



**REPUBLIC OF CROATIA
MINISTRY OF ENVIRONMENTAL
PROTECTION AND GREEN TRANSITION**

**Procurement ref.
number:
800/02 -24/60JDN**

Procurement documentation

**PROJECT ASSIGNMENT IN
SIMPLE PROCUREMENT PROCEDURE**

Procurement of equipment for recording animal vocalizations

Procurement reference number: 800/02-24/60JDN

Zagreb, September 2024.

Information about the contracting authority

Name: Ministry of Environmental Protection and Green Transition (hereinafter referred to as: Ministry or the contracting authority)

Headquarters: Radnička cesta 80, 10000 Zagreb

Registration number (MB): 05953081

Personal Identification Number (OIB): 59951999361

Website: <https://mzozt.gov.hr/>

Email address: zlatko.snur@mzozt.hr

Phone: +385 1 3717 908

Fax: +385 1 3717 181

The procedure for simple procurement is carried out in accordance with the provisions of the Regulation on planning and implementation of procurement procedures for goods, works, services, and project competitions from September 6, 2024.

Person or department responsible for contact

Contact person: Zlatko Šnur, Service for the implementation of procurement procedures and contracting

Email address: zlatko.snur@mzozt.hr

Procurement reference number: 800/02-24/60JDN

Estimated procurement value

The total estimated procurement value is 9,000.00 EUR excluding VAT.

Deadline for providing the service

The deadline for the execution of the subject of procurement is no later than December 30, 2024, starting from the date of contract conclusion/receipt of the purchase order.

The contractor is obliged to respect the deadline specified in this documentation.

In case of delay compared to the defined deadline in accordance with this documentation, the contractor undertakes to pay the contracting authority a contractual penalty. The contractual penalty will be calculated at a rate of 0.1 % of the contract/purchase order amount excluding VAT for each day of delay. The total amount of the contractual penalty cannot exceed 10 % of the total agreed value of the service subject to delivery excluding VAT. If the contractual penalty reaches the maximum amount, the contracting authority has the right to terminate the contract. The contractor is obliged to pay the contractual penalty within seven days from the date of receipt of the payment request from the contracting authority. The contracting authority may collect the contractual penalty by deducting the amount of the calculated penalty from the invoiced amount for the service provided, to which the contractor agrees, or the contractor may reduce the amount of the contractual penalty from the invoiced amount accordingly. Such adjustment of the paid amount for the service provided, or the final value of the executed contract/purchase order with

the payment of the contractual penalty, shall not be considered a significant amendment to the contract/purchase order.

Extension of the deadline for the execution of the contract/purchase order is possible in cases of:

- force majeure. Force majeure shall be considered solely external, extraordinary, and unpredictable circumstances arising after the conclusion of the contract which the contractor could not prevent, eliminate, or avoid.

In the aforementioned situations where an extension of the deadline for the execution of the contract/purchase order is possible, the deadline may be extended for a maximum number of days equivalent to the delay in the contracting authority's actions or for the number of days resulting from the force majeure. Such extension of the service execution deadline will not affect an increase in the total agreed price. In case of approved changes to the execution deadline of the contract that meet the above-mentioned conditions, the contracting authority and the contractor will conclude an addendum to the contract/purchase order. Such changes will not be considered significant amendments to the contract.

Extension of the deadline for the execution of the contract/purchase order cannot be granted due to the contractor's failure to fulfil obligations in accordance with this invitation.

In case of the occurrence of the aforementioned extraordinary events, the contractor is obliged, with justification, to timely request a deadline extension in writing, prior to the expiration of the agreed deadline.

Payment under the contract/purchase order

Payment will be made within 30 days from the date of receipt of the **e-invoice**.

The invoice is delivered by electronic invoice delivery, in accordance with the provisions of the Law on Electronic Invoicing in Public Procurement ("Official Gazette", No. 94/18) and other subordinate regulations adopted on the basis of the aforementioned Law.

Content of the offer and method of preparing the offer

The offer must contain at least:

- completed offer list
- completed bill of quantities.

The offer is submitted via the contracting authority's information system.

The offer binds the bidder until the expiry of the offer validity period, and at the request of the contracting authority, the bidder may extend the validity period of their offer.

The offer price refers to the offer price stated in the bid sheet and is unchanged during the duration of the procurement contract for goods. All bidder costs and discounts must be included in the stated offer price without value-added tax.

The bidder is obliged to enter the total price (rounded to two decimal places) for each item in the Bill of Quantities in the offer, as well as the offer price without VAT, the amount of VAT, and the offer price with VAT.

The offer price is written in numbers in absolute value and expressed in euros.

If the bidder is not registered for VAT, in the bid sheet, the same amount is entered in the space provided for the price of the offer with VAT as the amount entered in the space provided for the price of the offer without VAT, and the space provided for the amount of value-added tax is left blank.

Method of submitting the offer

In this simple procurement procedure, it is mandatory to submit the offer on email address: zlatko.snur@mzozt.hr

Criterion for selecting the offer

When making the decision on selection, the criterion will be the overall lowest price. If two or more valid offers are equally ranked according to the criterion for selecting the offer, the contracting authority will choose the offer that was received earlier. The contracting authority cannot use the right to deduct input tax and compares offer prices including value-added tax in accordance with Article 294, paragraph 2 of the Public Procurement Act 2016.

Deadline for submission of the offer and notice of selection

The deadline for submitting the offer is until September 30, 2024, at 09:00. Offers submitted after the deadline for submission of offers will be considered invalid. The notice of selection of the most advantageous offer will be promptly delivered simultaneously to each bidder via email. There is no right of appeal against the notice of selection.

Validity period of the offer

The validity period of the offer is at least 30 days from the expiration date of the deadline for submission of offers.

SUBJECT OF PROCURMENT

For the purpose of monitoring the biodiversity of bats and birds active at dusk and at night, it is necessary to procure six Song Meter Mini 2 AA sound recorders and six Song Meter Mini Bat 2 AA sound recorders as specified in the Bill of Quantities:

- **six Song Meter Mini 2 AA sound recorders**
- **six Song Meter Mini Bat 2 AA sound recorders.**