INVITATION TO TENDER

For performance of works on adjustment and adaptation of the inner space at the Embassy of the Republic of Croatia in Ankara

Dear Sir/Madam,

Please provide us with your kind offer for:

Subject of procurement: performance of works on adjustment and adaptation of the inner space at the Embassy of the Republic of Croatia in Ankara

Description of subject of procurement:

For the establishment of Consular Section of the Embassy of the Republic of Croatia within the premises of the Embassy at Kırkpınar Sokak No. 18/5 it is necessary to implement the adaptation of space according to the drawings attached.

The most important part of the adjustment of space is the separation of the Consular Section Area for work with clients from the rest of the Embassy’s space. This separation includes making a new separate entrance for clients to the foyer (small entrance hall) foreseen for the reception and security check of clients, afterwards they continue to waiting room. At both entrances to the Embassy’s premises - main entrance to the Embassy and the entrance to the Consular Section for clients, the bullet-proof security doors must be installed.

A foyer (small entrance hall) and waiting room should be separated from the rest of the working space of the Embassy with a bullet-proof impenetrable wall that consists of reception and consular counter. The Consular Section Area should be separated from the rest of the Embassy’s space with a partition wall with door (in the plan marked with C).

It is necessary to take into account that each position has access to electricity (three outlets), computer network and telephone.

The consular counter consists of two consular desks and one desk with a cabin for an interview.
The reception counter consists of reception desk and bullet-proof door (A) which can be opened only by the security officer. By installing a control mechanism it is necessary to ensure that the bullet-proof door (A) and the door (B), which are located behind the security officer (the entrance to the room of the security officer) cannot be simultaneously opened nor simultaneously closed.

The consular counter and reception counter in all its parts should be constructed of materials resistant to bullets with a lowest level of ballistic protection from firing a missile call. 9x19 mm parra. Impenetrability should be proved with certain international standards or other specialized standards and accepted professional standards.

The consular counter and the reception counter (cross-section A-A) and counter of the interview cabin (cross-section B-B) – on the parapet with a height of 111 cm (or 74 cm in the interview cabin), it should be laid the 4 cm thick desk (stone or other material resistant to wear). From the desk to the ceiling should be installed the bulletproof glass (bullet-resistant). All glasses - glass at the reception counter (dimensions 100x90cm), glass at the consular counters (glass dimensions 100x90cm), glass at the counter of the interview cabin (glass dimensions 90x130cm) should be a bulletproof glass in the impenetrable framework and will be delivered from Croatia, and should be installed according to the manufacturer's instructions. The transfer of documents should be enabled by installing bullet-proof moving/sliding trays into the horizontal desk.

The communications between client and staff should be provided through the microphone system. Impenetrable transfer tray and microphone communication system will be delivered from the Croatia, and should be installed according to the manufacturer's instructions.

Walls - parapet from floor to stone (or other wear resistant material) desk, and above the glass to the ceiling – the reception desk, two consular desks and desk in the interview cabin, or between clients and staff – it is necessary to carry out of materials resistant to bullets lowest level of ballistic protection from a projectile call. 9x19 mm parra (brick total thickness of 20 cm) and should be made in the full height of the room (in the layout marked with //////////////).

For the purposes to connect a fingerprint reader (which is located on the client side of the counter) with a computer located on the staff’s work desk, in the partition wall at each counter (reception counter, consular counter and the counter in the cabin for the interview) it is required to leave a passage (tube) with a diameter of 30mm. Also in the top corner of the room in the impenetrable wall it is necessary to leave the passage (tube) with a diameter of 20 mm for the wires.

At a position where it will be installed metal detector door (in the layout marked with M) it is necessary to ensure the power supply.

From solid bulletproof materials needed to be made all walls that divide the space for consular clients (waiting room) and workspace for the staff (in the layout marked with //////////////).

Other walls that should be performed in accordance with the new layout disposition (wall with a door in the layout marked with D for the entrance of the clients to a foyer, partition wall of the interview cabin, partition with door in the layout marked with E that divides workspace for staff) must be performed as a drywall sheeting, such as a reinforced KNAUF
interior dry wall system, with metal substructure, thickness 10 cm. Partition should be made from floor to ceiling (full height of the room).

The attached floor plan and measures provided in it are approximate and the contractor should adjust it according to the real situation.

Upon the completion of works, it is necessary to draw a new floor plan of the current situation (blueprint).

The tender validity period shall be minimum 30 days from the deadline for submission of tenders.

Deadline for the completion of works which are subject of procurement according to our request, should be maximum 30 days from the submission of our written order.

With the offer, please submit the following documents:
1. certificate of registration of the economic subject.

The tenders shall be submitted no later than 7 October 2016 at 16:00 hours.

Address for submission of tenders is: Embassy of the Republic of Croatia to the Republic of Turkey, Aziziye Mah. Kırkpınar Sokak 18/5, 06690 Çankaya - Ankara, Republic of Turkey.

For any additional questions and clarifications, please contact the Embassy by phone: + 90 312 446 0831, + 90 312 446 9460, + 90 312 437 9544, fax: + 90 312 446 4700 or by e-mail: ankara@mvep.hr.

The client will conclude a Contract for the performance of works on adjustment and adaptation of the inner space at the Embassy of the Republic of Croatia in Ankara with the selected bidder, with a validity period of 12 months, or until the financial execution of the contract. Payments will be made 30 days after the invoice date for the equipment supplied and work performed. The price must be fixed during the duration of contract.

We expect your esteemed bid. With kind regards,

CHARGÉ D’AFFAIRES A.I.

Ivan Pjeukaric, Minister Plenipotentiary

Attachments:
1. Floor plan of the existing situation with designated areas for adaptation
2. Cross-section A-A through partition of consular counter and cross-section B-B through partition of the interview room
3. The document - consular counter - the technical specifications from a security point of view