**MANUAL FOR OBTAINING DOCUMENTS REGARDING BASIC CAPACITY**

**The selected supplier (i.e. the winner of the tender procedure) shall submit before the contract conclusion certain qualification documents.**

**The Contracting Authority shall accept the simple copies of such documents, no electronic originals, or authorized converted versions from paper originals to electronic originals by a state authority, are obligatory needed any more, i.e. only scanned copies are newly allowed.**

Regarding the basic capacity the following documents shall be submitted before the contract conclusion.

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. The following options are not the only ways, but they are mostly used and verified.

Other useful sources of information are at the following websites:

* <https://ec.europa.eu/tools/ecertis/#/search> *(for all suppliers)*
* <http://www.isvz.cz/ISVZ/SKD/ISVZ_SKD_text.aspx> *(Seznam kvalifikovaných dodavatelů - for Czech suppliers)*

1. **Criminal Registers/Clearance**

*In accordance with Sec. 75(1) (a) of the Act[[1]](#footnote-1): an entry in the Criminal Records in respect of Section 74 (1) a),”*

1. *of legal entity and*
2. *each and every member of the governing body of this legal person.*

*in relation to* ***the country of its registered office****.*

**Since the Contracting Authority is familiarized with the Czech legal system and environment, please find below the instructions how to get the documents in relation to the Czech Republic:**

Mostly common and comfortable option are the so called [Czech Points](https://www.czechpoint.cz/public/). Upon a personal attendance with prepared ID and so-called Czech birth number (“rodné číslo”) the Czech Points shall issue the **clearance for the natural persons** whereas it is possible to ask for the electronic as well as the paper version of the clearance. Note that administrative fee of 100 CZK shall be paid.

<https://www.czechpoint.cz/public/accord_posts/vypis-z-rejstriku-trestu/>

Regarding the **clearance of the legal entity** anybody may ask for the clearance at the Czech Points. No identification of the applicant is required.

Note that an administrative fee of at least 100 CZK shall be paid.

<https://www.czechpoint.cz/public/accord_posts/vypis-z-rejstriku-trestu-pravnicke-osoby/>

**Documents in relation to the country of the registered office which is abroad (not Czech Republic) must be obtained according to the rules of the specific country of residence.**

1. **Tax and Social Confirmations**

*In accordance with Sec. 75 (1) (b) of the Act: “b)* ***a confirmation from a relevant tax office*** *in respect of Section 74 (1) b), which proves that the supplier has not any outstanding tax arrears registered in tax records.”*

*+*

*In accordance with Sec. 75 (1) (d) of the Act: “d)* ***a confirmation from a relevant district social security administration*** *in respect of Section 74 (1) d), which proves that the supplier has not any outstanding arrears in respect of payments and penalties of social security contributions and contribution to the national employment policy.”*

**Both requirements/documents shall be proved obligatory**:

1. in relation **to the Czech Republic**

and **(!)**

1. in relation **to the country of its registered office**.

**Since the Contracting Authority is familiarized with the Czech legal system and environment, please find below the instructions how to get the documents in relation to the Czech Republic:**

**The selected Contractor regardless the country** it is seating or running their businesses shall demonstrate compliance with this part of the required basic capacity in relation to the Czech Republic.

The Contracting Authority recommends contacting 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 hereto**.

**The Czech authorities accept only applications drafted in Czech language**, so only Czech versions of the forms shall be filled, 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.

At the same time the Contracting Authority informs suppliers that the option to let a certification be sent to the Contracting Authority is mainly dedicated for suppliers that do not have their data boxes. If you have a data box, please let the certificate send to your data box and then submit it as a part of your tender, they will have the quality of electronic original.

In the case of suppliers who used this option and let the authorities send the given documents to the data box of the Contracting Authority, the Contracting Authority provides the obtained confirmations to the supplier and the supplier may use them as a part of the tender, respectively submit them upon the request before the contract conclusion.

**Contact address of Czech authorities for foreigner suppliers:**

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

Address: Štěpánská 28, 112 33 Praha 1

[Územní pracoviště pro Prahu 1 | Finanční úřady | Orgány finanční správy | Finanční správa | Finanční správa (financnisprava.cz)](https://www.financnisprava.cz/cs/financni-sprava/organy-financni-spravy/financni-urady/app/urad-kontakt/2001)

Phone: +420 224 041 111

Email: [podatelna2001@fs.mfcr.cz](mailto:podatelna2001@fs.mfcr.cz)

Note that an 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,](http://www.cssz.cz/cz/kontakty/krajska-a-okresni-pracoviste/praha/prazska-sprava-socialniho-zabezpeceni.htm)

Phone: +420 283 104 111

Email: [posta.xa@cssz.cz](mailto:posta.xa@cssz.cz)

No fee shall be paid.

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

**Contact address of Czech authorities for domestic suppliers:**

In the case of domestic suppliers, please send your application to the locally competent Tax Authorities and Social Security Office.

**Documents in relation to the country of the registered office which is abroad (not Czech Republic) must be obtained according to the rules of the specific country of residence.**

1. **Commercial Register**

*In accordance with Sec. 75(1) (f) of the Act: “a copy of an entry in the Commercial Register, or a written affirmation in the event that the economic operator is not incorporated in the Commercial Register, in respect of Section 74 (1) e)”, which proves that the supplier is not in liquidation, has been declared insolvent, in respect of whom the receivership has been imposed under another legal regulation or it is in a similar situation pursuant to the law of the country of its registered office*

Thus, suppliers submit this document only in relation to **the country of its registered office.**

**Since the Contracting Authority is familiarized with the Czech legal system and environment, please find below the instructions how to get the documents in relation to the Czech Republic.**

Mostly common and comfortable option is to download the excerpt from the website <https://or.justice.cz/ias/ui/rejstrik>, whereas from this website companies enlisted in the Czech commercial register may download the electronic version, which has a value of the electronic original. No fee shall be paid.

**Document in relation to the country of the registered office which is abroad (not Czech Republic) must be obtained according to the rules of the specific country of residence.**

Annexes:

Annex 1a – Form financial\_CZE

Annex 1b – Form financial\_ENG

Annex 2a – Form social\_CZE

Annex 2b – Form social\_ENG

**ANNEX 1a (Form\_financial\_CZE)**

Finanční úřad pro hlavní město Prahu

Územní pracoviště pro Prahu 1

Štěpánská 619/28

112 33 Praha 1

Česká republika

[nebo jiný místně příslušný finanční úřad]

V \_\_\_\_\_\_\_\_ dne \_\_\_\_\_\_\_\_

Žádost o vydání potvrzení o neexistenci daňových nedoplatků

Žádáme tímto o vystavení potvrzení o neexistenci splatných daňových nedoplatků pro společnost pro společnost [“název společnosti, sídlo a IČO“], a to z důvodu prokázání základní způsobilosti dle ustanovení § 74 odst. 1 písm. b) zákona č. 134/2016 Sb., o zadávání veřejných zakázek, ve znění pozdějších předpisů, ve veřejné zakázce [Název veřejné zakázky] zadavatele **Státní tiskárna cenin, s.p.**, se sídlem Růžová 943/6, Nové Město, 110 00 Praha 1, Česká republika, IČO: 00001279 (dále jen „**zadavatel**“).

Potvrzení o neexistenci daňových nedoplatků prosím zašlete do datové schránky: [“Vyplňte svoji datovou schránku“] / zadavatele [„pokud ji nemáte, vyplňte tuto: „**hqe39ah**”“].

V případě, že je třeba zaplatit správní poplatek, prosím o zaslání platebních údajů na níže uvedené kontakty.

V případě komplikací s touto žádostí nás, prosím, kontaktujte zde:

E-mail: \_\_\_\_\_\_\_\_

Telefon: \_\_\_\_\_\_\_\_

Přílohy:

* Výpis z obchodního rejstříku (kopie)
* Plná moc (originál)

*“Signature”*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

“*Jméno a funkce osoby oprávněné jednat jménem společnosti”*

“Název společnosti“

**ANNEX 1b (Form\_financial\_ENG)**

Tax Authority for Prague 1

Local Office Prague 1

Štěpánská 619/28

112 33 Prague 1

Czech Republic

[or different locally competent Tax Authority Office]

In \_\_\_\_\_\_\_\_ date \_\_\_\_\_\_\_\_

Application for a certificate of non-existence of tax arrears

We hereby request for a certificate of non-existence of tax arrears for the company [“name, seat and ID number of your company“], in order to prove basic capacity under the provisions of § 74 paragraph 1 (b) of Act No. 134/2016 Coll., on public procurement, as amended, in the public contract ["fill name of the public contract"] of the contracting authority **Státní tiskárna cenin, s.p.**, registered office in Růžová 943/6, Nové Město, 110 00 Praha 1, Czech Republic, ID number: 00001279 (hereinafter referred to as the “**Contracting Authority**”).

Please send a certificate of the non-existence of tax arrears, to the data box: [“fill your data box”] / of the Contracting Authority [“in case you don’t have it, fill this: **hqe39ah**””].

If an administrative fee is required to be paid, please provide us with payment details on the contacts stated below.

In case of any troubles with this application please contact us here:

E-mail: \_\_\_\_\_\_\_\_

Phone : \_\_\_\_\_\_\_\_

Annexes:

* Commercial register extract (copy)
* Power of attorney (original)

*“Signature”*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

“*Name and position of person authorized to act on behalf of the company”*

“Name of your company“

**ANNEX 2a (Form\_social\_CZE)**

PRAŽSKÁ SPRÁVA SOCIÁLNÍHO ZABEZPEČENÍ

Územní pracoviště pro Prahu 8

Trojská 1997/13a

182 00 Praha 8

Česká republika

[nebo jiná místně příslušná okresní správa sociální zabezpečení]

V \_\_\_\_\_\_\_\_ dne \_\_\_\_\_\_\_\_

Žádost o vystavení potvrzení o bezdlužnosti

Žádáme tímto o vystavení potvrzení o bezdlužnosti pro společnost [“název společnosti, sídlo a IČO“], a to z důvodu prokázání splnění základní způsobilosti dle ustanovení § 74 odst. 1 písm. d) zákona č. 134/2016 Sb., o zadávání veřejných zakázek, ve znění pozdějších předpisů, ve veřejné zakázce ["Název veřejné zakázky"] zadavatele **Státní tiskárna cenin, s.p.**, se sídlem Růžová 943/6, Nové Město, 110 00 Praha 1, Česká republika, IČO: 00001279 (dále jen „**zadavatel**“).

Potvrzení o bezdlužnosti prosím zašlete do datové schránky: [“Vyplňte svoji datovou schránku“] / zadavatele [„pokud ji nemáte, vyplňte tuto: „**hqe39ah**”“].

V případě komplikací s touto žádostí nás, prosím, kontaktujte zde:

Email: \_\_\_\_\_\_\_\_

Telefon: \_\_\_\_\_\_\_\_

Přílohy:

* Výpis z obchodního rejstříku (kopie)
* Plná moc (originál)

*“Signature”*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

“*Jméno a funkce osoby oprávněné jednat jménem společnosti”*

“Název společnosti“

**ANNEX 2b (Form\_social\_ENG)**

Prague Social Security Office, local office Prague 8

Územní pracoviště pro Prahu 8

Trojská 1997/13a

182 00 Praha 8

Czech Republic

[or different locally competent Social Security Office]

In \_\_\_\_\_\_\_\_ date \_\_\_\_\_\_\_\_

Application for a certificate of indebtedness

We hereby request a certificate of non-indebtedness to the company [“name, seat and ID number of your company“], in order to prove basic capacity under the provisions of § 74 paragraph 1 (d) of Act No. 134/2016 Coll., on public procurement, as amended, in the public contract ["fill name of the public contract"] of the contracting authority **Státní tiskárna cenin, s.p.**, registered office in Růžová 943/6, Nové Město, 110 00 Praha 1, Czech Republic (hereinafter referred to as the “Contracting Authority”).

Please send a certificate of the non-indebtedness to the data box: [“fill your data box”] / of the Contracting Authority [“in case you don’t have it, fill this: **hqe39ah**””].

In case of any troubles with this application please contact us here:

E-mail: \_\_\_\_\_\_\_\_

Phone : \_\_\_\_\_\_\_\_

Annexes:

* Commercial register extract (copy)
* Power of attorney (original)

*“Signature”*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

“*Name and position of person authorized to act on behalf of the company”*

“Name of your company“

1. Please find the English version of the Act under this link: <https://portal-vz.cz/wp-content/uploads/2019/06/Zakon-c-134_2016-Sb-o-zadavani-verejnych-zakazek-EN.pdf> Please note that unfortunately it is not the final version of the Act, which has been amended afterwards. [↑](#footnote-ref-1)