



Hrvatska banka za obnovu i razvitak

SIMPLE PROCUREMENT

File reference number: EVB 142-18

## INVITATION TO TENDER

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in a simple procurement procedure for legal services to be rendered by an expert in the Belarusian law

Zagreb,  
December 2018

## I. GENERAL INFORMATION

### 1. INFORMATION ON CONTRACTING AUTHORITY:

Name: Hrvatska banka za obnovu i razvitak (HBOR, Croatian Bank for Reconstruction and Development)

Headquarters: Zagreb, Strossmayerov trg 9

PIN: 26702280390

### 2. CONTACT PERSON OR CONTACT UNIT:

Contact:

Mirta Dusparić/International Legal Affairs Unit

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## II. INFORMATION ON PROCUREMENT SUBJECT MATTER AND PROCEDURE

### 3. FILE REFERENCE NUMBER OF PROCUREMENT:

EVB 142-18

### 4. ESTIMATED VALUE OF PROCUREMENT:

HRK 50,000.00, VAT not included

For services which is describe at point 6. of this Invitation to tender estimated value of procurement is HRK 35,000.00, VAT not included

### 5. NAME OF PROCUREMENT SUBJECT MATTER:

Legal services to be rendered by an expert in the Belarusian law

### 6. DESCRIPTION OF PROCUREMENT SUBJECT MATTER:

- Following the conclusion of a loan agreement (governed by the Croatian law) with a Belarusian borrower whereby a security interest was provided by the borrower in form of pledge over the equipment (which purchase is financed by the loan agreement), and due to the extension of the equipment, legal assistance of a Belarusian legal expert is needed and should comprise 2 rounds (if needed) of the following:
  - text of addendums to the pledge agreement and foreclosure agreement
  - possible negotiations with the borrower over the final texts of the above addendums

- supporting notarization of each of the documents by representing HBOR (signing the documents on behalf of HBOR) including communication with the notary,
- registration of the pledge in the relevant register and obtaining the approval that such a pledge is to be made properly
- Belarusian legal opinion (including due diligence of the documentation regarding the equipment, capacity of the security interest provider, their signatories etc.).

**7. AWARD CRITERION:**

The lowest price

**8. PLACE OF SERVICE PERFORMANCE:**

Belarus

**9. DURATION OF SERVICE PERFORMANCE:**

6 months from the signing of the Contract

**10. LIST OF EXPENSES AND/OR TECHNICAL SPECIFICATION:**

List of Expenses in accordance with Item 6 of the Invitation to Tender.

### III. PROVISIONS ON TENDERER'S ABILITY

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

- The Tenderer may, before making a decision on selection, request from the tenderer that submitted the most favourable tender, evidence proving that there are no grounds for exclusion prescribed by Article 251 and Article 252 of the Public Procurement Act (Official Gazette No. 120/16).

### IV. TENDER DATA

**12. LANGUAGE OF THE TENDER:**

The tender is 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 will reject any tender with a shorter option than the requested one.

**14. DEADLINE FOR SUBMISSION OF TENDERS:**

18 January 2019

**15. MANNER OF TENDER PREPARATION:**

Tender must be binding and unconditional. It must contain the name and headquarters of the tenderer, address, PIN, account number, address for postal delivery, e-mail address, contact person of the tenderer, phone number, subject matter of procurement, tender price VAT not included, VAT amount, tender price VAT included if the tenderer is subject to the VAT system, information whether the tenderer is subject to the VAT system, date of the tender and tender validity period, delivery period.

**16. MANNER OF TENDER SUBMISSION:**

Tenders are submitted by electronic means to the following e-mail:  
[jednostavnabava51@hbor.hr](mailto:jednostavnabava51@hbor.hr)

**V. DEADLINE, MANNER AND TERMS OF PAYMENT**

**17. DEADLINE, MANNER AND TERMS OF PAYMENT:**

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

**V. MISCELLANEOUS**

**18. PUBLICATION OF RESULTS OF THE IMPLEMENTED SIMPLE PROCUREMENT PROCEDURE:**

Information on the selection of the most favourable tender will be submitted to the tenderer by the contracting authority not later than within 45 (forty-five) days from the expiry of the deadline for submission of tenders.

**19. DATE OF PREPARATION OF INVITATION TO TENDER:**

31 December 2018

Yours sincerely,

Head of Procurement Unit

Ivan Vrdoljak (signed)