

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 15. 7. 2020

EXPLANATION OF TENDER DOCUMENTATION - I.

The Contracting Authority of public contract „**Production and Supply of Self-adhesive Paper for EU Visa Production**“ being awarded in a simplified below-threshold 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:

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** bellow 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 I”**. Please note that the Contracting Authority does not bare 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.

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.

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.

The Contracting Authority hereby confirms that in order to prove the basic capacity **for purposes of tender submission** it is sufficient to submit the declaration in Annex 3a of the Tender Documentation as a substitution of the actual documents. In accordance with Sec. 122 (3) of the Act the Contracting Authority afterwards requests **the selected supplier (the winner)** to provide the originals of the actual documents (ie. not declaration) **before signing a contract**. Since it takes a certain time to obtain the documents, the Contracting Authority recommends applying for them as soon as possible.

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