

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, date: *as per the electronic signature*

EXPLANATION OF TENDER DOCUMENTATION - II.

The Contracting Authority of the over-threshold public contract „**Laminating Press Delivery**“ 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.

Question 1:

Background:

The current STC tender STC/4677*/FÚ/2020/1 requires submission via the E-ZAK portal.

But, in accordance with legislation and increasing cyber security requirements, the rules for electronic communication have been tightened up in E-ZAK: contractor identity verification is required to send an electronic tender, request to participate, indicative tender, request to participate in DPS and other messages. It is also possible to use a connection to an existing FEN CCD account to do this.

Question:

It appears that we are not able to provide the required certificates for FEN registration which would exclude our company from further tenders issued by E-ZAK. Please provide us an alternative way to submit our tender response or support us with a manual registration at FEN

Answer 1:

The Contracting Authority hereby further clarifies and informs the suppliers that 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>

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.

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,
- 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 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

Accounts of contractors, who have already an account in CDD, have been already automatically merged with the account in FEN by the technical provider.

If a contractor did not have an account in CDD, or the registration has not been successfully finished there, **the contractor shall register and verify its identity in the system FEN for a tender submission as stated above.**

Please note that there is an offline option of verification of identity without a need of an electronic signature.

There is no other way for tender submitting than via EZAK electronic tool.

The Contracting Authority does not consider this explanation as alteration or supplementation of the tender documentation whose nature would demand extension of the time limit for the tender submission in accordance with Sec. 99 (2) of the Act.

Kind regards,

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