

I. CONTRACTING AUTHORITY

Contracting Authority: CROATIAN FOREST RESEARCH INSTITUTE

Cvjetno naselje 41

10450 Jastrebarsko

OIB: 13579392023

Class: 406-02/26-01/10

Ref. No.: 238-12-20-20-26-3

Jastrebarsko, 15.05.2026.

II. INVITED BIDDER

INVITATION TO SUBMIT BIDS

for the procurement of field equipment and materials

CPV code: 38500000-0 – Checking and testing apparatus

**for the project “Spread of the forest pest pine processionary moth
(Thaumtopoea pityocampa) in continental urban areas due to climate
change: risk mapping, early warning system”**

- Grant Agreement No.: P.3.4.17.0010

– simple procurement –

Procurement reference no.: JN54/2026

Jastrebarsko, 15.05.2026.

The Croatian Forest Research Institute is conducting a simple procurement procedure for the procurement of goods – **CPV code: 38500000-0 – Checking and testing apparatus** – and shall award it to the most favourable bidder in accordance with the conditions and requirements of the procurement documents.

The Bid is the Bidder's written declaration of intent to provide the services in accordance with the conditions and requirements of the Procurement Documents.

When preparing its Bid, the Bidder must comply with the requirements and conditions set out in the Procurement Documents and review all instructions, statements, forms and other details of the Procurement Documents.

1. Information on the Contracting Authority:

Name of the Contracting Authority: CROATIAN FOREST RESEARCH INSTITUTE

Registered office of the Contracting Authority: Cvjetno naselje 41, 10450 Jastrebarsko

OIB: 13579392023

Account: HR7923600001101252461

Telephone: 01/6273 000

Fax: 01/6273 035

Website: www.sumins.hr

E-mail address: ured@sumins.hr

2. Information on the person responsible for communication with bidders:

Ivan Ristovski, Master of Laws, member, certificate in the field of public procurement Class: 406-01/25-06/212, Reg. No.: 526-08-02-03-25-2, valid until 07.05.2028.

Tel: 01/6273014; e-mail: ivanr@sumins.hr

Communication and any other exchange of information between the Contracting Authority and invited economic operators shall be conducted by electronic means of communication, exclusively in writing, in Croatian and/or English.

3. Procurement reference no.: JN54/2026

4. List of economic operators with whom the Contracting Authority is in a conflict of interest within the meaning of Article 76 of the Public Procurement Act ("Official Gazette", Nos. 120/16, 114/22), or a statement that such operators do not exist:

In this procedure, the Croatian Forest Research Institute is not in a conflict of interest with any economic operator, and there are no economic operators with whom it may not conclude public procurement contracts.

In this procedure, the members of the Committee are not in a conflict of interest with any economic operator, and there are no economic operators with whom they, or persons related to them, would be in a conflict of interest regarding the subject of the simple procurement of field equipment and materials.

5. Type of procurement procedure: Simple procurement exempt from the application of the provisions of the Public Procurement Act pursuant to Articles 12 and 15 of the Public Procurement Act (120/16, 114/22).

The procurement is conducted as one simple procurement procedure divided into 10 groups.

The Contracting Authority is conducting a simple procurement procedure for goods – field equipment and materials – by inviting economic operators to submit a bid in accordance with the provisions of the Rules on the Implementation of Simple Procurement Procedures, CLASS: 640-06/17-01/7, REG. NO.: 238/12-20-01-17-1

The procurement is conducted as one simple procurement procedure divided into 10 groups.

The Bidder may submit a bid for one, several or all groups.
Selection shall be made separately for each group.
A purchase order for each individual procurement group shall be delivered to the selected bidder or bidders.

6. Type of contract: Based on the conducted procedure and acceptance of the bid, the Contracting Authority shall issue a purchase order to the selected bidder for each individual group of the procurement subject.

7. Estimated procurement value: EUR 14,400.00 excl. VAT

8. Description of the procurement subject:

The procurement subject is field equipment and material required for the implementation of project activity A2.1, namely for applied research related to monitoring and controlling the pine processionary moth, as well as field and documentary monitoring of results.

The procurement items must meet the required technical characteristics stated in the annexes titled Technical Specification (10 annexes titled Technical Specification, prepared in accordance with the grouping), which form an integral part of these Procurement Documents.

9. Quantity of the procurement subject:

The technical specifications and quantities by groups form an integral part of this invitation. The Bidder is obliged to submit a bid for all items from the bill of quantities for the respective group.

Group 1 - Photo and video equipment (CPV code 38650000-6; CPV name: photographic equipment)

Estimated procurement value - 2,400.00 EUR

- Z mount lens, 70-180 mm f/2.8 - 1 pc
- Z mount lens, 24-120 mm f/4 - 1 pc
- Camera battery - 1 pc
- Camera and lens backpack - 1 pc
- Memory card - 1 pc
- Action camera - 1 pc
- Portable power station – 1 pc
- Portable solar panel for powering the portable power station – 1 pc

Group 2 - Automated traps with automatic counting (CPV code 38500000-0; CPV name: checking and testing apparatus)

Estimated procurement value - 2,400.00 EUR

- Automated traps with automatic counting - 4 pcs

Group 3 - Biodegradable pheromone balls (CPV code 24450000-3; CPV name: agrochemical products)

Estimated procurement value - 1,900.00 EUR

- Biodegradable pheromone balls - 500 pcs

Group 4 - Barrier trap for mechanical control (CPV code 24450000-3; CPV name: agrochemical products)

Estimated procurement value - 1,800.00 EUR

- Barrier traps for mechanical control - 80 pcs

Group 5 - Cordless impact drill/driver (CPV code 42652000-1; CPV name: hand-held electromechanical tools)

Estimated procurement value - 700.00 EUR

- Cordless impact drill/driver - 1 pc

Group 6 - Paintball equipment (CPV code 37400000-2; CPV name: sports goods and equipment)

Estimated procurement value - 350.00 EUR

- Paintball marker - 1 pc

- Compressed air tank with regulator - 3 pcs

- Protective mask - 1 pc

- Ball hopper - 1 pc

Group 7 - Attractants and butterfly traps (CPV code 24450000-3; CPV name: agrochemical products)

Estimated procurement value - 900.00 EUR

- Pheromone preparation for pine processionary moth - 100 pcs

- Pheromone trap for attracting butterflies - 50 pcs

Group 8 - Tablet devices (CPV code 30213200-7; CPV name: tablet computer)

Estimated procurement value - 2,000.00 EUR

- Tablet - 3 pcs
- External hard drive – 1 pc
- External SSD – 1 pc

Group 9 - Chainsaw and other field tools (CPV code 42652000-1; CPV name: hand-held electromechanical tools)

Estimated procurement value - 1,100.00 EUR

- Chainsaw - 1 pc
- Telescopic pruners - 2 pcs
- Axe - 3 pcs

Group 10 - Optical equipment (CPV code 38630000-0; CPV name: astronomical and optical instruments)

Estimated procurement value - 850.00 EUR

- Zoom eyepiece for telescope - 1 pc
- Telescope - 1 pc
- Binoculars - 2 pcs

10. Technical specification of the procurement subject:

The technical specifications are set out in the annexes titled Technical Specification (10 annexes titled Technical Specification, prepared in accordance with the grouping), which form an integral part of these Procurement Documents.

11. Place of delivery:

To the temporary location of the Contracting Authority at Čabdin 56A, 10450 Jastrebarsko.

12. Delivery deadline: 30 days from the date of issue of the purchase order.

13. Content and manner of preparation of the bid:

When preparing the bid, the Bidder must comply with the requirements and conditions of this Invitation and all its annexes.

The bid must contain at least:

- a. Completed Bid Form (indicate the group for which the bid is submitted) – Annex I
- b. Completed Bill of Quantities (depending on the group for which the bid is submitted) – Annex II,

- c. Completed Technical Specification (depending on the group for which the bid is submitted) – Annex III,
- d. Completed Statement on Acceptance of the Terms of the Invitation to Submit Bids (depending on the group for which the bid is submitted) – Annex IV

14. Method and deadline for submission of the bid:

The Bidder shall submit, electronically to the e-mail address ured@sumins.hr, a scanned certified/signed bid (Bid Form, Bill of Quantities, Technical Specification, Statement on Acceptance of the Terms of the Invitation).

The final deadline for submission of the bid is 01.06.2026. at 13:00 to the e-mail address ured@sumins.hr.

Bids shall not be opened publicly.

15. Alternative bids: not permitted.

16. Method of determining the bid price:

The Bidder submits a bid with the price expressed in EUR for the entire procurement subject.

The bid price must include all costs and discounts (if granted by the Bidder), exclusive of value added tax.

The total bid price is the bid price including value added tax.

The bid price is fixed.

17. Language in which the bid is submitted:

The bid shall be prepared in Croatian or English and in the Latin script. All other documentation submitted with the bid must also be in Croatian or English.

18. Bid selection criteria:

The criterion for selection of the bid is the lowest price excluding VAT.

One acceptable bid is sufficient for selection.

In the event of two or more acceptable bids with the same lowest price, the bid received earlier by the Contracting Authority shall be selected.

19. Eligibility conditions and verification of the Bidder:

Before making the selection decision, the public contracting authority may request from the bidder with whom it intends to conclude a goods procurement contract / purchase order the submission of originals or certified copies of one or more documents proving eligibility conditions:

1. a certificate from the tax authority proving that there is no debt on the basis of public dues recorded by the tax authority
2. an extract from the Court Register or Trades Register

Respecting the principles of equal treatment and transparency, the Contracting Authority may request

bidders that have submitted a bid to supplement, clarify, complete or provide necessary information or documentation within an appropriate period of not less than five days. Such submitted documentation must not lead to negotiations regarding the selection criterion or the offered procurement subject.

If the most favourable economic operator fails to submit within the prescribed period all requested

documentation specified by the Contracting Authority, the Contracting Authority shall exclude such bidder or reject its bid. In that case, the Contracting Authority shall rank the bids again according to the selection criterion without taking into account the bid of the bidder it has excluded.

20. Procedure for adopting the Selection Decision or the Cancellation Decision:

Since the Public Procurement Act does not apply to this invitation, the procurement procedure and the obligations of the Contracting Authority in relation thereto, the Contracting Authority hereby states that it may at any time withdraw its request for submission of a bid, that it is not obliged to select any of the received bids, and that it may at any time (until the conclusion of the contract with the selected bidder) withdraw this invitation without any obligation to reimburse costs and/or damages to bidders.

Irrespective of the above, in the event of adopting a Selection Decision, the criterion for selection of the bid is the lowest price.

The deadline for adopting the Selection Decision is 15 days from the expiry of the bid submission deadline.

The Contracting Authority shall notify bidders of its decision.

If, within the prescribed period, the Contracting Authority receives no acceptable bid and/or if the Contracting Authority for any reason abandons this procurement procedure, it shall adopt a Cancellation Decision.

21. Bid validity:

The submitted bid binds the bidder to the Contracting Authority for 30 days from the date of submission of the bid, i.e. until the expiry of any subsequently extended period confirmed by written agreement.

22. Deadline, method and terms of payment:

The Contracting Authority shall pay the invoice on the basis of an issued e-invoice from the selected bidder having its registered office in the Republic of Croatia, or, if the law of the bidder's country of establishment prescribes the issuance of e-invoices, and otherwise the Contracting Authority shall pay the invoice on the basis of the bidder's issued invoice. The Contracting Authority shall pay the invoice within 8 days from the date of issue of the e-invoice / invoice by remittance to the business account of the selected bidder.

23. General terms and conditions of the Bidder

The Bidder's general terms and conditions shall apply only insofar as they are not contrary to the provisions of this Invitation.

This particularly applies to the charging of additional costs, i.e. the bidder may not charge any additional costs other than those already provided for in the attached bill of quantities (e.g. documentation delivery fee, etc.).

24. Amendment and/or supplementation of the bid

Until the expiry of the bid submission deadline, the Bidder may submit an amendment and/or supplementation to the bid. An amendment and/or supplementation to the bid shall be submitted in the same manner as the original bid, with a mandatory indication that it concerns an amendment and/or supplementation to the bid. Until the expiry of the bid submission deadline, the Bidder may withdraw its submitted bid by written statement. The written statement shall be submitted in the same manner as the bid, with a mandatory indication that it concerns withdrawal of the bid.

A bid received after the expiry of the bid submission deadline shall not be considered.

Pursuant to Article 12 of the Public Procurement Act (OG 120/16, 114/22), this procedure is not subject to the provisions of the Public Procurement Act.

The Contracting Authority has its own sources of income (outside the budget of the Republic of Croatia), which it generates on the market and from which it will pay the invoices.