



Centar za pružanje usluga u zajednici Mali dom
Ulica Matka Baštijana 1D, 10 000 Zagreb, Hrvatska
Tel: 01/6521 096, 01/3746 500
IBAN: HR0324020061100910592
MB: 02099705 OIB: 71812732448

Zagreb, 5 December 2025

Procurement Record Number: 44/25

I. CONTRACTING AUTHORITY

Center for Community Services Mali dom
Baštijanova 1d,
10 000 Zagreb, Croatia
VAT: 71812732448

INVITATION TO SUBMIT BIDS

The Contracting Authority has initiated a procurement procedure and hereby invites you to submit a bid for the subject of procurement.

II. DESCRIPTION OF THE SUBJECT OF PROCUREMENT

The subject of procurement is **vision tests**, in accordance with the specifications listed in the Cost Breakdown (Annex 2).

III. ESTIMATED VALUE OF THE PROCUREMENT

The estimated value is **EUR 3,000.00 including VAT**.

IV. CONDITIONS AND REQUIREMENTS

Validity period of the bid: 30 days

Place of delivery: Contracting Authority's headquarters

Performance deadline: 30 days from the date of the Decision on the selection of the most advantageous bid

Payment deadline, method, and conditions: Payment shall be made within 30 (thirty) days from the date of receipt of a valid e-invoice.

Bid selection criterion: Lowest price (comparison of prices excluding VAT) and all items in the cost breakdown must be offered. If two or more valid bids are equally ranked, the Contracting Authority will select the bid received earlier.

PROOF OF CAPACITY:

The bidder must submit a Certificate from the Tax Administration on the status of debt or an equivalent document issued by the competent authority of the bidder's country of establishment (Annex 3), if the above certificate is not issued, or a declaration under oath, or an appropriate declaration made before a judicial or administrative authority, a notary public, or a competent professional or trade body in the bidder's country, or a declaration with a notarised signature if the above certificate or equivalent document is not issued in the bidder's country of establishment.



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The certificate must not be older than 30 days from the date of sending the invitation to submit bids.

The Contracting Authority will not consider bids from bidders who fail to submit the required proof of capacity or are found to have outstanding tax liabilities or unpaid pension and health insurance contributions.

GROUND FOR EXCLUSION:

The Contracting Authority must exclude an economic operator from the procurement procedure if it determines that the operator with a place of business in the Republic of Croatia, or a person who is a member of the management, supervisory, or administrative body, or who has powers of representation, decision-making, or control in that economic operator and is a Croatian national, has been convicted by a final judgement for:

- a) **Participation in a criminal organization**, based on the relevant articles of the Criminal Code
- b) **Corruption**, based on the relevant articles of the Criminal Code
- c) **Fraud**, based on the relevant articles of the Criminal Code
- d) **Terrorism or terrorist-related offences**, based on the relevant articles of the Criminal Code
- e) **Money laundering or terrorist financing**, based on the relevant articles of the Criminal Code
- f) **Child labour or other forms of human trafficking**, based on the relevant articles of the Criminal Code

V. CONTENT OF THE BID

The bid must include:

- Bid Form (Annex 1)
- Cost Breakdown (Annex 2)
- Certificate of no outstanding tax debts (Annex 3)

VI. METHOD OF SUBMITTING THE BID

Bids shall be submitted by e-mail to: **marin@malidom.hr** no later than the bid submission deadline.

Bid submission deadline: **10 December 2025**

Bids will be opened by authorized representatives of the Contracting Authority; the bid opening is not public.

VII. OTHER INFORMATION

Inquiries regarding the subject of procurement:

Contact person:	Marin Kos
Phone:	+385 95 2099 932
e-mail	marin@malidom.hr



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The Contracting Authority will select the bid no later than 15 (fifteen) days after the bid submission deadline.

The Contracting Authority reserves the right to cancel the procurement procedure without stating a specific reason.

All bidders will be notified of the outcome by e-mail.

CENTER MALI DOM, Zagreb
Director
Tatjana Petrović