

HRVATSKA AKADEMIJA
ZNANOSTI I UMJETNOSTI



CROATIAN ACADEMY
OF SCIENCES AND ARTS

Ed. number: 10-231-19/2-1-2025

Procurement registration number: JN 60-2025

CALL FOR TENDER

GEOPHYSICAL PROSPECTION AT THE ROMAN SITE OF MURSA

- **Repeated procedure** -

Zagreb, May 2025.

1. INFORMATION ABOUT THE CONTRACTING AUTHORITY

Croatian Academy of Sciences and Arts
Trg Nikole Šubića Zrinskog 11, Zagreb
VAT ID: 61989185242
Phone: 01/4895-111
Web page: www.hazu.hr
E-mail: info@hazu.hr

2. CONTACT

Tino Leleković, PhD, graduate archaeologist
E-mail: tilelek@hazu.hr
Phone: +385(0)1 4698-223

Communication and any other exchange of information between the Contracting Authority and economic entity can be carried out exclusively in the Croatian or English language and Latin script.

3. TYPE OF PROCUREMENT PROCEDURE

Simple procurement procedure of services: **JN 60-2025**

Based on Article 15 of the Public Procurement Act (Official Gazette No. 120/16 and 114/22) for an estimated value of less than EUR 26.540,00 without VAT for goods and services, or EUR 66.360,00 without VAT for works (the so-called simple procurement), the public contracting authority, Croatian Academy of Sciences and Arts is not obliged to carry out the public procurement.

3.1. DATA ON BUSINESS ENTITIES WITH WHICH THE CONTRACTING AUTHORITY IS IN A CONFLICT OF INTEREST

The information on the conflict of interest is published on the web page of the Contracting Authority: http://info.hazu.hr/hr/o-akademiji/javna_nabava/.

4. SUBJECT OF THE PROCUREMENT PROCEDURE

4.1. Subject of the procurement procedure: Geophysical Prospection at the Roman site of Mursa

4.2. Estimated value of the procurement: 22.000,00 EUR without VAT

4.3. CPV mark and name: 71351720, Geophysical Prospection at the Roman site of Mursa

4.4. Quantity of procurement items: The quantities of procurement items stated in the Cost Sheet form, which is an integral part of this Call for Tender are exact.

4.5. Technical specifications

The technical specifications are determined by this Call for tender and the Cost Sheet, which is an integral part of this Call for tender.

4.6. Cost Sheet

The Cost Sheet in a non-standardized form can be found in Attachment 2 and is an integral part of this Call for Tenders. The bidder must fill in the requested unit price and the total price without VAT of the Cost Sheet on the prescribed form.

The unit price of an item of the Cost Sheet may be expressed with a maximum of 2 (two) decimal places.

Bidders may not change the Cost Sheet (add items, add additional units of measure, change quantities or add notes).

4.7. Description of the subject of procurement

The procurement concerns geophysical surveying using GPR over an area of 2 hectares in the eastern part of the University Campus in Osijek. The survey must be conducted urgently, ideally within 3 days, preferably over a weekend when the area is not used as a parking lot. A contractor with a large-scale four-channel GPR system (with a 250 MHz central frequency and 0.4 m antenna spacing) is required. Due to the complexity of processing large data volumes, the contractor must have appropriate IT infrastructure, software solutions, and sufficient expert staff to process and interpret the data within 30 days.

4.8. Technical specification

The subject of this simple procurement procedure is geophysical surveying using Ground Penetrating Radar (GPR) over an area of 2 hectares in the eastern part of the University Campus in Osijek. This evaluation aims to assess the available GPR technology for the Osijek area. The survey area will include various surfaces: lawns without prior interventions, lawns used as construction material depots, and asphalted and concreted surfaces (parking lots).

The contractor must possess the technical equipment and staff capable of surveying the defined area within the prescribed timeframe, processing the data and producing the report within 30 days. Previous experience surveying Roman urban sites within modern settlements is particularly valued, preferably in the Osijek area.

The contractor must have a large-scale GPR system with four channels, transmitting and receiving antennas with a central frequency of 250 MHz. The distance between antennas should be 0.4 meters.

The expected average wave velocity is 0.1 m/ns, which, considering the two-way travel time, results in a scheduled penetration depth of approximately 0.25 meters in 5 ns. Due to the complexity of processing large volumes of data, the contractor must provide adequate IT infrastructure, appropriate software solutions, and sufficient expert staff for timely data processing and interpretation.

4.9. Location:

Osijek, Croatia

4.10. Deadline for delivery/execution of the subject of purchase:

3 days for surveying / 30 days for data processing and report preparation.

The first phase will start immediately after the completion of the procurement procedure; the second phase expects to start in September 2025. The Contracting Authority will notify the selected bidder of the exact date, and the second phase will also depend on weather conditions.

5. CRITERIA FOR SELECTING AN ECONOMIC ENTITY (GROUNDS FOR EXCLUSION AND CONDITIONS OF ABILITY)

The Contracting authority shall reject the bid of a bidder who does not meet the condition of impunity, settled tax liabilities, the ability to perform professional activities, and the conditions of technical and professional liability.

For this purpose, bidders are obliged to provide evidence of the non-existence of:

Grounds for exclusion of an economic operator:

1. A statement of no criminal record provided by a person authorized to represent (**Attachment 3**), which is an integral part of this Call for Tender.
2. Statement on the absence of tax debt (**Attachment 4**), which is an integral part of this Call for Tender.

Evidence of ability

3. Statement of registration for the performance of professional activity on the form (**Attachment 5**) which is an integral part of this Call for Tender.

Technical and professional ability

4. List of main services

In the public procurement procedure, the economic entity must prove professional experience in providing the same or similar services to the procurement object, in the year in which the procurement procedure began and during the three years preceding that year, namely at least one (1) and at most five (5) services whose total value without VAT must be at least equal to the estimated value of the procurement, i.e. EUR 20,000.00 without VAT.

The same or similar services include the services of geophysical prospecting of archaeological sites in Roman urban localities within modern settlements.

For proving the above, the economic entity submits a list of services provided (Attachment 6).

5. Educational and professional qualifications

The economic entity is obliged to prove that it has qualified employees with certain educational and professional qualifications, whom it intends to engage in the execution of geophysical prospecting, namely at least 2 experts responsible and trained for geophysical surveying using the GPR method and at least 2 experts for processing and interpreting results within the given deadline, provided that one person cannot perform more than one of the specified functions. The bidder may engage a larger number of persons in the execution, with the restriction that it must certainly engage the minimum number of persons required by this Call.

The economic entity proves the capability by submitting information on the engaged technical experts:

Technical expert I: expert (at least 2) responsible for geophysical surveying using the GPR method, including handling GPR – georadar, who possess appropriate educational and professional qualifications at the minimum levels listed below:

- Minimum university degree in the field of geophysics
- Minimum 10 (ten) years of professional experience

Technical expert II: expert (at least 2) for processing and interpreting results who possesses appropriate educational and professional qualifications at the minimum levels listed below:

- Minimum university degree in the field of archaeology
- Minimum 5 (five) years of professional experience

For the purposes of proving the above, the economic entity shall submit a List of Experts (Attachment 7). This list is filled in with the name and surname of the expert, the professional qualifications for the field for which the expert is nominated in this procedure, and the number of years of experience.

6. Tools, plant or technical equipment

The economic entity is obliged to prove that it has the technical resources necessary to perform the service - the tenderer must have at least a so-called large-scale GPR system with four channels, which includes transmitting and receiving antennas with a central frequency of 250 MHz. The distance between the antennas is 0.4 m. The expected average wave speed is 0.1 m/ns, which, considering the two-way transmission time, is expected to penetrate up to approximately 0.25 m in 5 ns.

For the purposes of proving the above, the economic entity shall submit a Declaration (Attachment 8).

6. CONTENT AND METHOD OF MAKING THE OFFER

The bidder will submit its bid on the form (Attachment 1), which is an integral part of this Call for tender with the required attachments, to the following e-mail address: pdolezalova@hazu.hr

The deadline for the delivery of offer: June 6, 2025, by 10:00 a.m.

When making an offer, the bidder must comply with all requirements and conditions from this Call. The Contracting Authority will not accept an offer that does not meet the requirements and conditions related to the subject of procurement in this Call.

Alternative offers (offer variants) are not allowed.

The offer is made in Croatian or English and in the Latin script, using only the proposed forms (attachments) from this Call.

All other documentations attached to the offer must be in Croatian or English. All documents that are not written in Croatian or English must be translated into Croatian or English.

Exceptionally, it is possible to list certain words, names, concepts, etc. in a foreign language and use an internationally recognized expression, i.e. the so-called internationalisms, other people's words and adaptations, which do not affect the comprehensibility of the offer.

The bidder submits a bid with a price expressed in euros, excluding value added tax. The price of the offer is written in numbers.

The price of the bid is expressed for the entire subject of procurement based on the Cost Sheet. The price of the offer includes all costs and discounts without VAT.

The offer shall be submitted either in Croatian or English.

The Contracting Authority will conduct the opening of offers after the deadline for the submission of offer has expired.

The opening and review of offers will be carried out by members of the Contracting Authority's expert committee.

The opening of offer is not public.

7. OFFER VALIDITY PERIOD

The validity period of the offer is at least thirty days (30) from the expiration of the deadline for the delivery of offers.

The offer is binding on the bidder until the offer expires, and at the request of the Contracting Authority, the bidder can extend the offer's validity period.

8. CRITERIA FOR SELECTING THE OFFER

The criterion for selecting the offer is the lowest price with the obligation to fulfil all conditions and requirements of this Call and its attachments. If two or more valid offers are equally ranked according to the offer selection criteria, the Contracting Authority will choose the offer that was received earlier.

9. SELECTION OF OFFERS

The Contracting Authority will deliver the Notice on the selection or cancellation of the procurement procedure no later than 30 days after the expiration of the deadline for the submission of offers.

10. CONTRACTING METHOD

The Contracting Authority will conclude the written contract or deliver an order form.

11. DEADLINE, METHOD AND TERMS OF PAYMENT

Payment will be made based on a valid electronic invoice that contains all the necessary legal elements, to the IBAN account of the selected bidder, within 30 days from the date of receipt of the correct invoice.

The invoice is submitted for payment electronically, in accordance with Directive 2014/55/EU of the European Parliament and the Council and Croatian legislation, according to which the Contracting Authority is obliged to receive and process only electronic invoices from July 1, 2019.

The first part of the service is financed through Contract No. 49-0040-24, while the second part of the service is financed through Contract No. 49-0003-25 concluded with the Ministry of Culture and Media of the Republic of Croatia.

The selected Bidder shall issue two separate invoices, for each phase separately.

12. APPEALS

Appeals are not allowed on the simple procurement procedure or on the selection of the bidder.

Expert Committee for Public
Procurement
CROATIAN ACADEMY OF SCIENCES
AND ARTS

ATTACHMENTS:

1. Offer Sheet
2. Cost Sheet
3. Statement of no criminal record
4. Statement of the absence of tax debt
5. Statement of registration for the performance of professional activity
6. List of services
7. List of experts
8. Declaration