



**CZECH REPUBLIC**  
**DEVELOPMENT COOPERATION**

## Republic of Moldova

“Renovation of the Heating System of Secondary School of Huluboaia, Cahul District – thermal insulation of the walls and roof”

## Tender Documentation for a Small Scale Public Contract

2014

Ref. No.: 280702/2014-ČRA

**TENDER DOCUMENTATION**  
for a Small Scale Public Contract  
on Supply

**The Czech Development Agency**  
Nerudova 3, 118 50 Prague 1

announces

in accordance with Act No. 151/2010 Coll., on Foreign Development Cooperation and Humanitarian Aid Provided Abroad and on Amendments to Related Acts and Government Resolution No. 413 of June 13, 2012, on Foreign Development Cooperation in 2013 and the Mid-term Outlook of its Funding until 2015

Public Contract

**“Renovation of the Heating System of Secondary School  
of Huluboaia, Cahul District –thermal insulation of the walls and roof”**

The intervention will be implemented within the framework of the Czech Republic’s Official Development Assistance

(hereinafter referred to as “ODA”) in the Republic of Moldova

<b>Contracting authority:</b>	
<b>Name of the contracting authority:</b>	<b>Czech republic – Czech Development Agency</b>
Address of the contracting authority:	Nerudova 3, 118 50 Prague 1, Czech Republic
Registration Number / Tax identification number	75123924 / not a payer of VAT
Person authorized to negotiate in the contractual matters:	Ing. Michal Kaplan, Director of Czech Development Agency
Phone/fax:	+420 251 108 130/+420 251 108 225
E-mail:	kaplan@czda.cz
<b>Contact person in technical matters:</b>	<b>Mgr. Jan Cernik</b>
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The tender documentation defines the subject of the Public Contract at the level of detail necessary to prepare a proposal. The documentation contains supplementary information to the public contract notice, as well as the tender conditions that the Contracting Authority will assess, which, if not met, will result in the offer's elimination from the evaluation of tenders. The Tender Documentation is binding for the candidate.

## 1. Description of the current situation

The project is focused on the improvement of indoor conditions in the secondary school in the village of Huluboaia in order to support the educational process. The current system of winter operation - installation of a solid fuel stove for each two classrooms - has been considered as not complying with current standards. The current situation does not enable to exploit fully the potential for the education.

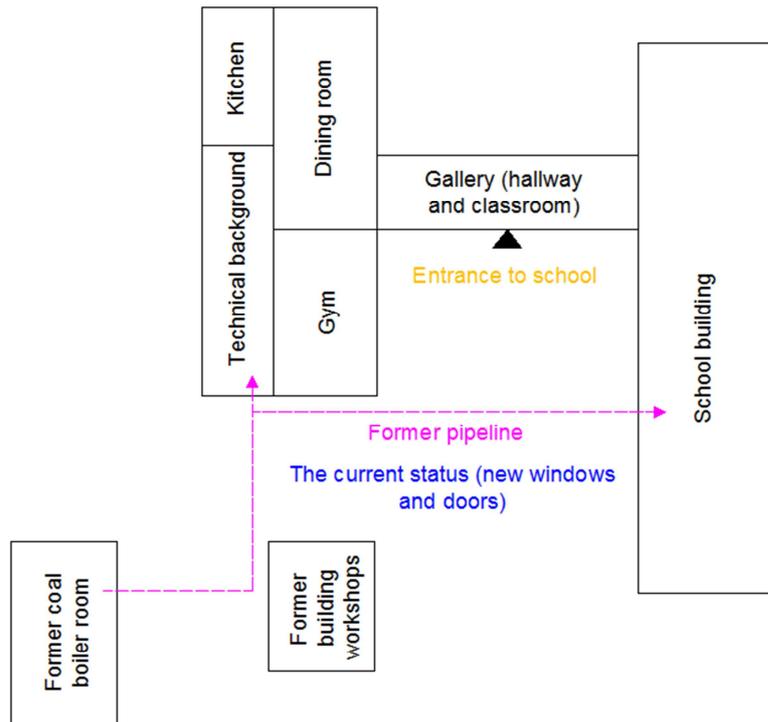
The labour market support in the Cahul region in Moldova constitutes an added value of the project. Due to high unemployment in the region together with easy biomass and machinery availability there is a potential for an energy efficient use of the biomass supply.

**The project involves the new heat source installation (for biomass), new outdoor and indoor heat distribution system and thermal performance improvement of the secondary school buildings.** The windows and door replacement for modern products with insulated glazing was supported by the Czech Development Agency in the year 2013. **On the basis of Memorandum of Understanding between the Czech Development Agency and the representatives of Cahul district (see Annex 5), the project will consist of two stages and the activities will be divided between the two partners.**

**This tender documentation is prepared for the project of thermal insulation of the walls and roofs of the secondary school buildings.**

### General Description

The secondary school in the village of Huluboaia is focused on the Russian language teaching for the minorities living in Moldova, encompassing Czechs, Ukrainians, Bulgarians, etc. The secondary school has a capacity of 320 students, however, currently there are approximately 70 students. The premises of the secondary school consist of 3 interconnected buildings (Building 1 – the school building, Building 2 – the gallery, Building 3 – the gymnasium and canteen with kitchen). The building of the „Former workshop“ (10 x 12,2 x 3,5 m – width x length x height), which is currently not in use, is located separately. The overview layout is shown below.



The coal-fired boiler room, situated near the “Former workshop” building, has been permanently out of order. Currently, the boiler room is in a poor technical condition and the boiler is not located there anymore. The original outdoor heat distribution system is out of service, too, and the heat distribution system in individual buildings was partially removed. The building of the “Former workshop” is not used (only partially - as a storage of fire wood), however, after its renovation (interior, chimney passages) it may serve as a place for the new heat source.

An energy audit was processed in the year 2013 and resulted in a proposal of a complex thermal insulation of all buildings and an installation of a new heat source using biomass, with an installed output of 150 kW. Expected heat consumption for the comfort temperature will be 330 MWh. For the source efficiency of 90 %, the heat demand in the fuel makes 367 MWh. The calculated annual costs for operation will make 165 thousand MDL (eq. 248 thousand CZK). Windows and doors were replaced by new plastic solutions with insulated glazings in 2013, too. Other thermal insulation measures have not been implemented.

## 2. Detailed specification of the Public Contract

The proposed technical solution is based on the concept solution with expected participation of the interested partners.

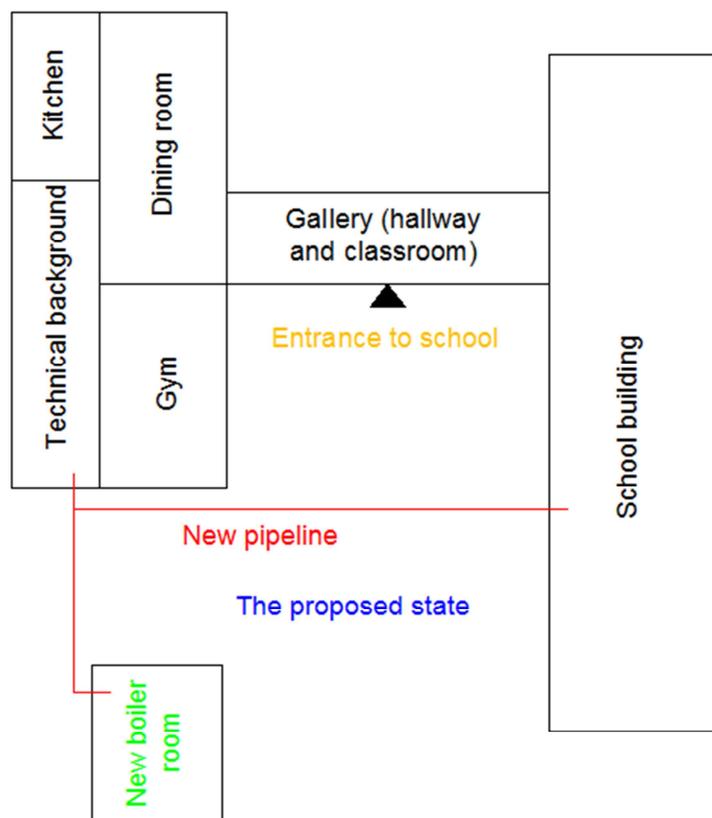
### Partner organization ensures:

- Potential legislative requirements (announcements, permits)
- Insulation of appropriate parameters of one of the buildings within the school premises, namely the Building 3 - gymnasium and canteen with kitchen.

- Terms: **Potential legislative requirements – year 2014.** Appropriate procedure will be clarified and confirmed between supplier and local partner during implementation of activity A) reconnaissance of the project locality, definition of the requirements. **Insulation of the Building 3 – year 2015.**
- **For further information related to commitments of local partner – see Memorandum of Understanding (MoU). MoU forms part of this tender documentation – Annex no. 5.**

### The supplier ensures:

- Technical documentation prepared in accordance with local legislations and standards.
- Insulation of hereinafter described parameters of two of the buildings within the school premises, namely the Building 1 – the school building and the Building 2 – the gallery.



### Technical requirements of the thermal insulation:

- Certified thermal insulation system
- The thermal insulation of sidings will be constructed from the ground level to roof attic level. The insulating material will be polystyrene or mineral fiber 120 mm thick with minimal

coefficient of thermal conductivity  $0,04 \text{ W.K}^{-1}.\text{m}^{-1}$ . The thermal insulations will be minimally 40 mm thick if it is technically feasible. The thickness of thermal insulation used for the walls and other technical details of the thermal insulation of the facade will be specified in the technical documentation. The thermal insulation surface area has been defined on the basis of approximate measurement and it is as follows:

- Building 1 – School building 707 m<sup>2</sup>;
- Building 2 - Gallery 211 m<sup>2</sup>;
- Building 3 – Gym and kitchen with the canteen 431 m<sup>2</sup>.

Note. Building no. 3 will be insulated by local partner, not by the supplier of this project.

- The thermal insulation of 1-layer flat roof will be polystyrene 200 mm thick with minimal coefficient of thermal conductivity  $0,04 \text{ W.K}^{-1}.\text{m}^{-1}$ . Also the adequate hydro insulation will be used. The thermal insulation surface area has been defined on the basis of approximate measurement and it is as follows:

- Building 2 - Gallery 175 m<sup>2</sup>;
- Building 3 – Gym and kitchen with the canteen 602 m<sup>2</sup>.

Note. Building no. 3 will be insulated by local partner, not by the supplier of this project.

- The thermal insulation of the attic floor will be made of mineral fiber 200 mm thick with minimal coefficient of thermal conductivity  $0,04 \text{ W.K}^{-1}.\text{m}^{-1}$ . The insulation layer will be laid on the attic floor (original structure of 1layer flat roof) between the wooden structures, prepared for eventual future surface adjustment (laying the floor plants). The thermal insulation surface area has been defined on the basis of approximate measurement and it is 694 m<sup>2</sup>.
- The surface areas of insulated structures are approximate. The allowable tolerance of the area for the purpose of proposal is  $\pm 15 \%$ .

### **Expected progress of work including a time schedule:**

#### **A) PREPARATION OF TECHNICAL DOCUMENTATION**

- Technical documentation will be prepared in compliance with local legislation and standards
- Technical documentation will be processed in Czech or English and in 1 of the local languages – Russian or Romanian – the supplier will specify the language in cooperation with local partner. The documentation will be handed over in electronic and in printed versions.
- Meeting with local partner in order to introduce time schedule of the project implementation and clarification of legal procedures – e.g. construction permits etc. Results of the meeting shall be formally acknowledged (protocol minutes of meeting).

- *Deadline: no longer than 3 weeks after the signing of the contract a draft project documentation will be submitted to the Czech Development Agency in Czech or English and to the local partner organization in one of the selected local languages. The project documentation will be completed and handed over by a week after the Czech Development Agency and the local partner comments. // Minutes of meeting describing results of the meeting with local partner.*

## B) PROJECT IMPLEMENTATION

- The process of sidings insulation of the campus buildings must be provided in the days when the temperature reach 4 °C and higher to comply with the technical standards.
- The process of 1-layer flat roof insulation (Building 2 and Building 3) must be provided in the days when the temperature reach 4 °C and higher to comply with the technical standards. The structure also must avoid water leaks into the building.
- In project implementation the adequate safety measures will be provided to minimize the potential risk for the employees and students of the school.
- Czech Development Agency recommends the implementation of thermal insulation (both – walls and 1-layer roof) at the same time for the reason of implementation period reduction (implementation is not in the collision and 1 joint scaffolding will be used). This joint method is also useful for the higher quality interconnection of the structures.
- Photo documentation of the project implementation will be processed.
- *Deadline: no longer than 12 weeks from the date of the final technical documentation processing (activity A).*

## C) FINAL PROJECT HANDOVER

- The warranty period is valid from the date of final handover to the beneficiary for operation.
- A part of handover protocol will be the list of faults/backlogs that will be fixed by the implementer as soon as possible. The related photo documentation will be provided.
- *Deadline: by 1 week from the finalization of the activity B)*

## D) DOCUMENTATION OF THE REAL IMPLEMENTATION

- Documentation of the real implementation will be processed and handed over to representatives of Czech Development Agency and representatives of the beneficiary.
- The documentation of the real implementation will be prepared in one of the local languages – Russian or Romanian. Preferred local language will be selected by the

supplier in cooperation with the local partner organization. The documentation will be handed over both in electronic and printed versions.

- *Deadline: no longer than 21 days after the finalization of the activity B)*

### **Partner organizations:**

#### **Administration of Cahul District**

Piata Independentei, 2, Cahul, Republica Moldova, MD 3909

Tel.: (+373 299) 34988, 31400

**Contact Person from the Administration of Cahul District – Mr. Avram Micinschi, president of Cahul District**

E-mail: micinschi.avram@yahoo.com

Tel.: (+373) 079115490

#### **Administration of the secondary school in Huluboaia**

Address: Huluboaia village, Cahul District

**Contact Person from the secondary school of Huluboaia – Ms. Caranfil Iulia, director of the school**

Tel.: (+373) 29976133

### **3. Term and place of the performance of the Public Contract**

#### **Term of the performance of the Public Contract**

The Public Contract shall be executed on the basis of a contract concluded between the CDA and the candidate.

The Contracting Authority has specified the following conditions associated with the term of performance of the Public Contract:

- **Deadline for starting the performance of the supply:** immediately after the contract is signed with the candidate – assumption: **15. 08. 2014**
- **Deadline for completing the performance of the supply: 05. 12. 2014 latest**

#### **Place of performance of the Public Contract**

Place of performance are premises of secondary school “Yaroslav Gashek” in Huluboaia village, Cahul District. All the activities described in chapter no. 2 – Detailed specification of the Public Contract, subchapter “Expected work schedule and time schedule” in the year of 2014, in the place of implementation.

Hand over and commissioning will be shown in the Declarations of grant prepared by the chosen candidate - supplier. The template of Declaration of grant will be provided by the Czech Development Agency.

Declaration of Grant will clearly state also the period of guarantee.

#### 4. Expected value of the Public Contract

**Expected value of the Public Contract: 1.950.000 CZK ,-**

**The total amount of funds, which will be released for the execution of the Public Contract in the period of 08. 2014 – 12. 2014 is in a maximum of CZK 1.950.000,- CZK.**

This is the maximum possible price that cannot be exceeded. The amounts stipulated for the specific years are also the maximum amounts. Should the candidate's offer contain a value that exceeds this amount, the Contracting Authority shall eliminate the candidate from the tender proceedings for failure to comply with the tender conditions.

The total tender price including eventual VAT, must include all of the costs of the candidate performing the Public Contract, including all taxes, all other fees, as well as the risks associated with the effects of the changes of the Czech Republic's exchange rates, general price developments and all other costs of the candidate/contractor, except VAT in the Republic of Moldova and the customs fees on imports into the country.

#### 5. Requirements for proof of qualifications

The qualifications for this Public Contract shall be proven in the following way and according to the requirements specified below:

Proposed professional qualification for Implementer:

- The candidate shall demonstrate that he himself or one of his suppliers have already delivered a contract of thermal insulation of building walls by using certified thermal insulation system, with insulated surface area min. 450 m<sup>2</sup>.
- The candidate shall demonstrate that he himself or one of his suppliers have already delivered a contract of a 1-layer flat roof including hydro isolation using certified thermal insulation system, with insulated surface area min. 150 m<sup>2</sup>.
- The candidate shall demonstrate that he himself or one of his suppliers have delivered at least three contracts of thermal insulation of the walls or roofs in last 5 years.
- By presenting certificates of the education and professional qualification of the candidate or of the candidate's managers or persons in a similar position and persons responsible for providing the relevant services. The candidate shall comply with the qualifications by presenting a description of the implementation team, the roles of respective person, their experience with similar contracts and their structured CVs. **The Contracting Authority requires that at least one person responsible for managing of the project must have experience with a project of a similar nature – experience with complex thermal insulation of a building (walls and roofs) – with investment minimal costs for one contract 1.500.000,- CZK in last three years. Also Designer shall have at least 5 years of professional experience.**

The description of the implementation team shall be included in the “Contract Performance Description” document.

- All team members of the candidate must be substitutable by persons with similar experience in the case of their inability to participate on the project. **Such substitutability shall be declared by declaration of the candidate. Declaration will form a part of proposal.**
- Copy of thermal insulation certification shall be presented. Confirmation shall be done by presentation of adequate documentation (certificate or similar).

The selected candidate – supplier, will prove qualifications for this Public Contract in the following way and according to the requirements specified below:

- By presenting an extract from the Public registry, Businesses and Property registration if the supplier is registered there, or an extract from another similar register if he is registered there. Extracts from the Public registry, Business and Property registration may not be older than 90 calendar days.
- By providing copies of documents on the authorization of activities having a relation to the Public Contract; the documents may not be older than 90 calendar days.
- By providing proof of the clean criminal record of the candidate’s statutory representatives and of the persons responsible for managing the project.

In cases where the proof of the qualification is provided through sub-suppliers, the supplier is obligated to submit to the Contracting Authority a contract concluded with the sub-supplier that proves the sub-contractor’s commitment to provide services designated for the performance of the Public Contract by the supplier or to provide items or rights that the supplier will be authorized to handle when delivering the Public Contract, namely at least in the scope in which the sub-supplier proved his compliance with the qualification requirements.

### **Consequences of non-compliance with the qualification requirements**

Suppliers who do not comply with the qualification requirements in the required scope shall be eliminated by the Contracting Authority from participating in the tender proceedings.

### **Authenticity and age of documents**

The candidate shall deliver simple copies of the documents proving his compliance with the qualification requirements. Documents proving compliance with the qualification requirements that are in a language other than Czech or English must be delivered in an officially translated version. Documents proving compliance with the basic qualification requirements as well as the extract from the Public registry, Business and Property registration may not be older than 90 calendar days on the last day as of which the qualification compliance is to be proven.

## 6. Proposal format for submission

The candidate’s proposal shall be prepared in writing exclusively in English and shall comply with the Contracting Authority’s requirements in this tender documentation.

### PROPOSAL CONTENT:

#### 1) *Documentation part:*

- Proposal cover sheet, see Annex No. 1, containing the following declaration: *The candidate’s declare that the specified final tender price is the final price and the maximum permissible price for the entire duration of the Public Contract.*
- The contents of the proposal including the page numbers for specific sections (chapters, parts)
- Completed and signed evaluation criteria list. Document shall be signed by a person authorized to act on the candidate’s behalf (see Annex no. 2 to this document).
- A list of the submitted documents proving the candidate’s qualification
- Specific documents used by the candidate to prove fulfillment of the qualifying criteria. Include power of attorney for person authorized to act on the candidate behalf (if necessary).

#### 2) *Technical part:*

- other documents (according to the Contracting Authority’s requirements for the preparation of the offer in the individual points of this tender documentation)
- **The “Contract Performance Description” document** in which the candidate shall describe in detail the proposed project implementation methods and steps (specific steps and methods, description of the intermediate implementation stages); the document shall also contain:
- a brief description of the project implementation including planned time schedule, prepared in accordance with Contracting Authority requirements (see Chapter no. 2 – subchapter “expected work and time schedule”);
- a description of project implementation staffing (project management structure, roles of the individual team members, their practical experience, allocation of responsibilities for individual project outputs);
- a brief risks and assumptions analysis;
- breakdown of the tender price – at least to the level of steps prepared by the Contracting Authority (use form attached in annex no. 3 – breakdown of the tender price);
- description of the products planned for delivery and installation, which should definitely show the accordance of the products with the Technical specification (see chapter no. 2 – subchapter “List of requested items for installed technology”);
- the warranty length to complete delivered technology in full months;

- method and conditions of the provision of the warranty service, i.e. days until the solution of the emerged problem.
- other requirements by the Contracting Authority according to Article 13 of this tender documentation (supplier system);
- Consent to be included into the Contracting Authority database: Declaration of consent to the publication of identifying information about the candidate and the amount of funds utilized to implement the project on the Contracting Authority website and in other information materials relating to ODA (official development aid).

The “Contract Performance Description” document, which the candidate submits as a part of the offer, shall be binding for the candidate. The information contained in this document shall be evaluated in the offer evaluation according to the declared evaluation criteria specified in this tender documentation.

The “Contract Performance Description” document of the corresponding winning offer shall become a part of the contract when the commercial contract on the project implementation is executed.

- Attach to the offer completed draft agreement pursuant to Annex No. 4 signed by the candidate. Document shall be signed by a person authorized to represent the candidate.

Note: Completed and signed draft agreements shall contain beside other the tender price.

- The last sheet of the offer shall be the candidate’s declaration specifying the total number of sheets of all parts of the offer; it shall be signed by a person authorized to represent the candidate.

## FORMAT OF THE PROPOSAL

The proposal, including all documents, shall be prepared in electronic version. All sheets included in the proposal shall be numbered using a consecutive numerical sequence.

All the materials should be compressed to the RAR or ZIP format. The proposal should be sent via e-mail to the address “cernik@czda.cz” (the copy of the e-mail sent to “chisinau@embassy.mzv.cz”).

The subject of the e-mail should be the following: “Heating System in Huluboaia – new heat source”. The following template should be included in the body of e-mail with the basic information about the candidate:

**Business name, respectively name of the candidate or multiple suppliers jointly, legal form**

Identification number (or registration number)

**Candidate or Candidate’s registered office or residence**

Post code Municipality/City

Public Contract – open proceedings

**“Renovation of the Heating System of Secondary School in Huluboaia, Cahul District – thermal insulation of the walls and roof”**

## 7. Tender price preparation method

Requirements for the method used to prepare the tender price and the objective conditions under which it is possible to exceed the tender price:

- The candidate shall specify the total tender price in Czech crowns.
- The total tender price including eventual VAT, must include all of the costs of the candidate performing the Public Contract, including all taxes, all other fees, as well as the risks associated with the effects of the changes of the Czech Republic’s exchange rates, general price developments and all other costs of the candidate/contractor, **except VAT in the Republic of Moldova and the customs fees on imports into the country, because the performance of the Public Contract is exempt from these payments, based on the Agreement on Development Cooperation, see annex No. 6.** By submitting a proposal in this tender procedure, the candidate acknowledges that the price offered by him must include all of the above mentioned costs of the performance of the Public Contract. **The candidate is obligated to include these costs in the tender price.**
- The Contracting Authority shall not allow the tender price to be exceeded. The tender price shall be valid for the entire duration of the Public Contract.

## 8. Commercial and payment conditions

### Commercial conditions

The Contracting Authority has stipulated the commercial conditions for performance of the Public Contract, namely in the form of a draft contract of a mandatory nature. The text of the draft contract is a part of the tender documentation (Annex No. 4).

The candidate shall fill in the missing information in the electronic version of the draft agreement and submit it as a part of the proposal.

The candidate shall fill in the marked blank fields in the text of the draft contract without in any way changing the wording of the draft. If the candidate modifies the wording of the contract in a way other than the method specified above, he shall be eliminated from the tender proceedings.

The candidate shall attach the annexes to the contract as a part of the proposal. If certain parts of the proposal are also annexed to the contract, it is not necessary to attach them twice.

## Payment conditions

The payment conditions are specified in the Annex No. 4 - draft contract. All the payments should be carried out in CZK.

## 9. Proposal evaluation method

The proposals shall be evaluated based on the **economic benefits** of the proposals using the following criteria:

### Partial criteria

Description of the criteria	Weights in %:
a) Total tender price including VAT	70 %
b) Implementation period	10 %
c) Duration of the warranty guarantying defect free operation	20 %

### Specification of individual partial criteria and the evaluation method

In partial criterion a), the Contracting Authority shall evaluate the total tender price in CZK. The total tender price must be presented beside other in the Annexes No.1, 2, 3 and No.4 of the tender documentation. The tender price is the total price.

The Contracting Authority shall evaluate in the partial criterion b), complete implementation period necessary for the project implementation. Complete implementation period shall not be shorter than 12 weeks and longer than 18 weeks

In partial criterion d), the Contracting Authority shall evaluate the stated duration of the warranty on the supplied material, guarantying defect free operation. In the case of defects, the supplier is obligated to provide warranty service in accordance with specification in “Contract performance description”. Such duration of warranty shall not be shorter than 24 months and longer than 60 months.

### Point value allocation method:

For the purposes of the evaluation of their proposals, the candidates are obligated to provide information as specific as possible regarding the individual partial criteria. The information provided for the purposes of the evaluation is also binding from the perspective of the subsequent performance of the subject-matter of the contract.

A scoring scale ranging between 0 and 100 points for each partial criterion shall be used to evaluate the proposals. Scores reflecting the success of the proposal shall be assigned to each evaluated proposal.

## **10. Visit to Site of Performance, requesting additional information to the tender documentation**

### **Tour of the place of the performance of the Public Contract**

The Contracting Authority will not organize a tour of the place of the performance of the Public Contract. The place of performance is publicly accessible.

### **Additional information to the tender documentation**

Any requests for the provision of additional information about tender documentation and the tender conditions shall be accepted by the Contracting Authority until seven days prior to the deadline for the submission of proposals. The requests have to be made in writing to the address of the person authorized to award contracts.

## **11. Method of delivery and deadline for the submission of proposals**

The place for the submission of Public Contract proposals is the e-mail:

To: [cernik@czda.cz](mailto:cernik@czda.cz)

Copy: [chisinau@embassy.mzv.cz](mailto:chisinau@embassy.mzv.cz)

Contact person for the acceptance of proposals: Jan Černík

**Proposals may be submitted until 12. 08. 2014, 11 am Moldovan time (CET+1), 10 am Czech time (CET).**

All candidates who submit a proposal by the deadline stipulated for the submission of proposals shall receive a proposal acceptance confirmation via e-mail. The confirmation shall contain information about the candidate and the date and time the proposal is delivered.

Each candidate may only submit one proposal.

## **12. Date and place of the opening of the proposals**

The proposals shall be opened on 12. 08. 2014, 11 am Moldovan time (CET+1), 10 am Czech time (CET) at the Contracting Authority's address (Prague, Czech Republic).

## **13. Other requirements of the Contracting Authority regarding the performance of the Public Contract**

### **Supplier system**

The Contracting Authority requires the candidate to specify in the proposal the parts of the Public Contract that he intends to assign to one or more sub-suppliers and to also specify the identification information and contact information of each sub-supplier. The candidate shall be deemed to have complied with this condition of the Contracting Authority by providing a declaration in which he describes the sub-supplier system and specifies which part of the Public

Contract the specific sub-suppliers will execute (the type of activity and percentage financial share of the subject-matter of the Public Contract shall also be specified).

The Contracting Authority requires each sub-supplier to provide his written consent to being included in the proposal as a sub-supplier (e.g., in the form of an agreement on a future contract between the supplier and sub-supplier). The candidate shall also add to the proposal a binding written declaration of each sub-supplier on the future cooperation signed by the persons authorized to act on behalf of or represent the sub-supplier.

If the candidate does not intend to assign a certain part of the Public Contract to another entity (sub-supplier), he shall add to his proposal a written Declaration specifying this fact.

## **14. Additional requirements of the Contracting Authority**

The Contracting Authority also requires:

- all of the candidate's declarations in the proposal shall be signed by a person authorized to act on the candidate's behalf
- all of the candidate's correspondence to the Contracting Authority related to this Public Contract shall be executed in Czech or English via the person authorized to award public contracts
- each message the candidate sends to the Contracting Authority via email shall have a valid electronic signature based on a qualified certificate or a valid electronic mark based on a qualified system certificate; this requirement does not apply to message delivery confirmations.

The Contracting Authority shall not allow different versions of proposals.

## **15. The rights of the Contracting Authority**

- The Contracting Authority reserves the right to refine the Public Contract specification or to add commercial and technical conditions. Any requirements to make changes in the tender conditions shall be exercised in the same way towards all candidates and in writing.
- The Contracting Authority reserves the right to not return to the candidates the proposals submitted by them or parts of their proposals.
- The costs of participating in the tender procedure and preparing the proposal shall not be reimbursed to the candidates.
- The Contracting Authority reserves the right to verify or clarify information declared by the candidates in the proposals before making the decision on the selection of the best proposal.
- The Contracting Authority reserves the right to eliminate candidates from further participation in the Public Contract if they state false information in their proposals."

## 16. List of annexes to the tender documentation

- No. 1 Proposal cover sheet template
- No. 2 Evaluation criteria list
- No. 3 Breakdown of the tender price
- No. 4 Draft contract
- No. 5 Memorandum of Understanding
- No. 6 Agreement on Development Cooperation

In Prague, on: 16 July, 2014

Prepared by: Jan Pejřil, Jan Černík, Barbora Ludvíková

Approved by:

  
Ing. Michal Kaplan  
CzDA, Contracting Authority

