abuse in public procurement procedure), Article 291 (abuse of position and powers), Article 292 (illegal favouring), Article 293 (accepting a bribe), Article 294 (offering a bribe), 295 (influence peddling) and Article 296 (influence peddling bribery) of the Criminal Code
  - Article 294a (accepting a bribe in business activities), Article 294b (offering a bribe in business activities), Article 337 (abuse of position and powers), Article 338 (abuse of state power), 343 (illegal mediation), Article 347 (accepting a bribe) and Article 348 (offering a bribe) of the

Criminal Code (Official Gazette no. 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)

- c) fraud, pursuant to
  - Article 236 (fraud), Article 247 (fraud in business activities), Article 256 (tax or customs duty evasion) and Article 258 (subsidy fraud) of the Criminal Code
  - Article 224 (fraud), Article 293 (fraud in business activities) and Article 286 (tax and other duties evasion) of the Criminal Code (“Official gazette” No. 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)
- d) terrorism or criminal acts related to terrorist activities, pursuant to
  - Article 97 (terrorism), Article 99 (public incitement to terrorism), Article 100 (recruitment for terrorism), Article 101 (training for terrorism) and 102 (terrorist association) of the Criminal Code
  - Article 169 (Terrorism), Article 169a (public incitement to terrorism), and Article 169b (recruitment and training for terrorism) of the Criminal Code (“Official gazette” No. 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)
- e) money laundering or financing terrorism, pursuant to
  - Article 98 (financing terrorism) and Article 265 (money laundering) of the Criminal Code
  - Article 279 (money laundering) of the Criminal Code (“Official gazette” No. 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)
- f) child labour or other forms of human trafficking, pursuant to
  - Article 106 (human trafficking) under the Criminal Code
  - Article 175 (human trafficking and slavery) under the Criminal Code (“Official gazette” No. 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 of any corresponding criminal acts which, pursuant to the national legislation of the country where the business entity is established, i.e. of the authorised person’s country of citizenship, comprise the grounds for exclusion under Article 57 para.1 items a) to f) of Directive 2014/24/EU.

Date: \_\_\_\_\_

Signature of the authorised person of the tenderer

Place of signature and stamp \_\_\_\_\_

### SCHEDULE III

#### Declaration pursuant to Article 252 of the Public Procurement Act

Pursuant to 252 of the Public Procurement Act (“Official gazette No.120/16, hereinafter: PPA), as the person authorised to represent the business entity, I give the following:

#### DECLARATION

by which I, \_\_\_\_\_ from \_\_\_\_\_  
*(name and surname)* *(address)*

identification document number \_\_\_\_\_ issued by \_\_\_\_\_,

as the person authorised to represent the business entity

\_\_\_\_\_  
*(name and seat of the business entity, Personal Identification Number (OIB))*

under full material and penal liability, declare

that the business entity does not have any unfulfilled payment obligations relating to tax, pension fund and health insurance

1. in the Republic of Croatia, if the business entity is established in the Republic of Croatia, or
2. in the Republic of Croatia or in the country in which the business entity is established, if the business entity is not established in the Republic of Croatia

Date: \_\_\_\_\_

Signature of the authorised person of the tenderer

Place of signature and stamp \_\_\_\_\_