UNEP/MAP - PRIORITY ACTIONS PROGRAMME REGIONAL ACTIVITY CENTRE

SPLIT, KRAJ SV. IVANA 11

# **INVITATION TO TENDER**

**PROCUREMENT SUBJECT:** **Preparation of an ABMT Feasibility Study in the frame of the Transboundary CAMP Otranto Project**

Simple procurement 8/2022

**REVISED INVITATION TO TENDER – 30.6.2022.**

**ALL CHANGES MADE ARE HIGHLIGHTED IN RED /
STRIKETHROUGH FORMATTING APPLIED TO PREVIOUS TEXT**

**REVISIONS ARE MADE IN THE FOLLOWING CHAPTERS: 2.3., 3.1., 3.2., 3.3., 3.4., 4.3.**

Split, June 2022

**1. GENERAL INFORMATION**

 **1.1. Client information**

 **Name:** UNEP/MAP **-** Priority Actions Programme Regional Activity Centre (hereinafter: the Client)

**Registered office** - **address:** 21000 Split, Kraj Sv. Ivana 11

**Telephone number:** +385 (21) 340470

**Website:** [www.paprac.org](http://www.paprac.org)

1. **Contact person:** Questions concerning the tender contents and format can be sent to the person in charge of communicating with Tenderers - Marina Marković, e-mail: marina.markovic@paprac.org
2. **Procurement type:** Simple procurement
3. **Estimated procurement value:** Procurement value is estimated at 188.500,00 HRK (approx. EUR 25,000.00) without VAT.
4. **CPV:** 79314000-8
5. **INFORMATION ON THE PROCUREMENT SUBJECT MATTER**

**2.1. Background information on CAMP Otranto project**

The proposal of a transboundary CAMP Project for the Otranto Strait area (hereinafter referred to as: CAMP Otranto or Project) was launched as a part of the Coastal Areas Management Programme (CAMP) launched in 1989, which falls into the Mediterranean Sea protection activities undertaken by the Contracting Parties (CPs) to the Convention for the Protection of the Marine Environment and the Coastal Region of the Mediterranean (Barcelona Convention).

The CAMP, coordinated by the Priority Actions Programme Regional Activity Centre (PAP/RAC) under the supervision of the United Nations Environment Programme/Mediterranean Action Plan (UNEP/MAP), focuses on the implementation of coastal management projects in pilot areas located across the Mediterranean.

The Feasibility Study (FS) for the transboundary CAMP project for the Otranto Strait area, prepared in 2019 allowed to identify the priorities and the main strategic objectives and activities of the CAMP Otranto. These were confirmed both by the national authorities of the two Countries and the representatives of the Contracting Parties (CPs) at the 21st Ordinary Meeting of the Contracting Parties of the Barcelona Convention (Naples, Italy, 2-5 December 2019). That allowed to proceed to the next step towards the implementation of the CAMP Otranto i.e., the preparation of the CAMP Agreement signed in March 2021.

The design of the CAMP Otranto project recognizes and incorporates the following fundamental considerations:

* The CAMP Otranto is designed to respond to regional (Mediterranean), national and local priorities, and will operate according to the experiences and realities of the host-countries’ legal, administrative and cultural institutions, and will benefit from the available national and local expertise. UNEP/MAP technical assistance will be targeted to general coordination and to issues in which national expertise and resources require support and supplementary inputs.
* The CAMP Otranto project is based on an integrated approach to coastal and marine environment and development problems. This means that the project activities will cut across protection and development problems, harmonize public sector priorities and private sector pressures, and provide an integrated strategy for the common goal of achieving development in the region within a sustainable management policy framework.
* Consequently, the CAMP Otranto project, far from compromising development objectives, aims to incorporate the principles of sustainable development and integrated coastal management in the development process to better articulate resource protection and development objectives.

Within the general objective of testing the transboundary integrated management of coastal zones, by implementing both the ICZM Protocol and the Marine Spatial Planning (MSP), the CAMP Otranto actions aim to:

* reduce **pollution**, with particular attention to marine litter, on which the project should concentrate the efforts on developing best practices shared among Italy and Albania;
* improve sustainability of the **tourism** sector, in particular through the evaluation of selected tourism activities;
* preserve, protect and restore the health and integrity of **coastal and marine ecosystems**, in particular in the **existing and potential sites of the Natura 2000 Network**, through examining different Area Based Management Tools (ABMTs) including Other Effective Area-Based Conservation Measures (OECMs), within and beyond national jurisdiction (AWNJ and ABNJ).

The Project will contribute to the implementation of various decisions of the CPs related to ICZM, MSP, biodiversity, pollution, as well as to other international obligations such as the UN Sustainable Development Goals (SDGs), EU Strategy for the Adriatic-Ionian Region (EUSAIR) and alike.

* 1. **Detailed description of the procurement subject matter**

The examination of legal instruments embodying cross border cooperation in the Otranto Strait Area has raised attention on the area-based management tools (ABMTs), presenting the possibility and opportunity to identify and establish a single transboundary multisectoral and multidisciplinary ABMT, using the different instruments currently existing in the different legal contexts (from UNCLOS to the Particularly Sensitive Sea Areas (PSSA) under IMO, to the UN Fish Stock Agreement or Fishery Restricted Areas (FRAs), and to the Natura 2000 sites).

Therefore, the overall objective of this Assignment, which requires a holistic approach and both transboundary and internal national coordination in Italy and Albania, is to draft a Feasibility Study for the identification and establishment of an ABMT in the Strait of Otranto, along the coastal zones of Puglia Region (Italy) and Vlora County (Albania), as a single complex project area.

In order to complete the Assignment, the Tenderer will perform the following **tasks**:

1. **Assessment of environmental status and pressures**
* Building upon existing studies of the Adriatic-Ionian region, in particular those developed for the South Adriatic Ionian Strait EBSA (such as the **PANACeA initiative,** Mediterranean Biodiversity Protection Community (MBPC) and alike);
* Assess the environmental value of the area, in particular regarding marine species and habitats;
* Assess the main pressures affecting marine and coastal biodiversity, with specific reference to possible impacts of pollution and marine litter in the Otranto Strait, including the marine areas within and beyond national jurisdiction.

In order to complete this task, the Client will support the Tenderer in finding all the relevant studies.

1. **Policy and governance Analysis**
* Identify and analyse governance and policies relevant for the establishment of ABMT in the marine area covered by the Project, taking into consideration the Italian and Albanian jurisdiction - including the marine areas within and beyond national jurisdiction (ABNJ).

The Tenderer shall take into account the previously developed Legal Study for including the area beyond national jurisdiction in the Transboundary CAMP Project between Albania and Italy, which will be provided by the Client.

1. **Proposal of preliminary measures**
* Identify and assess possible effective remediation and conservation measures which can be implemented in the project area, also taking into consideration the cost-benefit ratio (medium and long term).

The conservation measures will have specific focus on ABMT tools, including OECMs, Natura 2000 sites and Marine protected areas established or to be established, that could contribute towards achieving CBD goals of effectively protecting and conserving at least 30% of the marine areas.

1. **Elaboration of proposed measures for the establishment or designation of an ABMT**
* Clarify the needs and necessary steps for the establishment and monitoring of ABMTs in the Strait of Otranto, based on the developed Analysis & Assessment and best-practice standards.
1. **Workshops and meetings at national & transboundary levels**
* Participate in organisation of workshops and meetings with relevant stakeholders by preparing necessary instructional / educative materials and presenting Feasibility Study progress reports.

**Based on these Tasks, the Tenderer will develop a Feasibility Study for the identification and establishment of an ABMT.**

The Assignment will be undertaken in close coordination with and under the supervision of the Project Coordinators (national coordinators from both countries involved and PAP/RAC), as well as in close co-operation with the project partners.

The Project Coordinators will support the Tenderer in:

* + collection of available data and studies;
	+ organising workshops and meetings, both at national and transboundary level;
	+ defining the key elements of a potential ABMT.

The Tenderer is required to participate on regular coordination meetings regarding the Assignment, and on other project meetings which are relevant for the implementation of the Assignment.

During the first coordination meeting, the Tenderer will present an activity workflow and methodology which will be used to complete the Assignment.

**The Key experts proposed by the Tenderer, based on whose expertise the Tender will be evaluated (see Ch. 3; Annexes 2 - 3) shall implement all the tasks and participate in all project meetings. No substitutes will be allowed.
Involvement of substitutes, without prior written approval of the Client, will be the ground for termination of the Contract.
Additional experts, which may participate in the Assignment implementation along with the Key experts, are not considered as substitutes.**

* 1. **Deliverables and deadlines**

The deliverables and tentative deadlines related to the activities/tasks defined in 2.2 are as follows:

|  |  |  |
| --- | --- | --- |
| No. | Deliverables | Deadlines |
| 1 | **Draft of the Activity workflow and methodology** | ~~20~~ **30** July 2022 |
| 2 | **Annotated outline of the Feasibility Study** | 30 September 2022 |
| 3 | **Draft of the Feasibility Study** | 28 February 2023 |
| 4 | **Feasibility Study for the Identification and Establishment of an ABMT** | 30 June 2023 |

The deliverables shall be written in English in an electronic form (MS Word / PDF format). All relevant data appendix shall be provided in the corresponding data formats.

Upon completion of the Assignment, the Tenderer will prepare a final presentation of the key results for the Client and other relevant stakeholders.

**3. ELIGIBILITY OF ECONOMIC OPERATORS (SELECTION CRITERIA)**

**3.1. Technical and professional capacity**

**The Tenderer shall prove it has** **at his disposal the Key experts qualified for the provision of services indicated as the subject matter of the procurement, which have the required technical and professional capacity as stated bellow:**

**Key Expert 1. Governance expert**

* + University degree in ~~law~~ political, **social** sciences or other related fields (Master level or equivalent);
	+ A least five years of professional experience related to environmental governance and/or management in the marine and costal zones;
	+ Excellent command of English language, both written and spoken.

**Key Expert 2. Environmental Expert**

* + University degree in natural, social or technical sciences (Master level or equivalent);
	+ At least 5 years of professional experience related to coastal and marine environment;
	+ Excellent command of English language, both written and spoken.

 **For the purposes of establishing the grounds set out in item 3.1. of the Invitation to Tender the Tenderer shall submit the following in his Tender:**

**The qualified key experts’ curriculum vitae(s) (CVs) in English,** clearly highlighting, among others, required technical and professional qualifications. **If one expert complies to the compulsory criteria for Key Expert 1 and Key Expert 2, the expert can perform as a single Key Expert and therefore, submit one CV along with Annex 2 and Annex 3 in order to demonstrate the required expertise.**

The Tenderer can also submit more than two CVs in case more experts will be involved, indicating the two Key experts.

**3.2. Joint Tenders**

A Joint Tender is a situation where a Tender is submitted by a group ~~(with or without legal form)~~ of economic operators **(legal persons only)** regardless of the link they have between them. The group as a whole is considered a Tenderer.

All members of the group assume joint and several liability towards the Contracting Authority for the performance of the contract as a whole.

Group members must appoint a Group leader and a single point of contact authorised to act on their behalf in connection with the submission of the Tender and all relevant questions, clarification requests, notifications, etc., that may be received during the evaluation, award and until the contract signature.The Joint Tender must clearly indicate the role and tasks of each member and of the Group leader who will act as the Contracting Authority’s contact point for the contract's administrative or financial aspects and operational management. The Group leader will have full authority to bind the group and each of its members during contract execution.

Changes in the composition of the group during the procurement procedure (after the submission deadline and before contract signature) shall lead to rejection of the tender except in case of a merger or takeover of a member of the group (universal succession).

In any case the selection criteria must be still fulfilled by the group and the terms of the originally submitted tender may not be altered substantially, i.e., all the tasks assigned to the former entity must be taken over by the new entity member of the group, the change must not make the tender non-compliant with the tender specifications, and the evaluation of award criteria of the originally submitted tender may not be modified.

The Joint Tender must state (in Annex 1) which part of the contract (item, value and percentage) will be executed by individual members of the consortium of Tenderers (the same is applied to the tender involving subcontracting).

Payments are to be made separately for each Group member of the Joint Tender.

**3.3. Subcontracting**

**Subcontracting is permitted but the contractor will retain full liability towards the Client for performance of the contract as a whole.**

If applicable, Tenderers are required to identify all Subcontractors **(legal persons)** and provide an indication of the proportion of subcontracting. ~~Consequently, the bid must document their willingness to accept the tasks assigned to them by submitting the form in Annex 4, duly completed and signed.~~
In case a Tenderer relies on subcontracting to meet the required level under selection criteria, the Subcontractor(s) concerned must upload the relevant supporting documents to that effect with their Tender.

Services performed by the Subcontractor will be paid directly by the Client, based on the invoice issued to the Contractor.
As a part of his invoice, The Contractor is obligated to provide the Subcontractor’s invoice to the Client.

During contract performance, the change of any Subcontractor identified in the Tender or additional subcontracting will be subject to prior written approval of the Client, provided that the new Subcontractor complies to the selection criteria.

**3.4. Additional resources**

**If needed, the Tenderer (legal person) can obtain support from natural persons as additional resources. These are not formally considered as subcontracting.**

**In this case, the Contractor will retain full liability towards the Client for the overall performance. All the payments will be done directly to the contractor who will be responsible for covering all the expenses that occur from the performance of the additional resource.**

**4. INFORMATION ON THE TENDER**

**4.1. Tender contents and format**

The Tender proposal should contain the following elements:

1. **Tender sheet** filled in according to this Invitation to Tender, signed by the authorised representative of the Tenderer (Annex 1);
2. **CV of the Key Expert 1**, proving required technical and professional capacity;
3. **CV of the Key Expert 2**, proving required technical and professional capacity;
4. **List of projects verifying expertise of the qualified Key Expert 1** (Annex 2);
5. **List of projects verifying knowledge of the target area of the qualified Key expert 2** (Annex 3);
6. **~~Subcontracting letter of intent~~**~~, if applicable (Annex 4);~~
7. **Cost statement** filled in according to this Invitation to Tender, signed by the single authorised representative of the Tenderer(Annex **4** ~~5~~).

**4.2. Tender format and submission**

Tender offers need to be drafted according to the requirements laid out in the Invitation to Tender.

Offers shall be sent electronically to the following e-mail addresses:
procurement@paprac.org and marina.markovic@paprac.org indicating “**ABMT** **Feasibility Study CAMP Otranto**” as the e-mail subject.

**4.3. Date, time and place of tender submission**

Tender offers must be received **by 11 July 2022** ~~30 June 2022~~**, 11:00 am CET.**

All offers received after the bid opening deadline will be marked as late and excluded from the procedure.

**4.4. The Tenderer may amend or withdraw his Tender before the Tender submission deadline**
The amended Tender shall be submitted in the same manner as the original and clearly marked as amended.

The Tenderer may withdraw his Tender by submitting a written statement before the Tender submission deadline. The written statement shall be submitted in the same manner as the original Tender and clearly marked as a statement of Tender withdrawal. Alternative Tenders are not permitted.

 **4.5. Tender currency:** Croatian kuna (HRK) orEuro (EUR)

The Tenderer shall express the Tender price in Croatian kuna (HRK) or in Euro (EUR).

If the Tender price is expressed in EUR, for Tender comparison purposes, the Tender price will be converted to Croatian kuna (HRK) using the middle exchange rate of the Croatian National Bank (HNB) valid on the day of Tender submission deadline.

* 1. **Language and script:** The Tender shall be drafted in English language, using the Latin script.
	2. **Period of validity:** 15 days from the tender submission deadline.
	3. **Price setting method**

The Tender price consists of pre-VAT price, VAT and total price.

If the Tenderer is not in the VAT system, the same amount as entered in the place provided for entering the Tender price without VAT shall be entered in the Tender sheet in the place provided for entering the Tender price with VAT, while the place intended to enter the amount of VAT shall be left blank.

For Tenderers who are not established in the Republic of Croatia, the place provided for the entry of the amount of VAT is left blank, and in the place provided for the entry of the tender price with VAT, the same amount is entered as in the place provided for entry of the Tender price without VAT.

When evaluating the Tenders, the Client will take into account the total price (with value added tax).

Transport fees and accommodation expenses related to the Tender (if any) are not included and will be covered by the Client as an additional expense. Additional expenses, such as daily substance allowances (DSA) (if any) related to the Tender, need to be included in the Tender price.

**5. AWARD CRITERIA**

The Tender will be awarded according to the **most economically advantageous tender (MEAT) criteria**.

The following table sets out the criteria, units of measure, labels and their relative importance. They will be applied to Tenderers whose experts satisfy technical and professional capacity criteria set in Ch. 3.The MEAT award criteria are the following:

* **proposed price;**
* **expertise of the Tenderer’s qualified Key Experts.**

Determining the MEAT according to the above criteria for selecting the MEAT will be done as follows: after the Client has determined the score value by individual criteria for each Tenderer, the points awarded to Tenderer according to each of the criteria will be summed in order to obtain the total number of points for each Tenderer. The most favourable Tenderer will be the one who has earned the highest total score according to all the above criteria.

At that, the MEAT is equal to the highest total score resulting from the ranking of the Tenders; the total maximum number of points is 100.00 with the total points being calculated in two decimal places. In case that two or more Tenders achieve equal number of points, the one received earlier will be chosen. As a proof, data will be used on the order in which tenders have been received.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Criteria** | **Criteria label** | **Description and measuring unit** | **Methodology** | **Number of points** | **Maximum** |
| **Price** | P | The Tender price, i.e., the financial Tender amount in EUR including VAT, if applicable | C = (Lowest Tender price/price of the tender) x 40.00 | 40 | **40** |
| **Expertise in governance** | E | Number of expert projects/ studies related to ABMT and/or ABNJ in which the proposed Key Expert 1 had the role of Key Expert | 1 - 2 | 10 | **30** |
| 3 - 4 | 20 |
| More then 4 | 30 |
| **Expert knowledge in the field of marine environment relevant to the project area** | K | Number of expert projects/studies which include marine environment assessments in the Adriatic and Ionian Sea, in which the proposed Key Expert 2 had the role of Key Expert | 1 - 2 | 10 | **30** |
| 3 - 4 | 20 |
| More then 4 | 30 |

Selection of the most economically advantageous Tenders (ENP) will determine the basis for evaluating the criteria for each individual Tender according to the delivery of the requested Tenderer's documentation, in the appropriate form: **ENP = P + E + K**.

**For the purposes of establishing the grounds set out in item 5. of the Invitation to Tender the Tenderer shall submit the following in his Tender:**

1. **Cost statement filled in according to this invitation to Tender**, signed by the single authorised representative of the Tenderer (Annex 5);
2. **List of projects verifying expertise of the qualified expert Key Expert 1** (Annex 2);
3. **List of projects verifying knowledge of the target area of the qualified Key Expert 2** (Annex 3).

**6. DUE DATE, CONTRACT AND TERMS OF PAYMENT**

The contract will be in Euro currency.

The Client shall make the payments to the Tenderer, based on invoices drawn up by the Tenderer. The invoices shall be issued in the following manner:

* First invoice is issued upon finalisation of deliverables 1 and 2 listed in chapter 2.3 of this Tender and clearance by the Client;
* Second invoice is issued upon finalisation of deliverable 3 listed in chapter 2.3 of this Tender and clearance by the Client;
* Third invoice is issued upon finalisation of deliverable 4 listed in chapter 2.3 of this Tender and clearance by the Client, accompanied by the Tenderer’s Assignment Report.

The Client shall pay the issued invoices, pursuant to the prices set out in the selected Tender, within 30 days of the invoice receipt.

All legal persons and natural persons which are in VAT system conducting financial transactions with the Client are required to issue electronic invoices. The invoices shall be issued as e-invoice through FINA e-invoice service or through PEPPOL Network.

An advance by the Client is not permitted.

**Due date:** Envisaged duration of the Contract is till the end of **July 2023.**

# Annex 1

# **Tender sheet**

**Tender date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contracting Authority**:

Priority Actions Programme Regional Activity Centre (PAP/RAC), Kraj Sv. Ivana 11, 21000 Split, Croatia

**Subject of procurement:**

Preparation of an ABMT Feasibility Study in the frame of the Transboundary CAMP Otranto Project

**Tenderer information:**

|  |  |
| --- | --- |
| **Tenderer’s name and registered seat** |  |
| **PIN[[1]](#footnote-1)** |  |
| **Bank name** |  |
| **IBAN / SWIFT** |  |
| **The economic operator is VAT registered** (select) | YES | NO |
| **Name, family name and position of a person / persons authorised to sign the public procurement contract** |  |
| **Name and title of the contact person:** |  |
| **Mail address:** |  |
| **E-mail address / telephone number:** |  |

**Member(s) of the Group of tenderers (Joint Tender),** if applicable:

|  |  |
| --- | --- |
| **Name / registered seat / PIN1** |  |
| **Services subject to the contract**  |  |
| **Proportion of contract (%) / value of the contract** (EUR) |  |
| **Bank name**  |  |
| **IBAN / SWIFT** |  |
| **The economic operator is VAT registered** (select) | YES | NO |

NB: Copy table to add other members of the Joint Tender

|  |  |
| --- | --- |
| **Name of the contact person for official communication with the Contracting Authority (on behalf of the Group)** |  |
| **E-mail:** |  |

**Subcontractor(s**), if applicable:

|  |  |
| --- | --- |
| **Name / registered seat / PIN1** |  |
| **Roles/tasks during contract execution** |  |
| **Proportion of subcontracting (%) / value of the subcontract** (HRK/EUR) |  |
| **Bank name** |  |
| **IBAN / SWIFT** |  |
| **The economic operator is VAT registered** (select) | YES | NO |

NB: Copy table to add other Subcontractors

**Tender price:**

|  |  |
| --- | --- |
| Tender price, excluding VAT (HRK/EUR) |  |
| VAT (25%)[[2]](#footnote-2) |  |
| Total price with VAT (HRK/EUR) |  |

**Bid validity date:** at least 15 days after the bid submission deadline

**For the Tenderer:**

 (Signature of the legal representative)

# Annex 2

# **List of projects verifying expertise of the Tenderer’s Key Expert 1**

Relevant references of the Key Expert 1 (*Name and Surname*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in expert projects/studies related to ABMT and/or ABNJ, in the role of Key expert:

|  |  |  |  |
| --- | --- | --- | --- |
| **No[[3]](#footnote-3).** | **Name of the project/study** | **Online sources of the project/study in which the expert was involved** | **Start - end date** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| 7. |  |  |  |

# Annex 3

**List of projects verifying expertise of the Tenderer’s
Key Expert 2**

Relevant references (scientific and/or expert) of the Key expert 2 (*Name and Surname*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the Adriatic-Ionian region, relevant to the Tender:

|  |  |  |  |
| --- | --- | --- | --- |
| **No[[4]](#footnote-4).** | **Name of the project/study** | **Online sources of the project/study in which the expert was involved** | **Start - end date** |
| **1.** |  |  |  |
| **2.** |  |  |  |
| **3.** |  |  |  |
| **4.** |  |  |  |
| **5.** |  |  |  |
| **6.** |  |  |  |

#

# Annex **4**

# **Cost statement**

|  |
| --- |
| Preparation of an ABMT Feasibility Study in the frame of the Transboundary CAMP Otranto Project |
| **No.** | **Task description** | **Unit** | **Approx. amount** | **Unit price in HRK/EUR(without VAT)** | **Total HRK/EUR (without VAT)** |
| 1. | Feasibility Study for the Identification and Establishment of an ABMT | Piece | 1 |  |  |
| **Tender price in HRK/EUR without VAT (total item amount)** |  |
| **VAT amount (25%)[[5]](#footnote-5)** |  |
| **Tender price with VAT in HRK/EUR** |  |

In \_\_\_\_\_\_, \_\_.\_\_ 2022

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

(Full name of the legal representative)

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

(Signature of the legal representative)

1. Or national identification number according to the economic operator’s country of establishment, if applicable [↑](#footnote-ref-1)
2. Economic operators registered in Croatia that are not in VAT system and economic operators registered outside the Republic of Croatia do not fill the column. [↑](#footnote-ref-2)
3. Add rows, as necessary [↑](#footnote-ref-3)
4. Add rows, as necessary [↑](#footnote-ref-4)
5. Economic operators registered in Croatia that are not in VAT system and economic operators registered outside the Republic of Croatia do not fill the column. Note: reverse change will be applied for the economic operators registered outside the Republic of Croatia. [↑](#footnote-ref-5)