



**VELEPOSLANSTVO REPUBLIKE HRVATSKE U NARODNOJ REPUBLICI KINI**  
**克罗地亚共和国驻中华人民共和国大使馆**  
**EMBASSY OF THE REPUBLIC OF CROATIA TO THE PEOPLE'S REPUBLIC OF CHINA**

CLASS: 406-03/26-04/2  
REG. NO.: 521-CHN-01-26-19  
Beijing, 21 July 2026

**CALL FOR TENDER No. 01/26**

**1. Basic information**

**1.1 Address for delivery of the offer**

Embassy of the Republic of Croatia to the People's Republic of China  
Villa 5-2, Qijiayuan Diplomatic Compound  
No. 9, Jianguomenwai Street  
Chaoyang District, 100600 Beijing

**1.2 Contact person**

Dražen Drakulić, phone number 0086 10 6532 6242, or E-mail [drazen.drakulic@mvep.hr](mailto:drazen.drakulic@mvep.hr)

**1.3 Estimated purchase value**

Amount in RMB equivalent to EUR 45,000.00 (including applicable taxes of the recipient country at a rate of 13%).

**1.4 Offer Option**

Submission of an offer implies acceptance of all conditions specified in this Call for tender.

Bidders shall submit their bids by registered mail and/or e-mail to [croemb.beijing@mvep.hr](mailto:croemb.beijing@mvep.hr).

The deadline for delivery of the procurement item is a maximum of 10 days from the written order.

The bid must be received no later than by 15:00 hours on 29 July 2026.

The decision will be taken by 10 August 2026.

**1.5 Language of bid submission**

English.

**1.6 Bid validity period**

Offer validity period: 30 days from the deadline for bid submission.

## 2. Object of the contract

### 2.1 Office furniture

Procurement of office furniture for new business premises of the Embassy of the Republic of Croatia in Beijing, People's Republic of China.

## 3. Selection criteria

### 3.1 Please submit

A certificate of registration of the business entity with the bid.

### 3.2 Financial provisions

- The bid must be completed in full, signed and sealed by the bidder;
- the price must be expressed in RMB;
- excluding value added tax;
- including delivery and assembly costs;
- including all costs and expenses directly and indirectly related to the provisions defined in Article 7, paragraph 2, Article 8, paragraph 2 of the Ordinance on Public Procurement in Diplomatic Missions and Consular Offices of the Republic of Croatia Abroad (Official Gazette, No. 69/17);
- the contracting authority will not pay further delivery costs or any other costs that the contractor may incur in the process of implementing the contract;
- the bid must contain everything required in the annexed technical specifications to this Call for tender.

## 4. Contract conditions

The contract will be awarded to the tenderer who submitted the most financially advantageous bid. Criteria used for the evaluation of bid offers: 100% of the financial costs, provided that all tender specifications are met.

## 5. Invoice and payment

The contractor will issue a single invoice for the delivered office furniture. Payment will be made within the legal deadline.



**AMBASSADOR**

**Dario Mihelin, MSc**

## **ANNEX TO THE CALL FOR TENDER No. 01/26**

### **ANNEX TO THE INVITATION - TECHNICAL SPECIFICATIONS OF EQUIPMENT**

#### **OFFICE FURNITURE**

Description of the subject of procurement: furnishing of new business premises with office furniture with the following specifications:

- Desk for the ambassador's office (wood, metal) 1 pc;
- Shelf for the ambassador's office (wood, metal, glass) 1 pc;
- Chair for the ambassador's office (ergonomic, leather, faux leather, metal) 1 pc;
- Guest chair for the ambassador's office (leather, faux leather, metal) 8 pcs;
- Table with sitting for the ambassador's office (wood, metal) 1 pc;
- Sofa for the ambassador's office (wood, leather, faux leather, fabric) 2 pc;
- Chair with sitting set for the ambassador's office (wood, leather, faux leather, fabric) 2 pc;
- Coffee table for the ambassador's office round (wood, metal, glass) 1 pc;
- Desk with drawer for diplomat's rooms (wood, metal) 9 pcs;
- Cabinets for diplomat's offices (wood, metal, glass) 5 pcs;
- Desk with drawer for consular diplomat room (wood, metal) 4 pcs;
- Double desk with drawer for consular offices (wood, metal) 4 pcs;
- Cabinet for consular offices (wood, metal, glass) 4 pcs;
- Desk chair (ergonomic, metal, fabric) 16 pcs;
- Conference table (wood, metal) 1 pc;
- Chairs with conference table (wood, metal, leather, faux leather, fabric) 16 pcs;
- Library shelf (wood, metal, glass) 1 pc.

**ANNEX TO THE CALL FOR TENDER No. 01/26  
FINANCIAL OFFER**

**BIDDER'S DETAILS**

Name: \_\_\_\_\_

Contact person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

| <b>Type of offer<br/>office furniture</b> | <b>Total price in RMB, excluding tax</b> |
|-------------------------------------------|------------------------------------------|
| office furniture                          |                                          |
| total payment excluding tax               |                                          |

Signature of the responsible person on behalf of the bidder

Place and time: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Seal: