

STÁTNÍ TISKÁRNA CENIN, státní podnik

with its registered office at Prague 1, Růžová 6, House No. 943, post code 110 00
registered in the Commercial Register administered by the Municipal Court in Prague, Section ALX,
file 296, file ref. ALX 296

Represented by
Tomáš Hebelka, MSc,
Chief Executive Officer



CALL FOR TENDER AND TENDER DOCUMENTATION

(hereinafter "TD")

for the purpose of processing tenders for the public procurement supply
contract to be awarded in a simplified below-limit procedure pursuant to
Section 53 of Act No. 134/2016 Coll., on public procurement, as amended
(hereinafter referred to as the "Act")

Production and Supply of Holographic Film for Motorway Stickers for Issue for Years 2020 and 2021

1. IDENTIFICATION DATA OF THE CONTRACTING AUTHORITY

Contracting authority:	STÁTNÍ TISKÁRNA CENIN, státní podnik
Registered office:	Prague 1, Růžová 6/ 943, 110 00, Czech Republic
Business ID:	00001279
Statutory Body	Tomáš Hebelka, MSc, Chief Executive Officer
Contracting authority's contact:	Mgr. Michala Hlušíčková
Phone:	+420 236 031 443
E-mail:	hlušickova.michala@stc.cz
Data box identifier:	hqe39ah
Contracting authority's profile:	https://mfc.ezak.cz/profile_display_53.html

2. SUBJECT OF THE PUBLIC CONTRACT

- 2.1** The subject hereof is supply of holographic film for production of motorway stickers for the Czech Republic (hereinafter "film") for issue in the years 2020 and 2021. The subject of the supply also includes production of a print template for the original hologram stamping with an appearance unique for the whole issue of motorway stickers for the respective calendar year. For a detailed technical specifications see Annex 1 hereto.
- 2.2** The Framework Agreement shall be awarded to a single bidder in accordance with Section 132 (2) of the Act.
- 2.3** Classification of the subject of the public contract

CPV code	Subject of the public contract
22000000-0	Printed matter and related products

3. EXPECTED VALUE OF THE PUBLIC CONTRACT

The anticipated value of the public contract amounts to **EUR 70,000 excl.VAT**.

4. REQUIREMENTS FOR VARIANT SOLUTIONS

The Customer shall not allow for any variant solutions.

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

- 5.1** The tender participant (hereinafter the "bidder") shall specify the price of the Master and the price per 1 m² of the Film specified in the Framework Agreement draft (Annex 2 hereto) in EUR excl. VAT in the structure by quantity levels. The thus specified price shall be entered by the bidder in the draft Framework Agreement.
- 5.2** The tender price shall be determined as the highest permissible price and has to

include all the supplier's costs associated with the implementation of the subject matter of the public contract.

- 5.3 The Contracting Authority requests that the Bidders would round their prices to max. two decimal places.
- 5.4 The tender price shall be valid for the duration of the fulfilment of the public contract, as long as during its fulfilment there is no change to current tax conditions, fees or deductions, legal regulations, technical standards and that there is no introduction of new taxes, fees and deductions or adoption of new legal regulations, technical standards relating to the subject of the public contract (objective reasons for exceeding the tender price).
- 5.5 The participant is not entitled to make the offered bid price conditional to an additional condition. Making the tender price conditional or specifying multiple different amounts of the tender price at different places in the bid is a reason for excluding the bidder from the award procedure. The contracting authority will proceed analogously if the tender price is specified in a form or currency other than those required by the contracting authority.
- 5.6 The tender price, or any of its components, specified in the bid based on the TD has to have a positive value; the Contracting Authority does not permit zero values.
- 5.7 The bidder is responsible for the correctness of the VAT rate and size determination, as well as any other fees and taxes, in accordance with regulations in force.

6. PLACE OF PERFORMANCE OF THE PUBLIC CONTRACT

The place of performance is: Production Plant I – Růžová 6/943, 110 00 Prague 1, Czech Republic

7. REALISATION PERIOD

- 7.1 The assumed date of the Framework Agreement execution is **March 2019.**
- 7.2 The implementation deadline for the supply pursuant to the subject hereof is specified as **2 years from the date of effectiveness of the Framework Agreement or when the total limit of the supply price in the amount of EUR 70,000 excl. VAT is consumed.**

8. QUALIFICATION DOCUMENTATION

8.1 Compliance with the capacity requirements

- a) The supplier is required to prove its qualifications at the latest by the submission deadline. The date of the commencement of the tender is the date when the tender documentation was published in the Contracting Authority's profile.
- b) The qualifications requirements shall be fulfilled by a person who proves fulfilment of:

- the basic capacity requirement within the meaning of Section 74 and Section 75 of the Act,
- professional qualification pursuant to Section 77 of the Act,
- the technical capacity requirement according to Section 79 of the Act.

In compliance with the provisions of Section 53 (4) of the Act the supplier proves compliance with all qualification requirements in a simplified below-limit tender by submission of the relevant documents specified below in a plain photocopy; the supplier may replace all the required documents for proof of compliance with the qualification requirements with an affidavit. The supplier may use the sample affidavit provided in Annex 4 to this TD.

Pursuant to the provisions of Section 87 of the Act the supplier may also prove compliance with the qualification requirements by submission of the unified European certificate of compliance for public procurement purposes.

in the course of the tender proceeding the Contracting Authority may request original documents or notarised copies of the documents for proof of compliance with qualification requirements.

In accordance with Section 122(3) of the Act, the selected bidder (winner of the public contract) must submit the originals or notarised copies of the documents specified above before signing the contract, unless they have been furnished at an earlier stage of the procurement procedure.

The documents for 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 BID SUBMISSION DATE.

8.2 Basic capacity

8.2.1 A supplier shall not be considered qualified if:

- a) they 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 their registered seat during the last 5 years before the date on which the tender is commenced; any quashed 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. If a member of the statutory body of the bidder is a legal entity, then the member (legal entity) and each member of the statutory body of this legal entity including the person representing this legal entity in the statutory body of the bidder must comply with this requirement.

Where the tender or request for participation is being submitted by a branch of a foreign legal entity, then the legal entity and the manager of the branch of the foreign legal entity must also comply with this requirement.

If the tender or request for participation is being submitted by a branch of a Czech legal entity, then in addition to the aforementioned statutory bodies, the manager of the Czech branch must also comply with this requirement.

- b) The Supplier owes any due unpaid tax arrears either in the Czech Republic or in the country of the Supplier's seat.
- c) The Supplier owes any unpaid arrears for public health insurance premiums or penalties either in the Czech Republic or in the country of the Supplier's seat.
- d) The Supplier owes any unpaid arrears for premiums or penalties for social security and contributions to state employment policy either in the Czech Republic or in the country of the Supplier's seat.
- e) they are in liquidation, a bankruptcy order has not been issued against them, they have not been subjected to forced administration under another legal regulation, or they are not in a similar position under the legal system of the country of the supplier's registered office.

8.2.2 Proof of fulfilment of the basic qualification requirements by a supplier with its seat in the Czech Republic

The Supplier shall demonstrate compliance with basic qualification requirements **in relation to the Czech Republic as the country of their registered office** by submitting:

- a) an extract from the Criminal Register in line with Section 74 (1) (a) of the Act,
- b) a certificate issued by the competent tax authority in line with Section 74 (1) (b) of the Act,
- c) a written sworn statement on excise tax in line with Section 74 (1) (b) of the Act,
- d) a written sworn statement in line with Section 74 (1) (c) of the Act,
- e) a certificate issued by the applicable regional Social Security office in line with 74 (1) (d) of the Act,
- f) an excerpt from the Commercial Registry or a written sworn statement providing that the bidder is not recorded in the registry, in line with 74 (1) (e) of the Act.

8.2.3 Proof of fulfilment of the basic qualification requirements by a supplier with its seat outside the Czech Republic

The Supplier shall demonstrate compliance with basic qualification requirements **in relation to the Czech Republic** by submitting:

- a) a certificate issued by the competent Czech tax authority in line with Section 74 (1) (b) of the Act,
- b) a written sworn statement on excise tax in line with Section 74 (1) (b) of the Act,
- c) a written sworn statement in line with Section 74 (1) (c) of the

Act,

- d) a certificate issued by the applicable Czech Social Security Administration in line with 74 (1) (d) of the Act,
- e) an excerpt from the Czech Commercial Registry or a written sworn statement providing that the Supplier is not recorded in the registry, in line with 74 (1) (e) of the Act.

The Supplier shall prove fulfilment of the conditions for basic qualifications **in relation to the country of the Supplier's registered seat** by submitting in accordance with Section 81 of the Act documents issued in accordance with the law of the country where they were obtained, in the extent required by the Contracting Authority.

As part of the process of proving basic qualifications, a foreign supplier shall be required to prove **in relation to the country of the supplier's seat** fulfilment of the details according to Section 74 (1) (a) of the Act; according to Section 74 (1) (b) of the Act; according to Section 74 (1) (c) of the Act and according to Section 74 (1) (d) of the Act.

If the required document is not issued under the applicable law of said country, then in accordance with the provisions of Section 45 (3) of the Act it may be substituted by **a written affidavit**.

All documents must be submitted by the supplier in the language required by the Contracting Authority under Article 15.3 hereof.

8.3 Professional competence

Compliance with professional qualification requirement shall be proved by the supplier submitting **a plain copy of an excerpt from the Commercial Register** or similar records, if registration in such records is required by a different legal regulation.

8.4 Technical capacity

8.4.1 In accordance with the provision under Section 79 (2)(b) of the Act, the supplier shall submit **a list of major supplies** completed by the supplier during the last 3 years before the commencement of the procurement procedure, including the prices and periods of performance of the supplies and the client's identification data.

The supplier shall be deemed to meet the technical capacity requirement if they have completed **at least 4 projects of production and supply of holographic film with the sum of the values of these projects being min. EUR 150,000**. Fulfilment of the technical capacity requirements does not depend on whether the projects were implemented for the same or different employers, i.e. the decisive facts are the capacity check and the subjects of the projects.

The list of major contracts submitted by the supplier shall in particular contain the following information:

- name of the client, to which the supply was provided,

- period of performance,
- scope of the deliveries,
- financial volume (amount) for the contract completed,
- the client's contact point to confirm the aforementioned information (name, phone number and e-mail for the purpose of verifying the information).

The supplier may use Annex 4 to the present TD in order to prove compliance with the technical capacity requirement.

8.5 Demonstrating qualification requirements obtained abroad

Where the required capacity both of a supplier with a registered office in the Czech Republic and of a foreign supplier has been obtained abroad, the relevant means of proof shall be submitted in accordance with Section 81 of the Act, by submitting the documents issued under the legal system of the country where it was obtained, in the scope required by the contracting authority.

If the required document is not issued under the applicable law of said country, then in accordance with the provisions of Section 45 (3) of the Act it may be substituted by a written affidavit. This applies if the required document does not have its equivalent in the jurisdiction where the qualification was obtained (i.e. the required document does not exist in the foreign legislative system) and also if the foreign legislation does not require compliance which the contracting authority requires to be proved by the respective document submission. In the latter case the supplier provides an affidavit stating non-existence of the liability compliance with which the contracting authority requires to be proved.

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

If the supplier is unable to prove compliance with a certain part of the qualification requirements in the full scope they may provide the missing proof by means of another entity.

In such a case, the supplier 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) documents proving compliance with the missing part of the qualification requirements through another entity,
- 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 bidder 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 supplier.

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 supplier.

8.7 Proving compliance with the capacity requirements for joint tenders

Where the subject of the contract is to be performed by several suppliers acting in concert pursuant to Section 82 of the Act, and the suppliers 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 requirement 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 and if the applicable foreign legislation so requires), separately and in full.

Where the subject of the public contract is to be performed by several suppliers 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 suppliers 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.

8.8 Requirement to specify subcontractors

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

In its bid, the bidder shall present a list of subcontractors along with a specification of what parts of this public contract will be implemented by each subcontractor, specifying the type of supplies, services or construction works and the percentage (%) financial contribution to the public contract (Annex 5 to this TD). In case the supplier 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 bidder does not want to subcontract any part of the public procurement project they are liable to submit an affidavit stating this as part of their bid (Annex 5 to this ZD).

8.9 Each bidder may submit one tender under the tender procedure only.

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

The contracting authority shall exclude a bidder who has submitted several tenders either separately or jointly with other bidders, or has submitted a tender and at the

same is used an entity, through which another bidder proves their capacity under the same tender procedure.

9. EVALUATION OF BIDS

- 9.1** 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.
- 9.2** The economic expediency of the bid will be evaluated by awarding points according to the criteria as stated below, determined in the descending order, with a weight determined as percentage.

Name of the partial evaluation criterion		Weight in %
A	Supply quantity level: 3,001 m ² – 4,000 m ²	60 %
B	Price of Master	20%
c	Supply quantity level: 1 m ² – 500 m ²	8 %
D	Supply quantity level: 501 m ² – 1,000 m ²	3 %
E	Supply quantity level: 1,001 m ² – 2,000 m ²	3 %
F	Supply quantity level: 2,001 m ² – 3,000 m ²	3 %
G	Supply quantity level: 4,001 m ² and more	3 %

9.3 Criteria A, C, D, E, F, G: Supply quantity level, price per 1 m² of film in EUR excluding VAT

According to these individual partial evaluation criteria, the bid prices per 1 m² of film by requested range of supply quantity level, in EUR excl. VAT, will be evaluated.

The contracting authority shall evaluate the tender prices 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 these criteria, in respect of which the most beneficial tender takes the minimum value of the criteria, the tender under evaluation shall be assigned a score resulting from the ratio of the most beneficial tender to the tender under evaluation, multiplied by 100.

9.4 Criterion B: Price per Master in EUR, excluding VAT

The bidder shall specify the bid price for Master production, unique for the whole motorway sticker issue for the given calendar year, and the price of the other tools needed for the goods production, in EUR excluding VAT.

The contracting authority shall evaluate the above mentioned tender price of the Master 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 beneficial tender takes the minimum value of the

criterion, the tender under evaluation shall be assigned a score resulting from the ratio of the most beneficial tender to the tender under evaluation, multiplied by 100.

9.5 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.

For the criteria that may be expressed numerically, in respect of which the most beneficial tender will take the minimum value (sub criteria A to G), the tender under evaluation shall be assigned a score resulting from the ratio of the score of the most beneficial tender to that of the tender under evaluation, multiplied by 100.

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 supplier 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 supplier 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.

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

10. BUSINESS AND PAYMENT TERMS, DRAFT FRAMEWORK AGREEMENT

- 10.1** The payment and business terms and conditions are specified in the binding draft framework agreement (Annex 2 to this TD).
- 10.2** This framework agreement draft is binding to the bidder. The bidder is only allowed to complete the framework agreement draft with information marked as incomplete [·]
- 10.3** The bidder shall submit the draft framework agreement signed by a person authorised to act on behalf of or for the bidder as part of the bidder's bid in a plain copy. In case the draft framework agreement is signed by a representative (attorney), a plain copy of their power of attorney has to be included in the bid.
- 10.4** In the case of a joint bid, the draft framework contract shall specify all the participants and shall be signed by persons authorised to act for each participant, or signed by an attorney authorised to sign the joint bid, and the bid shall include a plain copy of the power of attorney.

11. PUBLICATION OF THE TD

Pursuant to Section 96(1) of the Act, the contracting authority shall publish the full TD as well as any potential clarification thereof, amendments and additional information at its contracting authority profile / electronic instrument at https://mfcr.ezak.cz/profile_display_53.html

12. REQUEST FOR CLARIFICATION OF THE TENDER DOCUMENTATION, COMMUNICATION IN THE COURSE OF THE TENDER PROCEEDING

12.1 In the sense of Section 98 (3) of the Act the bidder is entitled to request from the Contracting Authority clarification hereof via the data box of the Contracting Authority, electronically by email to: hkusickova.michala@stc.cz or via another electronic instrument.

12.2 The Contracting Authority shall publish the written clarification hereof including the accurate wording of the inquiry without the inquiring supplier's identification but with potential related documents within 3 business days from receipt of the supplier's inquiry, in the Contracting Authority's profile / electronic instrument.

12.3 The contracting authority may also provide written clarification of the present TD to the suppliers without a prior request.

12.4 To comply with the principle of equal treatment of all bidders, the potential clarifications, amendments or additional information to the tender documentation may not be provided by phone. **The suppliers are therefore recommended to periodically monitor the contracting authority's profile / electronic instrument https://mfcr.ezak.cz/profile_display_53.html.**

12.5 The contracting authority hereby emphasizes that in compliance with Section 4 (1) of Decree No. 260/2016 Coll., on specification of more detailed conditions concerning electronic instruments, electronic acts in public procurement processes and conformity certification, in communication by means of an **electronic instrument** a document shall be deemed delivered already at the **moment of receipt of the data message at the electronic address of the data message addressee in the electronic instrument.**

12.6 The contracting authority further emphasizes that in compliance with Section 211 (6) of the Act, in communication by means of a **data box** a document shall be deemed delivered at the **moment of its delivery to the data box of the addressee.**

13. OTHER TENDER CONDITIONS OF THE CONTRACTING AUTHORITY

13.1 The present TD is binding upon the supplier.

13.2 Where, as part of the proof of compliance with the capacity requirement or elsewhere in the tender, the contracting authority requires that the bidder 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 bidder. If an agent authorised through a power-of-attorney acts on behalf of the bidder, the tender must include a plain copy of the power-of-attorney.

- 13.3** In their tender, the bidder shall include an **excerpt from the Register of VAT Payers**—the bidder (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 bidder 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”.
- 13.4** The foreign bidder shall include in the bid a plain copy of a sworn statement on banking account or possibly VAT documents demonstrating VAT registration in the Czech Republic and a statement in a plain copy proving that the Provider is a reliable VAT payer. The bidder may use the sample solemn declaration provided in Annex 5 to this TD.
- 13.5** In accordance with Section 48(9) of the Act, the contracting authority is required to exclude the bidder from the tender procedure if the contracting authority finds out that the exclusion conditions as defined under Section 48(7) of the Act apply to the bidder, i.e. the selected bidder is a joint stock company or has a legal form similar to that of a joint stock company and has not issued book-entered shares only.

14. CONDITION FOR FRAMEWORK AGREEMENT AWARD

- 14.1** The contracting authority requests from the selected supplier to submit, before execution of the framework agreement, pursuant to Section 104 letter a) of the Act, a sample of the rolled film with at least 100 standard metres of the film in the width of 23 mm, 1" hollow, with design elements pursuant to the Technical Specification, to be supplied to the contracting authority for the purpose of the public procurement project implementation (hereinafter just “sample film”). The submitted sample film must meet all requirements of the contracting authority specified herein, including but not limited to the requirements of Annex 1 hereto.

The selected supplier shall submit to the contracting authority the film sample in 2 weeks at the latest from receipt of the request of the contracting authority for the film sample submission in compliance with Section 122 (3) of the Act. The film sample shall be delivered by the selected supplier to the following address: **Production plant I, Růžová 6, descriptive No. 943, 110 00 Prague 1, Czech Republic**, to the contact person named Monika Kičová, phone +420 236 031 221, mobile: +420 731 694 534, e-mail: kicova.monika@stc.cz

The contracting authority shall test the submitted film sample in compliance with Section 104 letter b) of the Act.

The contracting authority shall test the submitted film sample by the procedure pursuant to Annex 7 to this TD. The purpose of the test will be verification of compliance with the properties required by the contracting authority hereby or in the Technical Specification forming Annex 1 hereto. The contracting authority shall issue a film sample quality assessment protocol with the results of the performed test.

If the selected supplier fails to submit the film sample or if the submitted film

sample does not meet the requirements of the contracting authority, then the selected supplier shall be excluded from the tender in compliance with Section 122 (7) of the Act.

14.2 In accordance with Section 104(1)(a) of the Act, before signing the contracts, the selected bidder is required to submit a plain copy of an insurance contract with the subject of third-party damage liability insurance of the supplier with an indemnity limit of at least the assumed value of the subject-matter of the public procurement project.

14.3 If details regarding the actual owner of a selected supplier cannot be determined in the manner according to Section 122 (4) of the Act, the Contracting Authority in the demand according to the provisions of Section 122 (5) of the Act shall call upon the selected supplier, if a legal entity, to submit an extract from records or similar records with details about the actual owners, or:

- a) For revelation of identification details of all persons who are the actual owners, and
- b) For submission of documents showing the relationship of all the persons under (a) to the supplier; these documents include, but are not limited to:
 - 1. extract from the Commercial Register or an equivalent register,
 - 2. list of shareholders,
 - 3. decisions of the statutory body regarding the payment of a share of the profit,
 - 4. memorandum of association, deed of foundation or articles of association.

Failure to present the above specified documents demonstrating the existence of the actual owner will constitute a reason to exclude the selected bidder from further participation in the tender.

14.4 In accordance with the provision of Section 122(3)(a) of the Act, the selected supplier 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.

15. TENDER SUBMISSION CONDITIONS

15.1 All documents or declarations where signature of the bidder is required must be signed by the statutory body of the bidder or a person authorised to act on behalf of or for the bidder.

15.2 Where the bidder 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 in its plain copy.

15.3 The bid shall be submitted in the Czech language except for the framework agreement (Annex 2 hereto) which shall be submitted in Czech and in English language versions. Should any part of the bid be in other than the Czech language, it must be translated (plain translation) into Czech. Documents in Slovak and proof of completed education in Latin shall be submitted by the supplier without a translation into Czech.

- 15.4** A submitted tender must contain the documents required by law and demanded by the contracting authority, including the required documents and information.

16. FORMAL REQUIREMENTS FOR THE TENDERS

- 16.1** The deadline for bid submission shall end on 13th March 2019 at 11.00 am.

- 16.2** The applicant shall prepare a written bid **in electronic** form.

16.3 Submitting bids in electronic form:

- The bid shall be submitted through the E-ZAK electronic tool available at: https://mfc.ezak.cz/profile_display_53.html.
- All parts of the bid must be legible. No part of the bid may contain crossed-out words or transcriptions which could be misleading for the contracting authority.
- **In order to submit the bid, the applicant must register in the electronic tool. An electronic signature may be required during the registration process.**
- The PC system requirements necessary for proper bid submission are available at: <http://www.ezak.cz/faq/pozadavky-na-system>.
- You may test your browser and system using the following link: https://mfc.ezak.cz/test_index.html.
- Detailed instructions on how to use the electronic tool are available in the "user's manual" available at: <https://mfc.ezak.cz/manual.html>.
- In order to eliminate any doubt, the contracting Authority would like to point out that **it is not necessary to sign the bid electronically.**

- 16.4** The contracting authority recommends using the following bid structure:

- Table of contents of the tender
- Tender cover sheet (Annex 4 to the present TD)
- Binding draft framework agreement (Annex 2 to this TD)
- Document proving compliance with the capacity requirements arranged in the following order (Annex 5 of the present TD):
 - basic capacity,
 - professional capacity,
 - technical capacity
- Extract from the Register of VAT Payers pursuant to Art. 13.3 hereof or an affidavit according to Art. 13.4 hereof (Annex 6 to this TD)
- List of subcontractors (Annex 7 to the present TD)

- 16.5** Where the contracting authority demands, under the present TD, the submission of documents that must also be submitted as part of the draft framework agreement, it is sufficient for the bidder to submit a single copy of such documents as part of their tender.

- 16.6** The bidder is exclusively responsible for the completeness of the submitted bid – the list of documents contained in this article of the TD is for reference only and is intended to help the bidder to compile the bid – if the list fails to indicate a

document, whose inclusion in the bid would otherwise result from the tender documentation or from the law, the bidder will not be relieved from the responsibility for the incompleteness of the submitted bid by simply pointing out the incomplete list of documents.

17. OPENING SESSION

The electronic bid opening process is a non-public event.

18. RIGHTS OF THE CONTRACTING AUTHORITY

The contracting authority hereby reserves the right to publish information about exclusion of a bidder or the notification about the supplier selection in the contracting authority profile. In such case the notification shall be deemed delivered to all bidders at the moment of its publication.

19. OTHER PROVISIONS

- 19.1** The contracting authority shall not reimburse the bidders for any costs incurred in connection with their participation in the tender.
- 19.2** After making the framework agreement with the selected supplier, the contracting authority shall, pursuant to the relevant provisions of Section 219 of the Act, publish the wording of the framework agreement with the selected supplier, including any amendments and schedules thereto, on the contracting authority's profile and in the Register of Contracts.
- 19.3** The contracting authority reserves the right to verify or obtain clarification for any information provided by the bidders in their tenders before making the final decision on the selection of the best bid.
- 19.4** The tenders or individual of the tenders submitted by the bidders or excluded bidders shall not be returned.

20. ANNEXES

- Annex 1 – Technical Specifications (*in Czech and in English*)
- Annex 2 – Draft Framework Agreement (*in Czech and in English*)
- Annex 3 – Bid Cover Sheet
- Annex 4 – Affidavit on Compliance with Qualification Requirement
- Annex 5 - Affidavit about Bank Account and VAT Payer Reliability
- Annex 6 - List of Subcontractors
- Annex 7 – Film Testing (*in Czech and in English*)

In Prague, on

19/2/2019



STÁTNÍ TISKÁRNA CENIN

státní podnik (23)

110 00 PRAHA 1, RŮŽOVÁ 6

IČ: 00001279

DIČ: CZ00001279

12. [Signature]

Tomáš Hebelka, MSc,
CEO

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



STÁTNÍ TISKÁRNA CENIN

státní podnik (4)

110 00 PRAHA 1, RŮŽOVÁ 6