

Státní tiskárna cenin, s. p.

Registered Office: Růžová 943/6, Nové Město, 110 00 Praha 1, Czech Republic
Registered in the Commercial Register administered by the Municipal Court in Prague,
section ALX, file 296
(hereinafter the “**Contracting Authority**”)

Represented by:

Tomáš Hebelka, MSc
Chief Executive Officer

Státní tiskárna cenin, s. p. holds ISO 14298 (Management of Security Printing Processes), ISO 27001 (Information Security Management), ISO 9001 (Quality Management), ISO 14001 (Environmental Management), ISO 45001 (Health and Safety Management Standard – HSE)

INVITATION TO PARTICIPATE IN PRELIMINARY MARKET CONSULTATIONS

(hereinafter referred to as the “Invitation”)

Dear Suppliers,

in accordance with Section 33 of Act No. 134/2016 Coll., on Public Procurement, as amended (hereinafter the “Act”), we would like to invite you to participate in preliminary market consultations regarding a planned above-threshold public contract for the **supply of vehicle registration plates** (hereinafter “VRP”) in accordance with Decree No. 343/2014 Coll., on the registration of vehicles, as amended, and in compliance with ISO 7591:1982 or newer (or an equivalent solution). The base (carrier) part of the VRP must comply with standards ČSN EN 573-3 or equivalent, ČSN EN 485-2+A1 or equivalent, and ČSN EN 515 or equivalent.

The purpose of these consultations is to verify the feasibility of the subject of the planned public contract, including supplier capacity, potential logistics models, cost implications, and contractual framework suitability, as detailed below.

For a better understanding of the subject and conditions of the planned public contract, the Contracting Authority refers to a similar public contract entitled “*Supply of Vehicle Registration Plates*”, implemented by the Ministry of Transport in 2020. Compared to the contract awarded by the Ministry of Transport, the Contracting Authority intends to introduce process changes, particularly in the areas of ordering, logistics, and possible future adjustments to the technical

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specifications of the VRP. The intended changes are also the subject of verification within these preliminary market consultations. The documentation related to the above-mentioned public contract implemented by the Ministry of Transport — including the draft Framework Agreement and the specifications of VRP types — is publicly available at the following link:

[VZ0082115: Dodávky tabulek registračních značek](#)

Please note that this documentation refers to a completed public contract and not the one currently being prepared by the State Printing Works of Securities, s. p.

The results of these consultations will serve primarily for defining the terms of the future tender and do not constitute a binding offer or agreement.

The Contracting Authority informs suppliers that, if any information obtained during the preliminary market consultations is used in the preparation of the tender conditions for the public contract, the Contracting Authority will, in accordance with Section 36(4) of the Act, be obliged to:

- Identify such information in the tender documentation,
- Specify the individuals or entities who participated in the preliminary market consultations, and
- Disclose all essential information that was part of those consultations.

At the same time, the Contracting Authority reserves the right not to use the results of the preliminary market consultations for the purpose of the procurement procedure, if it determines that the results are not relevant for the preparation of the public contract.

Consultations will be conducted **in writing**, through open questions answered by suppliers. The Invitation is also provided in English for the convenience of foreign suppliers. Replies may be submitted **in Czech or English**. The list of questions forms an annex to this Invitation.

Please send your responses **by 7 November 2025, 14:00**, to: Mgr. Karolína Ochranová – ochranova.karolina@stc.cz.

Annex: Questions for Market Consultations

Prepared by: Mgr. Karolína Ochranová, Mgr. Petra Nádvorníková

Published on the Contracting Authority's profile / sent electronically via email.

Prague, electronically signed on [date]

Mgr. Zuzana Drahokoupil Šenoldová

Head of Public Procurement Department

on behalf of the Contracting Authority

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Questions for Preliminary Market Consultations – Supplier of Vehicle Registration Plates (VRP)

Supplier: [ENTER COMPANY NAME AND ID]

Contact Person: [ENTER CONTACT PERSON]

E-mail: [ENTER CONTACT EMAIL]

1. Provision of a Warehouse and Workspace in the Czech Republic

Currently, both the storage and distribution of VRP to individual municipal offices with extended powers (hereinafter referred to as “ORP”) are provided by a central facility, which has storage premises designed to hold VRP stock sufficient to cover the needs of the ORP for a period of six months. The facility also operates its own vehicle fleet, consisting of two vehicles used for the regular delivery of orders in the STANDARD or EXPRESS modes.

The Contracting Authority is considering several options for VRP storage and distribution:

OPTION A

The Contracting Authority, due to related logistics (delivery of VRP through an already contracted delivery service provider operating exclusively within the territory of the Czech Republic), is considering a requirement that the manufacturer of the VRP (hereinafter also referred to as the “Supplier”) ensure a warehouse or workplace within the territory of the Czech Republic. A portion of these premises would be leased by the Supplier to the Contracting Authority to serve as its remote workplace (storage facilities including administrative space) for the receipt of deliveries, their inspection, and handover for further distribution. The remote workplace would need to meet defined security requirements (separation from the Supplier’s production areas, secured/lockable premises with camera surveillance and recording, and IT connectivity) and must allow for the storage of VRP stock sufficient for approximately six months (spatially up to 280 pallet positions). In addition, starting from 1 July 2027, the Contracting Authority will require regular deliveries of part of the supplies to its production facility in Prague, with a frequency of approximately three times per week.

OPTION B

The Contracting Authority is considering a requirement for the complete provision of storage facilities within the territory of the Czech Republic, allowing for the storage of VRP stock sufficient for approximately six months, including the distribution of bulk orders (current STANDARD and EXPRESS order modes) to approximately 206 municipal offices with extended powers (ORP), carried out directly by the Supplier. The current delivery frequency is four times per week throughout the year, depending on the needs of individual ORP offices. The total annual mileage is currently around 80,000 km across the entire Czech Republic. The Contracting Authority would entrust the entire logistics operation to the Supplier but notes that some ORP offices are located in central urban areas that are less accessible for vehicles over 3.5 tonnes.

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In the case of this option, the Contracting Authority would also require that the Supplier lease a portion of the storage facilities to the Contracting Authority for use as a remote workplace. This requirement concerns only small administrative premises/office space used for inspection of deliveries before distribution. Under this option, the Supplier would also be required to deliver part of the VRP orders (currently in the INDIVIDUAL order mode) to the Contracting Authority's site in Prague, with a frequency of approximately three times per week.

OPTION C

The Contracting Authority is considering the option of building its own storage facilities within the territory of the capital city, Prague. In the case of this option, the Contracting Authority would require regular deliveries of orders in all modes (current STANDARD, EXPRESS, and INDIVIDUAL modes) to this facility. The delivery frequency would depend on the order intake and processing schedule, approximately three times per week.

Question No. 1.1

Is the considered option of the Supplier providing a warehouse within the territory of the Czech Republic, under **Option A or Option B**, feasible for you? How would you arrange or secure such a workplace/storage facility? If not feasible, please specify the reason.

[ENTER RESPONSE HERE]

Question No. 1.2

Is the Contracting Authority's proposed requirement for the Supplier to ensure the distribution of large orders using the Supplier's own vehicles to individual ORP offices, at the frequency requested by the Contracting Authority, feasible for you?

[ENTER RESPONSE HERE]

Question No. 1.3

From your perspective, what are the advantages, disadvantages, or practical implications of each option (Options A to C)? Do you see any alternative solutions for storage or subsequent logistics? If yes, please describe.

[ENTER RESPONSE HERE]

Question No. 1.4

What is the price impact of each of the above-described options? How would each option increase your offer price compared to a hypothetical offer price under the current VRP distribution model?

[ENTER RESPONSE HERE]

2. Logistics of VRP Orders and Packaging Methods

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Currently, STANDARD and EXPRESS orders from the contracting entity, the Ministry of Transport, are sent to the manufacturer electronically via a data mailbox, while INDIVIDUAL orders are submitted directly through the designated IT system.

Orders in the STANDARD mode are sorted and categorized by regions; the numerical series of VRP is also assigned first based on regional affiliation and only then according to the type of the VRP.

The Contracting Authority is considering implementing changes to the ordering process, either from the start of deliveries or during the term of the contract with the Supplier. These changes would involve:

- Modifying the method of order collection and data transfer to the VRP Supplier (transition to automated downloading of orders by the Supplier from a designated IT system),
- Changing the frequency of bulk orders from quarterly to monthly, or dynamically adjusting based on demand from individual ORP offices,
- Modifying the packaging and distribution handover process. Instead of orders grouped by regions, for logistical reasons, the Contracting Authority would prefer orders grouped by individual ORP offices. Consequently, the Supplier would be required to sort, package, and prepare orders for subsequent distribution by ORP.

The Contracting Authority is also considering modifying the allocation of numerical series of VRP:

- Currently, ranges are assigned by region (e.g., *Region XY: 0–1000 for type 101, 1001–2000 for type 102; Region YZ: 2001–3000 for type 101, etc.*),
- The proposed change would allocate numerical series by type only, regardless of region (e.g., *0–1000 for type 101, 1001–2000 for type 102, etc.*).

Question No. 2.1

What would be the price impact of the individual requirements described in Section 2? Are these changes feasible for you to implement? How much time would you need to implement such changes if they were introduced during the term of the contract, rather than from its commencement?

[ENTER RESPONSE HERE]

Question No. 2.2

What packaging methods do you use for bulk orders and for individual packaging of one pair of VRP (type of packaging material, number of units per package, pallet transport, etc.)?

[ENTER RESPONSE HERE]

Question No. 2.3

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Based on your experience, what are the most suitable types of packaging for one pair of VRP together with the vehicle document? How are the packages labelled – for example, do you use barcodes or QR codes for automated scanning with a reader?

[ENTER RESPONSE HERE]

3. Contract Duration, Structure, and Pricing Setup

In the case of leasing warehouse premises / remote workplace as described in Section 1, Option A and Option B, do you prefer:

Question No. 3.1

- a) A pricing structure in which all costs are included in the unit price per one VRP (i.e., production, packaging, transport, and potential rent for the remote workplace),
or
- b) A price breakdown separating the costs of VRP production, transport, and rent?

[ENTER RESPONSE HERE]

The Contracting Authority is considering setting the duration of the framework agreement for VRP production to 4 years, with a possible 5-year extension as a reserved modification of the commitment.

Question No. 3.2

Is this proposed framework agreement duration acceptable for you? If not, please specify the reasons. Alternatively, what would be your preferred duration of the framework agreement for VRP production?

[ENTER RESPONSE HERE]

Question No. 3.3

What impact does the length of the contract or the total quantity of VRP supplied during the term of the framework agreement have on your price calculation? The expected offer price is a unit price per one VRP, which will remain fixed for the basic contract term, unless there is a change in the technical specification of the VRP.

[ENTER RESPONSE HERE]

4. Contractual Matters, Penalty Provisions, Bank Guarantee, Fines

Given the specific nature of the contract subject, the Contracting Authority will prepare its own draft framework agreement for the production of VRP, which will exclusively govern the contractual relationship between the Contracting Authority and the Supplier. This framework will exclude any general terms and conditions or price lists of the selected Supplier.

Question No. 4.1

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Is this approach acceptable for you? Does any part of the performance (technical or contractual) require modification by the Supplier that the Contracting Authority would have to accept without exception? If yes, please specify.

[ENTER RESPONSE HERE]

The Contracting Authority is considering requiring proof of compliance with the technical specification of VRP by submitting test results or physical samples prior to signing the framework agreement for VRP production. The samples would need to be prepared according to the Czech template with real colour execution.

Question No. 4.2

Is such a requirement feasible for you? Within what timeframe could you provide the required samples or test results?

[ENTER RESPONSE HERE]

Question No. 4.3

What would be the impact on your pricing calculation of the Contracting Authority's requirement to provide a bank guarantee — either for proper performance under the framework agreement for VRP production, or for quality assurance during the warranty period following contract termination? The value of the bank guarantee could amount to several million CZK.

[ENTER RESPONSE HERE]

Question No. 4.4

Considering that the contract performance must comply with statutory requirements, including legal deadlines for delivery of VRP to applicants, the Contracting Authority will apply contractual penalties for failure to meet certain obligations — similar to those in the current framework agreement available under the link to the 2020 Ministry of Transport tender. Is this acceptable for you? If not, please specify what level of contractual penalties would be unacceptable.

[ENTER RESPONSE HERE]

5. Innovation and Reserved Modification of the Commitment

As a reserved modification of the commitment, the Contracting Authority's end customer is considering, during the term of the framework agreement for VRP production, potential changes to the design and/or technical specifications of the VRP (for example, the addition of a QR code or a coloured symbol).

Question No. 5.1

What is your technological readiness to implement such modifications? What innovation options can you offer?

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[ENTER RESPONSE HERE]

Question No. 5.2

What would be the price impact of each potential innovation on the cost of VRP? Are you able to calculate possible price increases in advance?

[ENTER RESPONSE HERE]

Question No. 5.3

In the case of a QR code, the Contracting Authority's end customer is considering that it would contain a personalized vehicle registration number. Is this technologically feasible for you, and what would be the price impact on the cost of VRP? What other possible uses of the QR code can you offer?

[ENTER RESPONSE HERE]

Question No. 5.4

What would be an acceptable timeframe for you to implement the above-mentioned design changes? Please specify the timeframe for each type of considered modification.

[ENTER RESPONSE HERE]

6. Space for Your Comments or Observations

Proposals for alternative processes or solutions:

[ENTER RESPONSE HERE]

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