**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.

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]

1. **Logistics of VRP Orders and Packaging Methods**

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**

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]

1. **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]

1. **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**

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]

1. **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?

[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]

1. **Space for Your Comments or Observations**

Proposals for alternative processes or solutions:

[ENTER RESPONSE HERE]