



HRVATSKA BANKA ZA OBNOVU I RAZVITAK

SIMPLE PROCUREMENT

File Ref. No.: EVB 105-21

INVITATION TO TENDER

**in the procedure of simple procurement of consulting services
for the introduction of standards and the implementation of process of
assessing financial operations in the field of tax transparency, fair taxation
and implementation of standards against tax base reduction and profit shifting
in accordance with the requirements of Pillar Assessment, Pillar 6 – Financial
Instruments – Controls Related to Tax Avoidance and Non-Cooperative
Jurisdictions (NCJ)**

**Zagreb,
December 2021**

I. GENERAL DATA

1. DATA ON CONTRACTING AUTHORITY:

Name: Hrvatska banka za obnovu i razvitak (HBOR)
Headquarters: Zagreb, Strossmayerov trg 9
OIB (PIN): 26702280390

2. CONTACT PERSON OR CONTACT UNIT:

Contact:
Koraljka Perutka Fabijanić/Credit Division
Phone: +385 1 4591 791
E-mail: kperutka@hbor.hr
Iva Crnjak/Procurement Department
Phone: +385 1 4590-433
E-mail: icrnjak@hbor.hr

II. DATA ON SUBJECT MATTER AND PROCEDURE OF PROCUREMENT

3. FILE REFERENCE NUMBER OF PROCUREMENT:

EVB 105-21.

4. ESTIMATED VALUE OF PROCUREMENT:

HRK 100,000.00, VAT not included.

5. NAME OF SUBJECT MATTER OF PROCUREMENT:

Procurement of consulting services for the introduction of standards and the implementation of process of assessing financial operations in the field of tax transparency, fair taxation and implementation of standards against tax base reduction and profit shifting in accordance with the requirements of Pillar Assessment, Pillar 6 – Financial Instruments – Controls Related to Tax Avoidance and Non-Cooperative Jurisdictions (NCJ).

6. DESCRIPTION OF SUBJECT MATTER OF PROCUREMENT:

Procurement of consulting services for the introduction of standards and the implementation of process of assessing financial operations in the field of tax transparency, fair taxation and implementation of standards against tax base reduction and profit shifting in accordance with the requirements of Pillar Assessment, Pillar 6 – Financial Instruments – Controls Related to Tax Avoidance and Non-Cooperative Jurisdictions (NCJ).

The engagement of consultant includes:

- Analysis of existing processes, internal documents and templates at HBOR for financial operations, related to the implementation of international and EU standards in the field of fraud prevention and principles of good tax governance promoted by the EU, OECD and other relevant international associations,
- Establishment of a gap in line with the requirements of the Financial Regulation and the Communication from the Commission on new requirements against tax avoidance in EU legislation governing in particular financing and investment operations – C (2018) 1756,
- Development of guidelines, internal documents and questionnaires for the establishment of the process of implementation of treatment of poorly regulated, non-transparent and non-cooperative jurisdictions and good tax governance.

7. **CRITERION FOR TENDER SELECTION:**
Economically the most favourable tender.

Criterion for the selection of tender is economically the most favourable tender.

1. Price 30%
2. Non-financial criteria 70%.

1. Price

A tenderer can receive a maximum of 30 scores for this criterion. The tender that offers the lowest total price without VAT compared to other tenders receives most scores.

The contracting authority shall score up to 30 points in the manner that the tender offering the lowest price shall receive the highest number of scores, and each subsequent compared to the previous one shall receive a relatively lower number of scores in accordance with the following equation:

$$C_n = \frac{C_{min}}{C_{pon}} \times 30$$

where:

C_n = the number of scores for the price criterion of tender being evaluated

C_{min} = the tender offering the lowest price (without VAT) in the procurement procedure

C_{pon} = the price of the comparative tender (without VAT)

30 = maximum number of scores

2. Non-financial criteria

HBOR shall evaluate these parameters of tenderers in order to obtain as quality and experienced tenderer as possible for the provision of services for the introduction of standards and the implementation of process of assessing financial operations in the field of tax transparency, fair taxation and implementation of standards against tax base reduction and profit shifting.

A tenderer can receive a maximum of 70 scores for non-financial criteria as follows:

- For the criterion ***“Tenderer or a member of its team has experience in providing consulting services for the introduction of control processes related to tax avoidance and non-cooperative jurisdictions in accordance with the requirements of Pillar Assessment, Pillar 6, Financial Instruments in consultation with the European Commission”*** up to 40 scores;
- For the criterion ***“Deadline of service performance”*** up to 20 scores;
- For the criterion ***“Tenderer or a member of its team to be working in the field of requested services provided advisory services for the introduction of control processes related to tax avoidance and non-cooperative jurisdictions (NCJ) in accordance with the requirements of Pillar Assessment, Pillar 6 for the needs of development or public banks in the EU”*** up to 10 scores.

Tenderer shall prove its experience and deadline of service performance by the Statements signed by authorised persons that are enclosed with this Invitation to Tender as Schedules 1, 2 and 3.

Non-financial criteria	Value for the assignment of scores	Scores
<p>Tenderer or a member of its team has experience in providing consulting services for the introduction of control processes related to tax avoidance and non-cooperative jurisdictions in accordance with the requirements of Pillar Assessment, Pillar 6, Financial Instruments in consultation with the European Commission</p> <p>Statement of Tenderer on the Data of this Criterion for the Selection of Economically the Most Favourable Tender – enclosed with this Invitation to Tender as Schedule 1</p>	<p>YES</p> <p>NO</p>	<p>40</p> <p>0</p>
<p>Deadline of service performance</p> <p>Statement of Tenderer on the Data of this Criterion for the Selection of Economically the Most Favourable Tender – enclosed with this Invitation to Tender as Schedule 2</p>	<p>from 61 to, and including, 90 days</p> <p>from 41 to, and including, 60 days</p> <p>to, and including, 40 days</p>	<p>2</p> <p>8</p> <p>20</p>
<p>Tenderer or a member of its team to be working in the field of requested services provided advisory services for the introduction of control processes related to tax avoidance and non-cooperative jurisdictions (NCJ) in accordance with the requirements of Pillar Assessment, Pillar 6 for the needs of development or public banks in the EU</p> <p>Statement of Tenderer on the Data of this Criterion for the Selection of Economically the Most Favourable Tender – enclosed with this Invitation to Tender as Schedule 3</p>	<p>1 project</p> <p>2 - 4 projects</p> <p>More than 4 projects</p>	<p>3</p> <p>5</p> <p>10</p>

The scores awarded to a tender in accordance with the Price and the Non-Financial Criteria will be added up.

Economically the most favourable tender shall be the valid tender awarded the highest number of scores. The scores shall be calculated to two decimal places.

In case of several tenders with the same number of scores, the tender received earlier shall be selected.

8. PLACE OF SERVICE PERFORMANCE:

Zagreb, Republic of Croatia.

9. DEADLINE OF SERVICE PERFORMANCE:

The deadline for the performance of the service shall be in accordance with the deadline stated in the statement for determining the criteria of economically the most favourable tender – the deadline of service performance criterion in Schedule 2 to this Invitation to Tender.

10. LIST OF EXPENSES AND/OR TECHNICAL SPECIFICATION:

List of Expenses is enclosed with this Invitation to Tender.

III. PROVISIONS ON THE ABILITY OF TENDERER

11. TERMS AND CONDITIONS OF ABILITY AND GROUNDS FOR EXCLUSION:

- The contracting authority may, before making a decision on selection, from the tenderer that submitted the most favourable tender, request evidence proving that there are no grounds for exclusion provided for in Articles 251 and 252 of the Public Procurement Act (Official Gazette of the Republic of Croatia, No. 120/16).

11.1. Evidence of registration of economic entity in court, trade, vocational or another appropriate register in the country of its establishment.

Ability to perform professional activity of economic entity referred to in subparagraph 11.1. shall be evidenced by:

- **Excerpt from court, trade, vocational or another appropriate register in the country of establishment of economic entity.**

IV. TENDER DATA

12. LANGUAGE OF TENDER:

The tender shall be submitted in the English language.

13. TENDER VALIDITY PERIOD:

The period of tender validity is 60 (sixty) days from the expiry of deadline for submission of tenders. The contracting authority shall reject any tender with an option shorter than the requested one.

14. DEADLINE FOR SUBMISSION OF TENDERS:

22 December 2021

15. MANNER OF TENDER PREPARATION:

Tender must contain:

- Completed **Tender Sheet** that is a constituent part of this Invitation to Tender – Schedule I;
- **List of Expenses** that must be completed, signed and certified by the responsible person of the Tenderer;
- **Statements of Tenderer** on the data of the criteria for the selection of economically the most favourable tender, **Schedules 1, 2 and 3** to this Invitation to Tender;
- Evidence referred to in subparagraph 11.1. of this Invitation to Tender.

16. MANNER OF TENDER SUBMISSION:

Tenders are submitted by electronic means to the following e-mail address:

jednostavnabava5@hbor.hr

V. DEADLINE, MANNER AND TERMS OF PAYMENT

17. DEADLINE, MANNER AND TERMS OF PAYMENT:

The contracting authority shall pay for the rendered services under the respective procurement not later than within 30 (thirty) days from the receipt of the tenderer's invoice.

Pursuant to the Act on e-Invoicing in Public Procurement (Official Gazette of the Republic of Croatia, No. 94/18) of 1 July 2019, HBOR is obliged to receive, process and pay only those invoices that are in electronic form (e-Invoice) containing the prescribed basic elements and supporting documents issued in accordance with European norms.

VI. MISCELLANEOUS

18. PROTECTION OF PERSONAL DATA:

HBOR shall collect, process and use the personal data received during the procedure of this simple procurement for the purposes of procurement procedure implementation. The personal data may be

used for the stipulated purposes only, whereas the basis for their collection, processing, use and keeping has been established by the Public Procurement Act and other primary and secondary legislation.

All personal data that have been made available to HBOR are protected as confidential data in accordance with the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation, GDPR) and the Act on the Implementation of the General Data Protection Regulation as well as other relevant legislation.

The principles and rules for the processing of personal data have been regulated by the documents: the Privacy Policy and the Information for Data Subjects that have been made publicly available at HBOR's Internet site: www.hbor.hr.

19. **PUBLICATION OF RESULTS OF THE IMPLEMENTED SIMPLE PROCUREMENT PROCEDURE:**
Information on the selection of the most favourable tender will be published by the contracting authority on the Internet sites no later than within 45 (forty-five) days from the expiry of the deadline for submission of tenders.
20. **DATE OF COMPILING AND DISPATCHING/PUBLISHING THE INVITATION TO TENDER:**
15 December 2021

Yours sincerely,

Procurement Department

Iva Crnjak, signed



HRVATSKA BANKA ZA OBNOVU I RAZVITAK

SIMPLE PROCUREMENT
File Ref. No.: EVB 105-21

Schedule 1:
STATEMENT OF TENDERER ON THE DATA OF CRITERION FOR THE SELECTION OF
ECONOMICALLY THE MOST FAVOURABLE TENDER -

Tenderer or a member of its team has experience in providing consulting services for the introduction of control processes related to tax avoidance and non-cooperative jurisdictions in accordance with the requirements of Pillar Assessment, Pillar 6, Financial Instruments in consultation with the European Commission

Subject matter of

procurement: Procurement of consulting services for the introduction of standards and the implementation of process of assessing financial operations in the field of tax transparency, fair taxation and implementation of standards against tax base reduction and profit shifting in accordance with the requirements of Pillar Assessment, Pillar 6 – Financial Instruments – Controls Related to Tax Avoidance and Non-Cooperative Jurisdictions (NCJ)

Name of tenderer:

Headquarters:

OIB (PIN):

We declare that we have the experience:

CRITERION	YES/NO	SCORES	NAME OF THE RECIPIENT OF THE SERVICE
Tenderer or a member of its team has experience in providing consulting services for the introduction of control processes related to tax avoidance and non-cooperative jurisdictions in accordance with the requirements of Pillar Assessment, Pillar 6, Financial Instruments in consultation with the European Commission	Yes	40	
	No	0	

Note: in the table, tenderer shall circle Yes/No and if YES fill the column "Name of the recipient of the service"

Responsible person of tenderer:

(Signed and sealed)

In _____ on _____ 2021



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Schedule 2:
STATEMENT OF TENDERER ON THE DATA OF CRITERION FOR THE SELECTION OF
ECONOMICALLY THE MOST FAVOURABLE TENDER -
DEADLINE OF SERVICE PERFORMANCE

Subject matter of procurement:

Procurement of consulting services for the introduction of standards and the implementation of process of assessing financial operations in the field of tax transparency, fair taxation and implementation of standards against tax base reduction and profit shifting in accordance with the requirements of Pillar Assessment, Pillar 6 – Financial Instruments – Controls Related to Tax Avoidance and Non-Cooperative Jurisdictions (NCJ)

Name of tenderer:

.....
.....

Headquarters:

.....

OIB (PIN):

.....

We declare that we offer the deadline of service performance of _____ (in words: _____) days.

Responsible person of tenderer:

(Signed and sealed)

In _____ on _____ 2021



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Schedule 3:
STATEMENT OF TENDERER ON THE DATA OF CRITERION FOR THE SELECTION OF
ECONOMICALLY THE MOST FAVOURABLE TENDER -

Tenderer or a member of its team to be working in the field of requested services provided advisory services for the introduction of control processes related to tax avoidance and non-cooperative jurisdictions (NCJ) in accordance with the requirements of Pillar Assessment, Pillar 6 for the needs of development or public banks in the EU

Subject matter of procurement:

Procurement of consulting services for the introduction of standards and the implementation of process of assessing financial operations in the field of tax transparency, fair taxation and implementation of standards against tax base reduction and profit shifting in accordance with the requirements of Pillar Assessment, Pillar 6 – Financial Instruments – Controls Related to Tax Avoidance and Non-Cooperative Jurisdictions (NCJ)

Name of tenderer:

.....

Headquarters:

OIB (PIN):

We declare that we have the experience:

CRITERION	NUMBER OF PROJECTS	SCORES	NAME OF THE RECIPIENT OF THE SERVICE
Tenderer or a member of its team to be working in the field of requested services provided advisory services for the introduction of control processes related to tax avoidance and non-cooperative jurisdictions (NCJ) in accordance with the requirements of Pillar Assessment, Pillar 6 for the needs of development or public banks in the EU	1 project	3	
	2 - 4 projects	5	
	More than 4 projects	10	

Note: in the table, tenderer shall circle number of projects and fill the column "Name of the recipient of the service".

Responsible person of tenderer:

(Signed and sealed)

In _____ on _____ 2021