**PRILOG 1**

**POZIV NA PODNOŠENJE PONUDA U POSTUPKU JEDNOSTAVNE NABAVE**

1. **OPĆI PODACI O NARUČITELJU**

Institut Ruđer Bošković (skraćeni naziv: IRB), Bijenička cesta 54, 10 000 Zagreb, Hrvatska, OIB: 69715301002

Telefon: 01 4561 111

Internetska adresa: [www.irb.hr](http://www.irb.hr)

1. **OSOBA ZADUŽENA ZA KONTAKT**

Ime i prezime: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ustrojbena jedinica: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telefon: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-pošta: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Za tehnička pitanja vezana za predmet nabave (ako je potrebno):**

Ime i prezime: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ustrojbena jedinica: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telefon: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-pošta: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Gospodarski subjekti trebaju sva dodatna pitanja u vezi Poziva i/ili predmeta nabave poslati u pisanoj formi na gore navedene adrese e-pošte

1. **PODACI O PREDMETU NABAVE**

**Predmet nabave**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Opis i tehničke specifikacije:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Procijenjena vrijednost nabave :**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Posebni uvjeti i zahtjevi (ako je potrebno):**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **UVJETI I ZAHTJEVI KOJE GOSPODARSKI SUBJEKTI TREBAJU ISPUNITI (uvjeti sposobnosti, ako je potrebno)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. **PODACI O PONUDI**

**Kriterij za odabir ponude (označi):**

[ ] [ ]  najniža cijena\*

[ ] [ ]  ekonomski najpovoljnija ponuda (navesti kriterij za odabir i metodologiju ocjene ekonomski najpovoljnije ponude)

\*Cijena treba biti izražena u eurima bez PDV-a s uračunatim svim troškovima i popustima. Ukupna cijena ponude je cijena ponude s PDV-om koji se iskazuje posebno

**Rok za dostavu ponude:** \_\_\_\_\_\_dana od dana zaprimanja Poziva na podnošenje ponuda ili navesti određeni datum

**Rok valjanosti ponude:** ne kraći od \_\_\_\_\_\_ dana

1. **NAČIN DOSTAVLJANJA PONUDE**

**Ponuditelji dostavljaju svoje ponude u roku za dostavu ponude (označi):**

[ ] [ ]  preporučenom poštanskom pošiljkom u zatvorenoj omotnici\*\* na adresu naručitelja IRB, Bijenička cesta 54, 10 000 Zagreb ili osobno u Pisarnicu IRB-a

\*\*Na omotnici je potrebno naznačiti naziv i adresu ponuditelja kao i naziv predmeta nabave na koji se ponuda odnosi, s naznakom 'ne otvaraj'

[ ] [ ]  elektroničkim putem na adresu e-pošte: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**VII. MJESTO IZVRŠENJA I ROK (navesti na što se rok odnosi)**

**Mjesto izvršenja:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Rok:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **OSTALI BITNI PODACI I UVJETI NARUDŽBE/UGOVORA (ako je potrebno)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Napomena: *Institut Ruđer Bošković je sukladno Zakonu o elektroničkom izdavanju računa u javnoj nabavi obvezan zaprimati i plaćati isključivo eRačune koji su sukladni EU normi*

**INVITATION TO TENDER IN THE SIMPLE PROCUREMENT PROCEDURE**

1. **GENERAL INFORMATION ABOUT THE CONTRACTING ENTITY**

Ruđer Bošković Institute (abbrevation: RBI), Bijenička cesta 54, 10 000 Zagreb, Croatia, VAT: 69715301002

Telephone: +385 1 4561 111

Web: [www.irb.hr](http://www.irb.hr)

1. **CONTACT PERSON**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Organizational Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For technical questions related to the subject-matter of procurement (if necessary)**:

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Organizational Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Economic operators should send any additional questions regarding the Invitation and/or subject-matter of procurement in writing, to the above e-mail addresses

1. **DATA ON SUBJECT-MATTER OF PROCUREMENT**

**Subject-matter of procurement**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Description of the subject matter of procurement and technical specifications:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Estimated purchase value:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Special conditions and requirements (if necessary):**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **CONDITIONS AND REQUIREMENTS TO BE FULFILLED BY ECONOMIC OPERATORS (selection criteria, if necessary):**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **TENDER DATA**

**Award Criteria (mark):**

[ ] [ ]  Lowest price\*

[ ] [ ]  Most economically advantageous tender (specify the criteria for selection and methodology of evaluation of the most economically advantageous tender)

\*The price must be expressed in\_\_\_\_\_\_ (specify the currency e.g. EUR, USD, GBP…) excluding VAT, plus all costs and discounts. The total tender price is the price with VAT, which is exspressed separately

**Deadline for the receipt of tender:** \_\_\_\_\_\_ days from the day of the receipt of the Invitation to tender or specify a date

**Tender validity period**: not less than \_\_\_\_\_\_ days

1. **METHOD OF SUBMITTING THE TENDER**

**Tenderers submit their tenders within the deadline for the receipt of tender (mark):**

[ ] [ ]  by registered mail in a sealed envelope\*\* to the address of the contracting entity RBI, Bijenička cesta 54, 10 000 Zagreb, Croatia or by personal delivery to the Reception Office of RBI

\*\*On the envelope it is necessary to indicate the name and address of the tenderer as well as the name of the subject-matter of procurement to which the tender refers, with the indication 'do not open'.

[ ] [ ]  electronically to the e-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**VII. PLACE OF PERFORMANCE AND DEADLINE (indicate what the deadline refers to)**

**Place of performance:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Deadline:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**VIII. OTHER RELEVANT INFORMATIONS AND CONDITIONS OF THE**

**PURCHASE ORDER/CONTRACT (if necessary)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: *In accordance with the Law on Electronic Invoicing in Public Procurement, the Ruđer Bošković Institute is obliged to receive and pay only eInvoices that comply with EU standards.*

**PRILOG 2**

**INSTITUT RUĐER BOŠKOVIĆ**

**BIJENIČKA CESTA 54**

**ZAGREB**

**OIB 69715301002**

**Z A P I S N I K**

**Predmet nabave:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Evidencijski broj nabave:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Za predmetnu nabavu Poziv na podnošenje ponuda upućen je sljedećim gospodarskim subjektima:

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Za predmetnu nabavu u roku za dostavu ponuda pristigle su i pregledane sljedeće ponude prema redoslijedu zaprimanja:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **R.br.** | **Ponuditelj** | **Ponuda** | **Datum i vrijeme zaprimanja ponude** | **Cijena ponude****(bez PDV-a)** | **Ukupna cijena ponude****(s PDV-om) (ako je potrebno)** | **Napomena (ako je potrebno)** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Rangiranje valjanih ponuda prema kriteriju za odabir ponude:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **R.****br.** | **Ponuditelj** | **Ponuda** | **Cijena ponude****(bez PDV-a)**  | **Ukupna cijena ponude****(s PDV-om) (ako je potrebno)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Po izvršenom pregledu utvrđuje se da dostavljena ponuda ponuditelja \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, br. \_\_\_\_\_\_\_\_\_, od \_\_\_\_\_\_\_\_ udovoljava svim uvjetima i zahtjevima naručitelja iz Poziva na podnošenje ponuda te se prema kriteriju za odabir ponude ocjenjuje kao najpovoljnija i predlaže se odabir iste / predlaže se poništenje postupka nabave /drugi odgovarajući tekst, ovisno o konkretnom slučaju.

Zagreb/Rovinj, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Ponude pregledali i ocijenili:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(potpis)*
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(potpis)*
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(potpis)*

Na osnovu rezultata pregleda i ocjene ponuda iz ovog Zapisnika te kriterija za odabir ponude, ravnatelj donosi Odluku o odabiru ponude ponuditelja \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, br. \_\_\_\_\_\_\_\_\_, od \_\_\_\_\_\_\_\_/ Odluku o poništenju postupka jednostavne nabave.

Zagreb, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ravnatelj

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_