

STÁTNÍ TISKÁRNA CENIN, státní podnik
Prague 1, Růžová 6, House 943, Postal Code 110 00, Czech Republic
Represented by: Tomáš Hebelka, MSc, CEO
(hereinafter referred to as „Contracting Authority“)

In Prague, on 26. 6. 2020

EXPLANATION OF TENDER DOCUMENTATION - VI.

The Contracting Authority of the over-threshold public contract **“Supply of Polycarbonate ID1 Prelams with Contactless Chip Modules for Electronic Residence Permit Cards (eRP) and Electronic ID Cards (eID)”** being awarded in an open procedure pursuant to Act No. 134/2016 Coll., On Public Procurement¹, as amended (hereinafter referred to as “Act”), hereby explains the tender documentation in accordance with Sec. 98 of the Act.

Explanation 1:

The Contracting Authority hereby further clarifies and informs the suppliers in order to simplify the process of tender submitting that in accordance with Art. 17.3 the applicant must be registered in electronic instrument / suppliers database “FEN” that is connected to E-ZAK in order to submit the tender. In case the applicant already has an account on E-ZAK must be the account connected with “FEN”. Please find bellow links where you can register and find instructions.

Website of “FEN” (there is possible to change language to Czech or English):

<https://fen.cz/#/>

Instructions how to create account and verify your identity in English:

<https://sites.google.com/fen.cz/napovedafen-en>

Instructions how to create account and verify your identity in Czech language:

<https://sites.google.com/fen.cz/napovedafen>

Before you start the registration process, please make sure you have:

- 1) a document proving the subjectivity of the organization (e.g. an extract from the business register, certificate of incorporation or another similar document),
- 2) a power of attorney to act on behalf of the organization (if you are a statutory representative, you do not need a power of attorney); you can find a template of the document here, but it is also possible to use your own,

¹ Please find the English version of the Act under this link: http://www.portal-vz.cz/getmedia/ac061a0a-d8c1-4ff1-b8d2-691aa89269b1/Zakon-c-134_2016-Sb-o-zadavani-verejnych-zakazek.pdf Please note that unfortunately it is not the final version of the Act, which has been amended afterwards.

- 3) an electronic signature based on a qualified certificate (for the electronic method of contractor verification).

If the supplier does not dispose of corresponding quality of electronic signature as required during the process of verification the identity, there is another **off-line option** which includes downloading of the document which must be signed in paper version and sent along required documents (points ad 1) and 2) stated above) via post. Please follow the given manuals, where everything is described.

Contact detail for technical support:

+420 515 917 947

Explanation 2:

In accordance with Art. 9.2.3 (a), (d) and Art. 9.2.2 (b), (e) of Tender Documentation **all Contractors regardless the country they are seating or running their businesses** shall demonstrate compliance with a certain part of the required basic capacity **in relation to the Czech Republic** by submitting:

- a certificate issued by the competent Czech tax authority
- a certificate issued by the applicable Czech Social Security Administration

Among other requirements based on the Tender Documentation, if you decide to submit your tender, the Contracting Authority recommends to contact the authorities stated below to get mentioned documents and the Contracting Authority took the opportunity to prepare usable versions of required applications that need to be submitted, which are **attached to this "Explanation VI"**. Please note that the Contracting Authority does not bear any responsibility if there is a trouble or complication within the process of applying for these documents based on the given forms.

This step is being made to remove any prospective barrier or other obstacles to get these documents. Furthermore, the Contracting Authority hereby notifies that these applications may be by all means used by all contractors regardless the country they are seating or running their businesses.

The Czech authorities accept only applications drafted in Czech language, so only Czech versions of the forms shall be filled and attached with a copy of commercial register extract (and an original of power of attorney if needed) and sent to the appropriate addresses via post. Email is not allowed.

The English versions of forms shall be considered only as a literal translation for foreign suppliers to know what they are filling out.

Finanční úřad pro Prahu 1 (Tax Authority for Prague 1)

Address: Štěpánská 28, 112 33 Praha 1

<http://urad-praha.cz/financni-urad-praha-1-uzemni-pracoviste>,

Phone: +420 224 041 157, Mrs. Pokorna,

Email: dagmar.pokorna@fs.mfcr.cz

Note that administrative fee of 100 CZK shall be paid.

In accordance with the Czech legal system it may take up to 30 days the certificate to be issued.

Pražská správa sociálního zabezpečení, územní pracoviště pro Prahu 8

(Prague Social Security Office, local office Prague 8),

Address: Trojská 1997/13a, 182 00 Praha 8,

<http://www.cssz.cz/cz/kontakty/krajska-a-okresni-pracoviste/praha/prazska-sprava-socialniho-zabezpeceni.htm>,

Phone: +420 283 104 543, Mrs Klozová

Email: jitka.klozova@cssz.cz

No fee.

In accordance with the Czech legal system it may take up to 30 days the certificate to be issued.

Annexes:

1. Annex_1_Form_financial_CZE
2. Annex_2_Form_financial_ENG
3. Annex_3_Form_social_CZE
4. Annex_4_Form_social_ENG

Kind regards,

Mgr. Zuzana Šenoldová
Head of Public Procurement
for the contracting authority
STÁTNÍ TISKÁRNA CENIN, státní podnik