



VELEPOSLANSTVO REPUBLIKE HRVATSKE U JAPANU

駐日クロアチア共和国大使館

EMBASSY OF THE REPUBLIC OF CROATIA IN JAPAN

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CLASS: 406-09/26-04/1

REF. NO.: 521-JPN-01-26-4

Tokyo, 26 October 2026

INVITATION TO SUBMIT A TENDER
for
THE SUPPLY AND INSTALLATION OF AIR CONDITIONING UNITS
AND THE DISPOSAL OF OLD AIR CONDITIONING UNITS
AT THE AMBASSADOR'S RESIDENCE, TOKYO

(procurement record number from the Procurement Plan: 2/2026)

Dear Sir or Madam,

The Contracting Authority, the Embassy of the Republic of Croatia in Japan (hereinafter: the **Contracting Authority**), is conducting a simple procurement procedure for the supply and installation of a new air conditioning unit and the disposal of the old air conditioning unit at the Residence of the Embassy of the Republic of Croatia in Japan, Tokyo, in accordance with Article 12 of the Rules on Simple Procurement in Diplomatic Missions and Consular Posts of the Republic of Croatia Abroad. Accordingly, we hereby send you this Invitation to Submit a Tender and invite you to submit a tender in accordance with it.

Description of the subject matter and requirements:

Supply and installation of a new air conditioning unit and disposal of the old air conditioning unit at the Residence of the Embassy of the Republic of Croatia in Japan. The technical specifications are set out in the document “Technical Specifications for Public Procurement 2/2026 of the Embassy of the Republic of Croatia in Japan”.

The estimated value of the procurement is EUR 22,000.00 excluding VAT.

The Contracting Authority has specified the exact quantity of the subject matter in Annex B – Bill of Quantities.

When completing the Bill of Quantities, the economic operator may not change its content. If the economic operator alters any item in the Bill of Quantities, the tender will be considered irregular and will be rejected. When completing the Bill of Quantities, the tenderer shall calculate the total price of each item by multiplying the quantity of the item by its unit price.

The tender selection criterion is the most economically advantageous tender: price, 100%.

The contract shall be concluded for a period of 30 days, starting from the date on which it enters into force.

Payment terms: The Contracting Authority shall pay for the subject matter of procurement on the basis of the invoice issued and documentation confirming that the service has been duly performed, at the prices stated in the tender, within 30 days of receipt of the invoice.

By submitting a tender, the economic operator accepts all conditions, provisions and technical specifications set out in this Invitation.

Interested economic operators shall submit **with their tender**:

- the completed Annex A – Tender Form,
- the completed Annex B – Bill of Quantities.

Tender validity period: 30 days from the date of submission.

Tenders shall be submitted in electronic form (PDF) to the Contracting Authority's e-mail address:

croemb.tokyo@mvep.hr.

Deadline for submission of tenders: November 9, 2026

If anything regarding the subject matter of procurement and/or participation in the simple procurement procedure is unclear, the economic operator may request additional information and clarification. All communication and any other exchange of information between the Contracting Authority and economic operators shall take place exclusively by e-mail. Requests for additional information and clarification shall be sent to: Marcela.Peric@mvep.hr.

After the tender submission deadline, on the basis of the examination and evaluation of tenders, the Contracting Authority will adopt a selection decision and conclude a contract with the selected tenderer.

The Contracting Authority will adopt the selection decision within no more than 30 days of the tender submission deadline. The Contracting Authority reserves the right to cancel this simple procurement procedure, before or after the tender submission deadline, without a separate written explanation.

Yours faithfully,

**EXPERT COMMITTEE FOR SIMPLE
PROCUREMENT**

Annexes:

Annex A – Tender Form

Annex B – Bill of Quantities

Annex C – Technical Specifications