



REPUBLIKA HRVATSKA  
Ministarstvo pravosuđa  
**PROJEKT POTPORE PRAVOSUDNOM SEKTORU  
(JSSP)**

JEDINICA ZA PROVEDBU PROJEKTA, Ulica grada Vukovara 69/VI, 10000 ZAGREB  
Telefon: +385-(0)1-3714-664; Fax: +385-(0)1-3714-692 E-mail: jssp@pravosudje.hr

---

## INVITATION FOR BIDS (IFB)

*Republic of Croatia  
Justice Sector Support Project  
Loan Number: 7888-HR*

*IFB Title: Procurement of IT Asset Management System  
IFB Number: G-03*

1. This Invitation for Bids (IFB) follows the General Procurement Notice (GPN) for this project that appeared in UNDB online on *11 May 2010*.
2. The *Republic of Croatia has received a loan* from the *International Bank for Reconstruction and Development* toward the cost of *Justice Sector Support Project*, and it intends to apply part of the proceeds of this *loan* to payments under the agreement(s) resulting from this IFB: *supply of IT Asset Management System (G-03)*.
3. The *Project Implementation Unit of the Ministry of Justice* serves as the implementing agency for the project and now invites sealed bids from eligible Bidders for *the supply of IT Asset Management System*.  
The supply and installation period is *12 weeks from contract effectiveness*.
4. Bidding will be conducted using the International Competitive Bidding (ICB) procedures specified in the World Bank's Guidelines: Procurement under IBRD Loans and IDA Credits, edition of *May 2004, revised October 1, 2006 and May 1, 2010*, and is open to all Bidders eligible as defined in these Guidelines, that meet the following minimum qualification criteria:
  - (i) **Experience**  
*During the past five (5) years, the Bidder must have at least one reference for implementation of ITIL processes in solution of the same function range as this procurement with more than 1000 users.*  
*The Bidder should furnish a Reference List with the information on past supplies and satisfactory performance.*
  - (ii) **Financial viability**
    - a) *The Bidder shall demonstrate average annual turnover during the last 3 years of:  
- at least USD 2.000.000 (two million US Dollars) equivalent.*

- b) *The Bidder shall be properly established in its country of origin, the Bidder and management staff of the company shall have not been sentenced for commercial crime(s), the Bidders shall have stable financial position and shall have fulfilled its obligations as to payment of taxes and duties in the country of incorporation.*

*To demonstrate compliance with these requirements the Bidders shall furnish the following documents:*

- *Audited financial reports for the past 3 years, or certified balance sheets, or certificate from a chartered accountant;*
- *Confirmation that the company is registered as a legal entity in the country of origin;*
- *Confirmation that the Bidder and management staff of the company have not been sentenced for commercial crime(s).*
- *Confirmation from the relevant authorities evidencing that bidder has no arrears in taxes and mandatory social security payments. Such document(s) shall not be older than thirty (30) days.*

***(iii) Manufacturer's experience***

*The manufacturer of the Information Technologies offered shall be certified for compliance with ISO 9001 or equivalent standards for quality management. The Bidder shall submit documentary evidence with the Bid.*

5. Interested eligible Bidders may obtain further information from ***Project Implementation Unit of the Ministry of Justice*** and inspect the bidding documents at the address given below from ***09:00 to 16:00 hours on the normal business days.***
6. A complete set of bidding documents in ***English*** may be purchased by interested Bidders on submission of a written application to the address below and upon payment of a nonrefundable fee of ***HRK 750,00 (Croatian Kuna seven hundred fifty)*** or ***EUR 100,00 (Euro one hundred)***. The method of payment will be wire transfer to the following bank account:

***a) from within Croatia:***

***account no. 1001005-1863000160***

***"model" 64***

***"poziv na broj" 9733-3130-78880***

***b) from abroad:***

***Hrvatska narodna banka (Croatian National Bank), Trg hrvatskih velikana 3, 10000 Zagreb, Croatia***

***SWIFT code: NBHRHR2XXXX***

***IBAN code HR12 1001 0051 8630 00160***

***beneficiary name and address: Ministarstvo financija Republike Hrvatske, Katančičeva 4, 10000 Zagreb, Croatia***

***remittance info/remarks: 64 9733-3130***

***with an obligatory note: "For Bidding Document No.: JSSP - G-03"***

The document will be sent by ***courier mail*** or ***may be collected by Bidder's representative from PIU office at the address below.*** For the convenience of

Bidders an unofficial electronic copy of the Bidding Documents *in MS Word format may also be forwarded by electronic mail.*

7. Bids must be delivered to the address below at or before **12.00 hours local time on 18 February 2013**. Bids **need** to be secured **by a Bid Security**. The amount of Bid Security required is: **HRK 30.000,00 (Croatian Kuna thirty thousand)** or an equivalent in a freely convertible currency. Late bids will be rejected. Bids will be opened in the presence of Bidders' representatives who choose to attend at the address below *immediately after the deadline for bid submission*.
8. The attention of prospective Bidders is drawn to (i) the fact that they will be required to certify in their bids that all software is either covered by a valid license or was produced by the Bidder and (ii) that violations are considered fraud, which can result in ineligibility to be awarded World Bank-financed contracts.

***Project Implementation Unit of the Ministry of Justice  
Attn: Mr. Nenad Vukadinović, Project Manager Adviser  
Republic of Croatia, HR-10000 Zagreb,  
Ulica grada Vukovara 49, 6th floor, Room No.609  
Tel: +385 1 3714 664;  
Fax: +385 1 3714 692  
e-mail: [jssp@pravosudje.hr](mailto:jssp@pravosudje.hr)***