

STÁTNÍ TISKÁRNA CENIN, státní podnik

with its registered office at Prague 1, Růžová 6, No. 943, Postcode 110 00
enrolled on the Commercial Register maintained by the Municipal Court in Prague, Section A

LX, File 296

represented by:

Tomáš Hebelka, MSc,

General Manager



TENDER DOCUMENTATION

(hereinafter "TD")

for the purpose of processing tenders for an above-threshold public procurement supply contract to be awarded in an open procedure pursuant to Section 56 of Act No. 134/2016 Coll., on public procurement, as amended (hereinafter referred to as the "Act")

CToP line for production of printing plates and film exposure

1. IDENTIFICATION DATA OF THE CONTRACTING AUTHORITY

Contracting authority:	STÁTNÍ TISKÁRNA CENIN, státní podnik
Registered office:	Prague 1, Růžová 6, No. 943, Postcode 110 00
Reg. No.:	00001279
Statutory body:	Tomáš Hebelka, MSc, Chief Executive Officer
Contact person:	Mgr. Lenka Fialová
Telephone:	+420 236 031 490
E-mail:	fialova.lenka@stc.cz
Data box identifier:	hqe39ah
Contracting authority's profile:	https://mfc.ezak.cz/profile_display_53.html

2. SUBJECT OF THE PUBLIC PROCUREMENT, COMMENCEMENT OF THE TENDER PROCEDURE, SUBJECT CLASSIFICATION

2.1 The subject of performance of this public tender is supply of a new or refurbished, eventually demonstration hybrid equipment for high resolution exposure of thermal printing plates (CToP) (hereinafter referred to as the "offered equipment") and supply of all necessary spare parts for a period of 10 years after warranty to facilitate proper operations. For a more detailed description of the subject of this public contract, in particular the definition of the technical conditions, see Annexes 1, 2 and 3 to this TD.

2.2 The contracting authority shall make it possible for the Tenderers of the tender procedure to offer demonstration or refurbished equipment, which must fulfil the conditions stipulated in Annex 1 to this TD.

2.3 The subject of this public contract also includes the implementation of non-warranty scheduled preventive servicing inspections and scheduled servicing activities as defined in more detail in the draft contract for work (Annex 3 to the present TD).

2.4 Commencement of the tender procedure.

A notice of the commencement of the tender procedure was sent to the official journal on 5. 1. 2018, marking the commencement of this open procedure within the meaning of Section 56(1) of the Act.

2.5 Classification of the subject of the public contract

CPV code	Subject of the public contract
30120000-6	Equipment for photocopying and offset printing equipment

3. EXPECTED VALUE OF THE PUBLIC CONTRACT

The expected value of the public contract amounts to **EUR 779 000, excl. VAT.**

4. REQUIREMENTS FOR VARIANT SOLUTIONS

The contracting authority does not permit variants pursuant to Section 102(1) of the Act.

5. REQUIREMENTS FOR THE SINGLE FORM OF PRESENTING THE TENDER PRICE

- 5.1** The tender price will be determined in accordance with the draft purchase contract and the draft contract for work (Annex 2 and Annex 3 to the present TD).
- 5.2** The tender price shall be specified as the highest permissible price, including all the costs to be incurred by the tenderer in association with the implementation of the subject of the public contract (and customs duties as long as the subject of performance is liable to customs duty in the Czech Republic).
- 5.3** The participant in the tender procedure (hereinafter referred to as the "participant") may not specify any additional conditions for the tender price.
- 5.4** The tender price, or any portion thereof, indicated in the tender as provided for under the present TD, must be a positive number, the contracting authority does not permit a zero price.
- 5.5** For domestic tenderers, the tenderer is responsible for determining the correct rate and amount of VAT as well as for any other charges and duties in accordance with the applicable legal regulations.
- 5.6** The tender price shall be indicated in the cover sheet of the tender (Annex 4 to the present TD), which is an obligatory part of the offer. The contractor also states on the cover sheet if being a small or medium-sized enterprise in the sense with recommendation of commission 2003/361/EC.
- 5.7** The price quote will be specified in EUR without VAT.

6. RESERVED CHANGES TO THE OBLIGATION

- 6.1** Pursuant to Section 100(1) of the Act, the contracting authority reserves the right to increase/reduce the tender price in the course of the contract in the event of a change to the statutory value added tax rate pursuant to Act no. 235/2004 Coll. on value added tax. In such a case, the price will be increased/reduced by the respective amount of the increase/reduction of the VAT rate as of the effective date of the new legal regulation of the VAT.

7. PLACE OF PERFORMANCE OF THE PUBLIC CONTRACT

The place of performance is: Production Plant I – Růžová 6/943, Prague 1, Czech Republic.

8. PERIOD OF PERFORMANCE OF THE PUBLIC CONTRACT

- 8.1** Delivery deadline: in case of delivery not later than 26 weeks after signing the Purchase Contract, the period of warranty service and post-warranty service is stipulated in the draft Purchase Contract and the Works Contract (Annex 2 and Annex 3 to this TD).
- 8.2** Deadline for implementation and handover to the framework of trial operations: 5 working days of its delivery.

9. QUALIFICATION DOCUMENTATION

9.1 Compliance with the capacity requirements

- a) The contractor is required to prove its qualifications at the latest by the submission deadline.
- b) In order to comply with the capacity requirements, the contractor shall provide proof of compliance with:
 - the basic capacity requirement within the meaning of Section 74 and Section 75 of the Act,
 - the professional capacity requirement according to Section 77 of the Act.

The means of proof for basic capacity pursuant to Section 74 of the Act and professional capacity pursuant to Section 77(1) of the Act must show compliance with the required capacity criterion at the latest 3 months BEFORE THE DATE ON WHICH THE AWARD PROCEDURE IS COMMENCED.

In accordance with the provisions of Section 86 (2) of the Act, the Contractor may substitute for the submission of documents by a Declaration of honor (Annex 5 to this TD) or a single European Certificate for Public Contracts pursuant to Section 87 of the Act.

The selected participant is obliged, in accordance with the provisions of Section 122 (3) of the Act, to submit originals or officially certified copies of his qualifications before signing the contract if they have not already been submitted in the tender procedure.

9.1.1 Basic eligibility

Eligible is not a supplier who:

- a) have been convicted of the criminal offence specified in annex 3 to the act or an equivalent criminal offence under the legal system of the country of the tenderer's registered office during the last 5 years before the date on which the award procedure is commenced; any effaced convictions shall be disregarded; for legal entities, this requirement must be met by both the legal entity and each and every member of the statutory body. Where a legal entity is a member of the contractor's statutory body, the above requirement must be met by both the legal entity and every single member of the legal entity's statutory body as well as the person representing the legal entity in the contractor's statutory body.

Where the tender or a request for participation is being submitted by a branch of a foreign legal entity, the above requirement must be met by the legal entity and the manager of the branch plant, if the tender or request for participation is being submitted by a branch of a plant of a Czech legal entity, the above conditions must also be met by the manager of the branch in addition to the person specified above,

- b) they have tax arrears registered in the Czech Republic or in the country of their registered office,

- c) they have payable arrears on public health insurance premium or penalties in the Czech Republic or in the country of their registered office,
- d) they have payable arrears on insurance premium or social security or state employment policy contributions in the Czech Republic or in the country of their registered office,
- e) is in liquidation, against whom a bankruptcy order has been issued, against whom a compulsory administration has been ordered under another law or in a similar situation under the law of the country of the contractor's registered office.

9.1.1.1 Demonstration of fulfillment of the basic qualification by a supplier established in the Czech Republic

The Contractor proves that he fulfills the basic eligibility conditions in relation to the Czech Republic as the country of his registered office by submitting:

- a) extract from the Criminal Records Register in relation to Section 74, Para. a) of the Act,
- b) confirmation of the competent financial authority with regard to the provision under Section 74(1)(b) of the Act,
- c) a written solemn declaration relating to the provision under Section 74(1)(b) of the Act,
- d) a written solemn declaration relating to the provision under Section 74(1)(c) of the Act,
- e) confirmation of the competent district social security administration authority in relation to the provision under Section 74(1)(d) of the Act,
- f) extract from the Commercial Register or a written solemn declaration if the tenderer is not registered in the Commercial Register, with regard to the provision under Section 74(1)(e) of the Act.

9.1.1.2 Demonstration of fulfillment of the basic qualification by a supplier established outside the Czech Republic (foreign contractor)

The Contractor proves that he fulfills the basic eligibility conditions in relation to the Czech Republic by submitting:

- a) confirmation by the relevant Czech tax authority in relation to § 74 para. b) of the Act,
- b) a written declaration in relation to the excise duty in relation to § 74 para. b) of the Act,
- c) a written declaration of honor in relation to § 74 para. c) of the Act,
- d) confirmation of the relevant Czech District Social Security Administration in relation to Section 74, Para. d) of the Act,
- e) Extract from the Czech Business Register, or by submitting a written Declaration of honor in case it is not registered in the Commercial Register in relation to Section 74, Para. e) of the Act.

The Contractor proves that he fulfills the basic eligibility conditions in relation to the country of his registered office by submitting, in

accordance with the provisions of Section 81 of the Act, documents issued under the law of the country in which he was acquired, to the extent required by the Contracting authority.

Within the scope of the basic eligibility, the foreign contractor is obliged to prove the facts **in relation to the country of his registered office** pursuant to Section 74 (1) a) of the Act; pursuant to Section 74, Para. b) of the Act; pursuant to Section 74, Para. c) of the Act and pursuant to Section 74, Para. d) of the Act.

If, under the applicable law, the required document is not issued, it may be replaced by a **written Declaration of honor** in accordance with Section 45 (3) of the Act.

All documents must be submitted by the Contractor in the **language** required by the Contracting authority pursuant to Article 18 of this TD.

9.1.2 Professional capacity

The fulfillment of professional competence shall be demonstrated by the contractor who submits a **simple copy of the extract from the Business Register** or other similar register, if another legal regulation requires such registration.

9.2 Proof of qualifications obtained abroad

In case the qualification of both, a supplier established in the Czech Republic and a foreign supplier, is acquired abroad, proofs according to the provisions of Section 81 of the Act shall be provided in accordance with the legal order of the country in which it was acquired to the extent required by the contracting authority.

If, under the applicable law, the required document is not issued, it may be replaced by a written Declaration of honor in accordance with Section 45 (3) of the Act. This applies both in situations where the required document does not have the equivalent in the legal order of the country where the qualification was obtained, and in situations where there is no obligation in the foreign legal order, the fulfillment of which the contracting authority it is required to prove it by presenting the document. In the latter case, the Contractor shall make a Declaration of honor on the non-existence of an obligation the fulfillment of which the contracting authority requires to prove.

9.3 Submitting proof of compliance with the capacity requirement through another entity

The tenderer may prove compliance with certain parts of the economic capacity, technical capacity or professional capacity requirements (except for the criterion under Section 77(1) of the Act - Commercial Register) specified by the contracting authority through other entities.

In such a case, the contractor shall submit the following documents to the contracting authority:

- a) documentary proof of compliance with the professional capacity requirement pursuant to Section 77(1) of the Act (Commercial Register) through another entity,

- b) documentary proof of compliance by (that) other entity with the missing part of the economic or technical capacity requirement,
- c) documentary proof of compliance by (that) other entity with the full basic capacity requirement pursuant to Section 74(1) of the Act,
- d) written undertaking by the other entity to provide the services and supplies required for the performance of the public contract or to provide any items or rights at the disposal of the tenderer when the latter performs the contract, at least within the scope the other entity has proved compliance with the capacity requirements on behalf of the tenderer.

The requirement under point d) of the above paragraph shall be deemed complied with if, through the content of the letter of undertaking, the other entity assumes the joint and several responsibility for the performance of the contract along with the tenderer.

9.4 Proving compliance with the capacity requirements for joint tenders

- (a) Where the subject of the contract is to be performed by several contractors acting in concert pursuant to Section 82 of the Act, and the tenderers submit or wish to submit a joint tender to that end, each of them shall prove compliance with the basic capacity requirement in accordance with Section 74(1) of the Act and with the professional capacity in accordance with Section 77(1) of the Act (i.e., extract from the Commercial Register, if registered therein, or from a similar register, if registered therein), separately and in full.
- b) Where the subject of the public contract is to be performed by several contractors acting in concert pursuant to Section 82 of the Act, they shall submit to the contracting authority, along with the means of proof showing their compliance with the capacity requirements, an agreement containing the undertaking of all of the contractors to be jointly and severally liable to the contracting authority and to third parties in respect of any legal relationships in connection with the contract during the entire term of performance thereof, as well as throughout the existence of any other obligations ensuing from the public contract.

9.5 Changes in qualifications

If, following the submission of the documents or proof of compliance with the capacity requirements, such a change occurs in the tenderer's qualification during the procurement procedure that would otherwise disqualify the tenderer from the procedure, the tenderer shall notify the contracting authority thereof in writing within 5 business days, and submit new documents or proof of compliance with the capacity requirements within 10 business days of the change notification served to the contracting authority.

Pursuant to Section 88(2), failure to meet this requirement constitutes a reason for immediate elimination of the tenderer from the procedure.

9.6 Special methods of submitting proof of qualifications

Using an extract from a list of qualified contractors

If the tenderer provides the contracting authority with an extract from a list of qualified contractors within the time limit set for submitting the proof of compliance

with the basic capacity requirement, the extract shall replace the proof of compliance with the basic capacity criteria pursuant to Section 74 of the Act, and professional capacity criteria pursuant to Section 77 of the Act to the extent that the document proving the professional capacity covers the contracting authority's requirements for proving the professional capacity to perform the contract.

The extract from a list of qualified contractors must not be older than 3 months on the last day, as of which compliance with the capacity requirements is to be proved.

Proof of compliance with the capacity requirements using a certificate

If the tenderer submits to the contracting authority a certificate issued under a system of certified contractors, which contains the particulars specified under Section 239 of the Act, the certificate shall replace the proof of compliance with the capacity requirements with regard to the information contained therein. The contractor shall be qualified to the extent shown in the certificate.

9.7 Requirement to specify subcontractors

In accordance with Section 105(1) of the Act, the contracting authority demands that the tenderers specify in their tenders any parts of the public contract they intend to assign to one or more subcontractors.

In their tender, the tenderer shall present a list of subcontractors along with information on the parts of this public contract that will be implemented by each of the subcontractors, specifying the type of supplies, services or construction works and the share (%) of such supplies, services and works in the financial amount dedicated to the contract (Annex 6 to the present TD). In case the contractor replaces a subcontractor originally specified in the tender during the performance of the contract, the replacement shall be subject to approval by the contracting authority.

If the participant does not intend to award any part of the public contract to the subcontractor, it is also obliged to submit a Declaration of honor in this regard in the context of its tender (Annex 6 to this TD).

9.8 Each tenderer may submit one tender under the tender procedure only.

A tenderer that submits their tender under the tender procedure must not, at the same time, be included in another tenderer's tender under the same procedure as an entity, using which the other tenderer intends to prove their compliance with the capacity requirements, through which the other tenderer proves compliance with the required capacity.

The contracting authority shall exclude a tenderer who has submitted several tenders either separately or jointly with other tenderers, or has submitted a tender and at the same is used an entity, through which another tenderer proves their capacity under the same tender procedure.

10. EVALUATION CRITERIA, METHOD OF EVALUATION

- 10.1** The fundamental evaluation criterion for the award of this public contract is the economic merit of the tender, in accordance with Section 114(1) of the Act.

- 10.2** The contracting authority sets out the following evaluation criteria, according to which the economic merit of the tenders will be assessed:

Evaluation sub-criterion		Weight in %
A	Tender price in EUR, excl. VAT	90 %
B	Tender price for annual servicing in EUR, excl. VAT.	10 %

10.3 Criterion A: Tender price in EUR, excl. VAT

Under this criterion, the contractor shall submit the total tender price set in accordance with Article V of the Draft Purchase Contract (Annex 2 to this TD) as the "price of the subject of the contract".

The contracting authority shall evaluate the tender price in EUR, excl. VAT, on a scale from 0 to 100. Each specific tender will be assigned a score under this sub criterion, which reflects the rate of success of the respective tender with regard to the evaluation sub criterion. For this criterion, in respect of which the most suitable tender takes the minimum value of the criterion, the tender under evaluation shall be assigned a score resulting from the ratio of the most suitable tender to the tender under evaluation, multiplied by 100.

$$Criterion A = 100 \times \frac{\text{the lowest bid price}}{\text{the rated offer price}}$$

10.4 Criterion B: Tender price for non-warranty annual servicing in EUR, excl. VAT.

The tender price for non-warranty annual servicing in EUR, excl. VAT, shall be prepared according to the model example provided in Annex 9 to the present TD.

The prices specified by the contractor under the model example will correspond to those indicated in the draft contract for work (Annex 3 to the present TD).

To assess the price for non-warranty annual servicing in EUR, excl. VAT, the contracting authority, or the commission, shall use a scale from 0 to 100. Each specific tender will be assigned a score under this sub criterion, which reflects the rate of success of the respective tender with regard to the evaluation sub criterion. For this criterion, in respect of which the most suitable tender takes the minimum value of the criterion, the tender under evaluation shall be assigned a score resulting from the ratio of the most suitable tender to the tender under evaluation, multiplied by 100.

$$Criterion B = 100 \times \frac{\text{the lowest bid price for non – warranty annual servicing}}{\text{the rated offer price for non – warranty annual servicing}}$$

10.5 Method of evaluating the criteria

The tenders will be evaluated using the score reduced by the weighting of each specific criterion.

The contracting authority shall evaluate the tenders using a scale from 0 to 100. Each specific tender will be assigned a score under the criterion, which reflects the rate of success of the respective tender with regard to the evaluation criterion.

The economic merit of the tenders shall be evaluated by multiplying the specific scores of the tenders assigned under the criteria by the relevant weighting of the criteria. Using the sum of the resulting scores for all criteria as the basis, the tenders will be ranked depending on their rate of success, with the most successful tender being the one with the highest score.

The contractor may not specify any further conditions with regard to the proposed values (data) that are subject to the evaluation. The specification of additional conditions or indication of several different values that are subject to the evaluation shall constitute grounds for elimination of the tender and the subsequent exclusion of the contractor from the tender procedure. The contracting authority shall proceed in a similar way in the event that a value that is subject to evaluation is indicated in a quantity or form different from that demanded by the contracting authority.

The contracting authority will not conduct the tender evaluation if only one tender is submitted under the procedure.

The contracting authority shall prepare a tender evaluation report in accordance with Section 119 of the Act.

11. GENERAL CONDITIONS AND TERMS AND TERMS OF PAYMENT

11.1 The terms of payment and the general conditions and terms are set out in the binding draft purchase contract (Annex 2 to this TD) and the binding draft contract for work (Annex 3 to this TD).

11.2 The draft contracts are binding upon the tenderer. The tenderer may only add the data marked as "to be completed" in the draft contracts [4]

11.3 The tenderer shall submit the draft contracts signed by a person authorised to act on behalf of or for the tenderer as part of their tender, including all annexes unless specified otherwise under the present TD. In the event that the draft contracts are signed by a representative (agent), the original of the relevant power of attorney must be included in the tender.

11.4 For joint tenders, the draft contracts must name all joint tenderers and be signed by persons authorised to act on behalf of each tenderer, or by agents authorised to sign the joint tender, and they must include the original of the respective power of attorney.

12. PUBLICATION OF THE TD

Pursuant to Section 96(1) of the Act, the contracting authority shall publish the full TD as well as any additional information provided to the tenderers at its contracting authority profile at https://mfc.ezak.cz/profile_display_53.html

13. REQUEST FOR CLARIFICATION OF THE TENDER DOCUMENTATION

13.1 Pursuant to Section 98(3) of the Act, the contractor may demand that the contracting authority provides clarification of the present TD by sending a written

request to: STÁTNÍ TISKÁRNA CENIN, státní podnik, Prague 1, Růžová 6, No. 943, Postcode 110 00, or by sending an e-mail to: fialova.lenka@stc.cz.

- 13.2** The written or electronic request must be delivered to the contracting authority in accordance with the provision under Section 98(3) of the Act.
- 13.3** The contracting authority may also provide clarification of the present TD to the contractors without a prior request.
- 13.4** In order to adhere to the principle of equal treatment of all tenderers, no additional information may be provided over the phone.

14. VIEWING OF THE PLACE OF PERFORMANCE

14.1 A viewing of the place of the public contract performance will take place on 31. 1. 2018 at 10.00 pm, in the contracting authority production plant at: Production plant I – Prague 1, Růžová 6, No. 943, Postcode 110 00, Czech Republic. The interested parties shall gather at the supplier's porter's lodge.

14.2 A Tenderer who will participate in the viewing of the place of performance shall send in the following data:

- company name or name,
- registered office, identification number,
- name(s) and surname(s) of the person(s), who participated in the viewing, including its telephone and e-mail contact details,

The required data shall be sent to the e-mail address: fialova.lenka@stc.cz at the latest within 2 working days before the viewing of the place of performance.

14.3 A maximum of 2 representatives of the Contractor may participate in the viewing (for a Foreign Tenderer, the presence of an interpreter is also possible), who will prior to entry prove their identities:

- Statutory representatives shall prove their identity with an extract from the Commercial Register; for other persons, identity document shall be a power-of-attorney issued by the statutory body of the supplier.
- Proof of authorisation to carry out business pursuant to special legal regulations to the extent corresponding to the subject matter of the public contract, in particular a document proving the respective trade licence or licence, being an original or officially authenticated copy.
- A valid proof of identity with a photograph (Citizen Card, Passport/Driving Licence).

14.4 At the same time, the Tenderer's representative shall sign a declaration of confidentiality before entering the contracting authority's classified zones.

14.5 As part of the viewing, the Tenderer's representative shall be fully familiarised with the place of public contract performance and the local conditions.

15. OTHER TENDER CONDITIONS OF THE CONTRACTING AUTHORITY

15.1 The present TD is binding upon the contractors.

15.2 Where, as part of the proof of compliance with the capacity requirement or elsewhere in the tender, the contracting authority requires that the tenderer submit a declaration, the declaration must contain the data required by the contracting

authority and at the same time must be signed by a person authorised to act on behalf of or for the tenderer. If an agent authorised through a power-of-attorney acts on behalf of the tenderer, the tender must include the original or a certified copy of the power-of-attorney.

- 15.3** In the tender, the tenderer shall include an extract from the Register of VAT Payers—the tenderer (this applies to domestic VAT payers only) is required to provide the number of their bank account maintained by a payment service provider and submit proof that they have not been identified as an unreliable VAT payer pursuant to Section 109 of Act No. 235/2004 Coll. on value added tax, as amended. The tenderer shall document the aforementioned information by a printed extract from the database published by the tax administrator in a manner that allows remote access, the so-called “Register of VAT Payers”.
- 15.4** Foreign tenderers shall submit, as part of their tender, a solemn declaration on their bank account as well as a solemn declaration on their reliability as VAT payers if they are registered as VAT payers in the territory of the Czech Republic. The tenderer may use the sample solemn declaration provided in Annex 7 to this TD.
- 15.5** The participant shall submit a signed confidentiality agreement as part of the tender (Annex 8 to the TD). The agreement shall be signed by a person authorised to act on behalf of or for the tenderer.
- 15.6** In compliance with Annex 1 to this TD (Technical specification) the participant is obliged to draw the offered equipment into the floor plan enclosed in Annex 10 to this TD (Ground plan of the installation site).
- 15.7** In line with Section 48(9) of the Act the contracting authority is obligated to expel the selected contractor if the contracting authority establishes the existence of the expulsion reasons under Section 48(7) of the Act; this means that the selected supplier which is a public limited company or a company with legal form similar to a public limited company has issued shares other than book-registered shares. A selected supplier established abroad which is a joint-stock company or has a legal form similar to a public joint-stock company, the contracting authority shall request to submit, within a reasonable time, a written Declaration of honor of which persons are owners of shares whose aggregate nominal value exceeds 10% of the subscriber's share capital management, indicating the source from which the shareholder share data is based; this application is considered as a request under Section 46 of the Act.
- 15.8** The contracting authority requires the supplier to submit in the tender an affidavit on fact that the supplier delivered a similar CToP line to any printing works of securities within the last 5 years before commencement of this tender procedure. The supplier shall be obliged to use the pattern affidavit stated in Annex 12 to this TD (Affidavit on Previous Delivery) and fill out all required information on the delivery highlighted in the pattern affidavit.

16. CONDITIONS FOR THE CONCLUSION OF THE CONTRACT

- 16.1** The contracting authority shall request the selected contractor to meet as the condition for the conclusion of the contract a successful results of tests of samples in accordance with Section 104(b) of the Act, i.e. a test of the offered equipment or

the equipment which is similar to the equipment which is required by the Contracting authority to be delivered. Manner of performing this test (hereinafter referred to as the "equipment test") shall be stated in Annex 11 to his TD.

The contracting authority shall send a request for performing the equipment test to the selected contractor including the resource materials and the precise required time limit for the test results delivery, which shall not be shorter than 5 (words: five) working days. The selected contractor shall be obliged to confirm a receipt of the request to the contracting authority, electronically to the contact person designated by the contracting authority (Mgr. Lenka Fialová, telephone: +420 236 031 490, e-mail: fialova.lenka@stc.cz), namely no later than 1 working day of the date of receipt.

In case the results of the performed equipment test do not fulfil the requirements stated by the contracting authority, the contracting authority shall exclude the selected contractor from tender procedure.

- 16.2** In accordance with Section 104(e) of the Act, before signing the contract, the selected tenderer is required to submit proof of third-party damage liability insurance as specified under Article II of the draft purchase contract, with the limit of the insurance benefit at least in the amount of the price of the object of the purchase contract.
- 16.3** Where data on a real owner of the selected contractor, who is a legal person, cannot be established by the procedure pursuant to Section 122(4) of this Act, the contracting authority shall send a notice pursuant to Section 122(5) of the Act to the selected contractor to submit a copy of an entry in records similar to the records of real owners data or:
- a) to notify identification data of all persons that are its real owners, and
 - b) submit documents that demonstrate the relation of all persons under paragraph a) to the contractor; such documents include, but are not limited to:
 - 1. a copy of an entry in the Commercial Register or other similar records,
 - 2. a list of shareholders,
 - 3. a decision made by the governing body regarding payment of a share in profit,
 - 4. a memorandum of association, a letter of formation or articles of association.

All documents must be submitted by the Contractor in the language required by the contracting authority pursuant to Article 18 of this TD.

Failure to present the above information or documents to prove the actual owner will constitute grounds for exclusion of the selected tenderer from their further participation in the tender procedure.

- 16.4** In accordance with the provision of Section 122(3)(a) of the Act, the selected contractor shall be required to submit the originals or certified copies of the documents they submitted as proof of compliance with the capacity requirements unless the same have already been submitted as part of their tender.

17. TENDER SUBMISSION CONDITIONS

- 17.1** Where the tenderer is represented by an agent acting under a power-of-attorney document or an equivalent letter of authorisation, the tender must include the power of attorney or the equivalent letter of authorisation, either in its original, or as a certified copy.
- 17.2** A submitted tender must contain the documents required by law and demanded by the contracting authority, including the required documents and information.

18. LANGUAGE OF THE TENDER

- 18.1** The tender must be submitted in the Czech language.
- 18.2** The contractor may submit the tender in English provided that the submitted tender includes a courtesy translation into Czech unless stipulated otherwise under the present TD.
- 18.3** For foreign tenderers, the tender must contain the Czech and English versions of the contracts signed by a person authorised to act on behalf of or for the tenderer.
- 18.4** Documents in Slovak and proof of completed education in Latin shall be submitted by the contractor without a translation into Czech.

19. FORMAL REQUIREMENTS FOR THE TENDERS

- 19.1** The tenderer shall submit the tender in printed form, at all times in the original and as a single copy in electronic form saved at a non-rewritable data carrier (in the MS Office or a compatible format, or in the *.pdf format).
- 19.2** The submitted tender including all annexes must be sufficiently protected against being handled and tampered with in an unauthorised manner. The security elements applied must be sufficiently unique in order to eliminate the possibility of being replaced in an unauthorised manner. As a possible security measure the tenderers are encouraged to use a string and overlays with the signature of the tenderer's statutory body and their stamp.
- 19.3** All documents or declarations where signature of the tenderer is required must be signed by the statutory body of the tenderer or a person authorised to act on behalf of or for the tenderer.
- 19.4** All documents must be in high quality print in order to be legible. No document may contain crossed-out words or transcriptions which could be misleading for the contracting authority.
- 19.5** The contracting authority encourages arranging the written (printed) tenders in the following order.
- Table of contents of the tender
 - Tender cover sheet (Annex 4 to the present TD)
 - Binding draft purchase contract signed by a person authorised to act on behalf of or for the tenderer (Annex 2 to the present TD)
 - Binding draft contract for work signed by a person authorised to act on behalf of or for the tenderer (Annex 3 to the present TD)
 - Binding draft confidentiality agreement signed by a person authorised to act on behalf of or for the tenderer (Annex 8 to the present TD)

- Document proving compliance with the capacity requirements arranged in the following order (Annex 5 of the present TD):
 - basic capacity,
 - professional capacity,
- Extract from the Register of VAT Payers or solemn declaration according to Article 15.4 of the present TD (Annex 7 to the present TD)
- Floor plan with a plotted device according to Annex 1 and 10 to the present TD
- Model example of annual servicing (Annex 9 to the present TD)
- List of subcontractors (Annex 6 to the present TD)
- CD

19.6 Where the contracting authority demands, under the present TD, the submission of documents that must also be submitted as part of the draft contract, it is sufficient for the tenderer to submit a single copy of such documents as part of their tender.

19.7 The tenderers are exclusively responsible for the completeness of their tenders—the list of documents contained in this article of the TD is for reference only and is intended to help the tenderers in compiling their tenders—where the list fails to indicate a document, the inclusion of which in the tender otherwise results from the terms of reference or the law, the tenderer will not relieve themselves from the responsibility for the incompleteness of their tender by simply referencing the list of documents.

20. METHOD, TIME AND PLACE OF SUBMITTING THE TENDERS, TENDER VALIDITY PERIOD

20.1 The tenderer shall send the written tender by registered mail or messenger to: **STÁTNÍ TISKÁRNA CENIN, státní podnik, Prague 1, Růžová 6, No. 943, Postcode 110 00, or deliver the same in person to the mailing room at the same address, on business days between 08:00 and 14:30.**

20.2 The tenders shall be delivered in a closed envelope, duly sealed and secured against being opened on the seam.

20.3 The tender must be marked with the address of the tenderer and with the following inscription:

<p style="text-align: center;">DO NOT OPEN! PUBLIC CONTRACT – CToP line for production of printing plates and film exposure</p>

20.4 Tenders received after the submission deadline will not be opened. The contracting authority shall inform the tender thereof without undue delay. The date and time of receipt of the tenders at the contracting authority's mailing room are the crucial factors.

20.5 The deadline for the submission of tender bids will end on **12. 2. 2018 at 11:00 Hrs.**

21. OPENING SESSION

21.1 The date for opening of envelopes is **12. 2. 2018 at 11:05 Hrs.** in the boardroom of the headquarters of the contracting authority – Růžová 6/943, 110 00 Prague 1.

- 21.2** Each tenderer that has submitted a tender by the submission deadline may be represented by no more than 1 representative at the opening session. The persons that do not represent the tenderer under law shall prove their authorisation to be present at the opening session by producing a power-of-attorney document granted by a person representing the tenderer. For foreign tenderers, the presence of an interpreter is also possible.

22. OTHER PROVISIONS

- 22.1** The contracting authority shall not reimburse the tenderers for any costs incurred in connection with their participation in the tender.
- 22.2** In accordance with Section 219 of the Act, following the conclusion of the contract with the selected tenderer, the contracting authority shall publish the text of the contract concluded with the selected contractor, including any amendments and additions thereto, at its contracting authority profile and in the register of contracts.
- 22.3** After the fulfilment of the subject of the contract concluded with the successful tenderer, the contracting authority shall publish the price actually paid in consideration for the performance at its contracting authority profile in accordance with Section 219 of the Act.
- 22.4** The contracting authority reserves the right to verify or obtain clarification for any information provided by the tenderers in their tenders before making the final decision on the selection of the most advantageous tender.
- 22.5** The tenders or individual of the tenders submitted by the tenderers or excluded tenderers shall not be returned.

23. ANNEXES

- Annex 1 – Technical Specifications
- Annex 2 – Draft purchase contract
- Annex 3 – Draft contract for work
- Annex 4 – Tender Cover Sheet
- Annex 5 – Sample affidavit on compliance with the required capacity
- Annex 6 – List of Subcontractors, if any
- Annex 7 – Sample Affidavit on the Bank Account
- Annex 8 – Confidentiality Agreement
- Annex 9 – Model example of annual servicing
- Annex 10 – Floor plan with a plotted device
- Annex 11 – Equipment Test of Selected Contractor
- Annex 12 – Affidavit on Previous Delivery

Given in Prague, date 05 -01- 2018

 **STÁTNÍ TISKÁRNA CENIN**
státní podnik (23)
110 00 PRAHA 1, RŮŽOVÁ 6
IČ: 00001279
DIČ: CZ00001279

Tomáš Hebelka, MSc,
CEO

on behalf of the contracting authority
STÁTNÍ TISKÁRNA CENIN, státní podnik