

Manual for the bid preparation

Small–Scale Public Contract of the Czech Development Agency

„Construction of the Regional Educational and Consultation Apicultural Centre“

The bid has to be prepared in accordance with the Tender Documentation (TD) and its Annexes. The tenderers shall study them thoroughly in order to submit a bid properly.

A. Structure of the Bid

Following documents **have to be included** in the tender bid:

- 1. Draft Contract** – see Annex no. 4 of TD
 - Tenderer has to fill in **yellow marked** information
- 2. Technical Specification of Works** – see Annex no. 2 of TD
 - Tenderer shall not change any wording
- 3. Project Documentation** – see Annex no. 3 of TD
 - Tenderer shall not change any wording
- 4. Construction permit** – see Annex no. 7 of TD
 - Tenderer shall not change any wording
- 5. Bill of Quantity** – see Annex no. 1 of TD
 - Tenderer has to fill in **yellow marked** information
- 6. Time Schedule** – see Annex no. 5 of TD
 - Tenderer has to complete the time schedule
- 7. Qualification**
 - Tenderer has to complete Declaration of Qualification (see Annex no. 6 of TD)
 - Tenderer has to submit copies of registration documents (Commercial Register and Public Registration Certificate)

B. Form of the Bid and manner of submission

- Bid must be prepared in electronic form
- Bid must be delivered in the PDF format or in the ZIP format
- Bid must be submitted by e-mail at the address: tender@czechaid.cz
- Bid must be delivered before the time limit (August 19, 2019, 9 am of CEST/ 11 am in Georgia)

The Contracting Authority will not accept bids delivered after the time limit.