



Czech Development Agency

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“Construction of the Regional Educational and Consultation Apicultural Centre”

Tender Documentation for Small-Scale Public Contract

2019

Ref. No.: 280463/2019-ČRA

TENDER DOCUMENTATION

For a Small-Scale Public Contract
on Construction Works

Czech Development Agency
Nerudova 3, 118 50 Praha 1, Czech Republic

Announces

In accordance with Act no. 151/2010 Coll., on Development Cooperation and Humanitarian Aid and Amendments to related Acts and in accordance With Czech Government Resolution no. 435 of 26 June 2018 on Czech Development Cooperation in 2019 and mid-term outlook of it's funding until 2021

Small-Scale Public Contract

**“Construction of the Regional Educational and Consultation
Apicultural Centre”**

The intervention will be implemented within the framework of the Czech Development Cooperation with Georgia

Contracting Authority:

Czech Republic—Czech Development Agency

Represented by: Ing. Pavel Frelich, Director

Address: Nerudova 3, 118 50 Prague 1, Czech Republic

Company ID no.: 75123924

Bank connection: Czech National Bank, Na Příkopě 28,

Prague 1, Czech Republic

Account no.: 0000-72929011/0710

(“Contracting Authority”)

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1. Contact Details

Contracting Authority

- Name: Czech Republic – Czech Development Agency
- Address: Nerudova 3, 118 50 Prague 1, Czech Republic
- Registration Number: 75123924
- Tax identification number: not registered for VAT
- Person authorized to negotiate in the contractual matters: Ing. Pavel Frelich, director
- Contact e-mail address in technical matters: tender@czechaid.cz

Persons other than the Contracting Authority involved in drafting of the Tender Documentation

- Chapter 3, 4, 5, 6, 8 and 10 of the Tender Documentation and Annex no. 1 ,2 and 4 of the Tender Documentation were drafted in cooperation with Ing. arch. Vít Rejšek (ID No: 65936833, Registered office: Schnirchova 1081/35, 170 00, Praha 7 – Holešovice, Czech Republic).

Local Recipient

- Name: Agora, Union-Association
- Address: Sarajishvili st.6, 0159, Tbilisi, Georgia
- Contact details will be provided to the selected tenderer at the signing of the contract.

2. Introductory Provisions

The Tender Documentation (TD) defines the subject of the public contract at a level of detail necessary for the preparation of a tender bid. It specifies procurement conditions required by the Contracting Authority. **Tender bids that do not meet these conditions will be excluded from the procurement procedure. TD is binding for the tenderers (participants in the procurement procedure).** The Annexes no. 1-7 are an integral part of TD. TD has been prepared in English language.

The Contracting Authority strongly recommends to the tenderers to study the Tender Documentation and all its Annexes thoroughly in order to understand the requested scope of work and to submit a bid properly.

Based on the procurement procedure the Contracting Authority aims to conclude a contract with the selected tenderer (supplier). The Draft of the Contract forms the

Annex no. 4 of this TD. In the draft, the Contracting Authority is called “Contract Owner” and the selected tenderer is called “Supplier”.

This procurement procedure does not follow the Act on Public Procurement (APP) of the Czech Republic, no. 134/2016 Coll., in accordance with its Section 31. However, in accordance with Section 6 of APP, the Contracting Authority will act in a transparent and proportionate manner and all tenderers will be treated equally and without discrimination.

3. Subject of the Public Contract

The public contract will be implemented within the project “Sustainable development of beekeeping in Georgia” (Project code: GE-2016-003-FO-31181). The aim of the project is to help increase the production of quality honey and to support the introduction of efficient and good manufacturing practices through the transfer of know-how in the beekeeping centre.

The subject of the public contract is the complete construction of the Regional Educational and Consultation Apicultural Centre for a partner organization of the Contracting Authority – non-governmental organization “Agora”.

Scope of work shall contain all necessary activities for a construction of a **functional new object**. Construction works sections, specified below, shall be an integral part of the construction:

- A. Construction works;
Interior - Architectural part;
- B. Internal water supply, sanitary equipment;
- C. Internal power supply;
- D. External sewerage, water supply;
- E. Fire alarms;
- F. Video monitoring system;
- G. Cooling and heating;
- H. Computer and telephone network;
- I. TV network;
- J. Ventilation;
- K. Outdoor lighting.

Scope of work is further specified in the Annexes no. 1, 2, 3 and no. 7 of TD.

- Annex no. 1: **Bill of Quantity**
 - o The document contains measured quantities of the items of sections of construction works.

- Annex no. 2: **Technical Specification of the Works**
 - o The document contains basic description of requested works and other important information for the public contract implementation.

- Annex no. 3: **Project documentation**
 - o Project documentation consists of set of technical drawings and reports.
 - o The construction works shall be performed precisely in accordance with the project documentation, instruction of the Contracting Authority (or body appointed by the Contracting Authority) and related Georgian legislation.

- Annex no. 7: **Construction permit**
 - o Building permission for new construction of scientific research complex (III class) Nr. 4038181 issued by Architect Unit of the Tbilisi Municipality for period from 27/6/2018 – 27/6/2019. Building permission will be prolonged accordingly by relevant authorities.

During the public contract implementation, the Contracting Authority requests the supplier to hire Internally Displaced People (IDPs) in Georgia in order to cover the selected type of works.

Number of the IDPs who will be hired by the Supplier is the evaluation criterion 2) (see hereinafter).

4. Time and Place of Performance of the Public Contract

Time of performance of the public contract

The Contracting Authority sets the following conditions regarding the time of performance of the public contract:

- Starting date: August 2019 (estimated)
- Closing date: by 29th February 2020 at the latest

The construction works will be commenced after the signature of the contract with the Supplier. The Supplier is obliged to officially take over the construction site in three days after advance payment will be released from the Contracting Authority bank (see Article 2.3 of the Annex no. 4 – Draft Contract)

Total duration of the public contract implementation shall be no longer than 7 months. The tenderer shall complete time schedule (Annex no. 5) in order to specify the continuity of the works.

Place of performance of the public contract

The construction site is located in Georgia, Tbilisi City, VAKE District, parc. Nr. 01.14.06.003.037

5. Estimated and Maximum Value of the Public Contract

The value of the public contract is the total price for all sections of construction works.

The estimated value of the public contract is: EUR 215,000.00 excluding VAT (i.e. CZK 5,496,475¹).

The maximum value of the public contract is: EUR 255,000.00 including VAT. (i.e. CZK 6,519,075²).

The maximum value presents a maximum possible price which may not be exceeded. In the event that a tenderer's bid states a higher value, such bid shall be excluded by the Contracting Authority from the procurement procedure for the reason of failure to meet the procurement conditions.

6. Qualification Criteria

A tenderer demonstrates meeting the qualification criteria as it is detailed and required below:

6.1. Basic qualification

- A tenderer shall submit a solemn declaration to the effect that it was not convicted of a criminal act in the country of its domicile in the last 5 years before the commencement of the procurement procedure (see Declaration of Qualification in Annex no. 6 of TD);
- A tenderer shall submit a copy of extract from the Commercial Register or an equivalent document from abroad, if registered therein or an extract from other similar register, if registered therein.

6.2. Professional qualification

- A tenderer shall submit a solemn declaration to the effect that it holds valid Public Registration Certificate, proving that it is eligible to construct residential and non-residential buildings, or equivalent

¹ Exchange rate as of 10 July 2019: 1 EUR/ 25,565 CZK (Czech National Bank).

² Exchange rate as of 10 July 2019: 1 EUR/ 25,565CZK (Czech National Bank).

document from abroad (see Declaration of Qualification in Annex no. 6 of TD);

- The selected tenderer will provide the Public Registration Certificate to the Contracting Authority upon request within 5 working days.

6.3. Technical qualification

- A tenderer shall submit a solemn declaration to the effect that it has completed at least 3 contracts for construction works of a building or buildings, in the last 4 years before the commencement of the procurement procedure. The construction works provided by a tenderer within each of these contracts shall be of a minimal amount of EUR 100.000 excl. VAT³ (see Declaration of Qualification in Annex no. 6 of TD).

6.4. Liability insurance

- A tenderer shall have the liability insurance with insured damage in the amount of at least 25 % of the tender bid price (incl. VAT) in EUR.
- A tenderer shall specify the liability insurance in the amount equal or higher than 25 % of offered tender bid price (incl. VAT) in EUR in the Draft Contract, Article 7.5. (see Annex no. 4).

Authenticity of documents and declarations

The solemn declaration and the extract from the Commercial Register shall not be older than 90 days before the commencement of the procurement procedure. The documents shall be provided with translation to English or Czech language in case they are not written in one of these languages. The solemn declaration shall be signed by an authorized person of the tenderer.

The Contracting Authority reserves the right to verify the information declared.

Consequences of failing to meet the qualification criteria

A tenderer who fails to meet qualification to the extent required will be excluded from the procurement procedure by the Contracting Authority.

³ Or an equivalent in GEL or another currency – the exchange rate shall be stated by the tenderer in accordance with the monthly average rate announced by the European Commission for contracts and grants (in the information for contractors section) (see: http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro) for July 2019.

7. Bid Price

Requirements on the bid price

- By submitting a bid into this procurement procedure the tenderer acknowledges that the price offered must cover all the costs of the implementation of the subject of the public contract. The tenderer is obligated to include these costs within the bid price.
- The tenderer shall state the total bid price in EUR, including VAT (in numbers and words) in the draft contract. The bid price must be substantiated with a completed Bill of Quantity (see Annex no. 1 of TD). The total bid price is equal to the sum of prices for all sections of construction works.
- The total bid price will be stated as a positive number in absolute value with no more than two decimal places.
- Exceeding the bid price is not admissible. The bid price shall be binding for the entire duration of the public contract.
- The total bid price in EUR (including VAT) is one of the evaluation criteria (see hereinafter).

8. Structure and Form of the Bid

Tenderer's bid shall be prepared in electronic form (scan in .pdf format) in the English language and in accordance with the Contracting Authority's requirements stated herein.

The tenderer shall submit a bid with the following content and structure:

1. Draft Contract:

- A duly completed draft of the contract, as contained in Annex no. 4 of TD;
- A tenderer shall fill in the **yellow marked** information (supplier's details, bid price and payment amounts, bank details, number of the IDPs, liability insurance).

2. Technical Specification of Works:

- Technical specification of works, as contained in Annex no. 2 of TD. A tenderer shall not change its wording;
- Upon the signature of the contract with the selected tenderer the technical specification of works becomes a part of the contract.

3. Project Documentation

- Project Documentation, as contained in Annex no. 3 of TD. A tenderer shall not change its wording;
- Upon the signature of the contract with the selected tenderer the project documentation becomes a part of the contract.

4. Construction permit

- Construction permit, as contained in Annex no. 7 of TD. A tenderer shall not change its wording;
- Upon the signature of the contract with the selected tenderer the construction permit becomes a part of the contract.

5. Bill of Quantity

- A duly completed Bill of Quantity, as contained in Annex no. 1 of TD;
- A tenderer shall fill in all parts of Bill of Quantity **marked in yellow** without changing in any other way the wording of the document.
- The Cover Sheet shall contain total price without VAT in GEL, exchange rate between GEL and EUR prices and total price without and with VAT in EUR;
- All data shall be expressed in a form of number. All prices quoted shall be positive numbers only;
- Upon the signature of the contract the completed Bill of Quantity of the selected tenderer becomes a part of the contract.

6. Time Schedule

- A duly completed time schedule, as contained in Annex no. 5 of TD;
- Upon the signature of the contract the completed time schedule of the selected tenderer becomes a part of the contract.

7. Qualification

- A duly completed Declaration of Qualification, as contained in Annex no. 6 of TD;
- Copies of registration documents as required in Chapter 6 of TD. Upon the signature of the contract the copies of registration documents of the selected tenderer become a part of the contract.

9. Terms and Conditions and Payment Terms

Terms and Conditions

The Contracting Authority has defined the terms and conditions for the implementation of the public contract in the form of a draft contract. The text of the draft contract is part of the tender documentation (Annex no. 4 of TD). The tenderer shall fill in the missing information in the electronic version of the draft contract and shall submit a signed and scanned version as part of the bid.

In the text of the draft contract the tenderer shall complete the **yellow marked**, missing information without changing in any other way the wording of the draft. If the tenderer changes the text of the contract in any way other than as specified above, the tenderer shall be excluded from the procurement procedure.

The tenderer shall submit the annexes to the contract as part of the tender bid. The draft contract shall be signed by an authorized person of the tenderer.

Payment terms

The payment terms are specified in the draft contract which forms Annex no. 4 of TD. All the payments will be carried out in EUR.

10. Evaluation of Bids

The evaluation of the bids shall be carried out based on economic advantageousness (the best price-quality ratio).

The Contracting Authority will evaluate the bids on the basis of the following evaluation criteria:

1) Total Bid Price – criterion weight: 90 point from 100 total

- Under the evaluation criterion “Total Bid Price” the Contracting Authority shall evaluate the total bid price in EUR including VAT;
- The tenderer shall state the total bid price in the Draft Contract. The bid price must be substantiated with a completed Bill of Quantity.

Evaluation result of criterion 1) equals to following formula:

- $\text{Price A/Price B} * \text{criterion weight}$. Price A = lowest price from all submitted bids; Price B = actual price of the bid evaluated.

2) Involvement of IDPs – criterion weight: 10 points from 100 total

- Under the evaluation criterion “Involvement of IDP’s” the Contracting Authority shall evaluate the number of internally displaced persons (IDPs) hired by the Supplier during the construction works per week in order to cover the

selected type of works.

- The tenderer shall state the number of IDPs in the draft contract.

Scope of requirements for criterion 2):

- The Contracting Authority requests the Supplier to hire IDPs in Georgia (from South Ossetia and/or Abkhazia) during the public contract implementation in order to cover the selected type of works. The Supplier shall be responsible for IDP training in order to explain requested scope of work, ensure safety and security during the works and ensure appropriate working and protective tools (helmets, protection glasses, gloves, respirators if necessary) and appropriate working equipment.
- IDP status of the persons hired by the Supplier for work shall be proved by any official document confirming such information. Copies of such documents confirming IDP status will be delivered to the Contracting Authority together with statements confirming IDPs work.
- Minimal number of IDPs hired by the Supplier: 2 persons/week
- Maximal number of IDPs hired by the Supplier: 5 persons/week.
- Working time of IDPs hired by the Supplier: min. 20 hours/week and person (5 days a week / 4 hours a day)
- Payment to the IDPs for their work: min. 6,- GEL/hour and person (net income)

Evaluation result of criterion 2) equals to the following formula:

- $\text{Involvement A} / \text{Involvement B} * \text{criterion weight}$. Involvement A = actual number of persons indicated in the bid evaluated. Involvement B = highest number of hired persons from all submitted Bids.

The evaluation criteria no. 1) and 2) shall be clearly stated by the Tenderer in the Draft Contract.

Manner of evaluation

Each bid will receive calculated number of the points for each criterion. Total number of the points of each bid equals to the sum of points for criteria 1-2). The evaluation points will be calculated to two decimal places.

The bids will be sorted according to their total number of evaluation points. The bid containing the highest number of evaluation points will be evaluated as the most economically advantageous. In case more bids will contain an equal number of evaluation points, the bid with higher number of points from criterion 1) will be

selected as the winning one. In case the points from criterion 1) will be also equal, the bid with higher number of points from criterion 2) will be selected as the winning one. In case the points from criterion 2) will be also equal, the procurement procedure will be cancelled.

The tenderer is not allowed to make the total bid price and other evaluation criteria conditional in any way. Any such conditioning or indicating different values or a range of values which are the subject matter of evaluation, will be a reason for excluding the bid and the tenderer from the procurement procedure. The Contracting Authority shall apply the same if the value of the condition which is the subject of evaluation is in a quantity or form other than requested by the Contracting Authority.

11. Explanation of the Tender Documentation

Any requests for explanation of the Tender Documentation are accepted by the Contracting Authority within 5 working days before the expiry of the submission deadline. The requests have to be delivered in English or Czech language and in a written form to the e-mail address tender@czechaid.cz. The response shall be sent to all the tenderers within 3 working days from the receipt of the request for explanation.

If the Contracting Authority, either on its own initiative or in response to a request from a tenderer, provides additional information on the tender documentation, it will send such information in writing to all tenderers at the same time. Notification about additional information will be also published on the Contracting Authority website (www.czechaid.cz).

The Contracting Authority reserves the right for adequate prolongation of the deadline for submission of the bids, in case of significant change of the Tender Documentation, caused by additional information provision.

12. Visit to the Construction Site

The Local Recipient will ensure a visit to the construction site.

Date, time and place:

- 5/8/2019,
- 14:00 of the Georgia Standard Time (UTC+4),
- Georgia, Tbilisi City, VAKE District, parc. Nr. 01.14.06.003.037

It is highly recommended for the tenderers to participate in the site visit.

13. Manner and Deadline for Submission of Bids

Bids must be submitted electronically by e-mail at the Contracting Authority's e-mail address: tender@czechaid.cz. Each tenderer may submit one bid only.

Bids may be submitted electronically by no later than the end of the time limit for the submission of bids: **August 19, 2019 until 9 am of CEST** (Central European Standard Time, UTC+1), **which is 11 am in Georgia** (Georgia Standard Time, UTC+4).

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

Bids must be delivered in the PDF format as a single file or in the ZIP format. It is recommended to deliver the bids in a file not exceeding 10 MB, in the opposite case we will accept the use of following electronic document storage platforms: www.uschovna.cz, www.sendspace.com, www.dropbox.com. The Contracting Authority will not accept the use of any other electronic document storage platforms than the above-mentioned ones.

Before the expiry of the bid submission deadline the tenderer must notify the Contracting Authority on the uploading of the file in the electronic document storage platform by e-mail to the above-mentioned e-mail address: tender@czechaid.cz. The e-mail must contain a link for downloading the stored file containing the bid.

The e-mail with the bid shall state the following subject:

- **Bid for the tender procedure for public contract – “Construction of the Regional Educational and Consultation Apicultural Centre”**

In the text of the e-mail the tenderer shall state the following information:

- Name of the tenderer or consortium, including the legal form
- Identification or registration number
- Tenderer’s registered office
- Public contract – **“Construction of the Regional Educational and Consultation Apicultural Centre”**
- E-mail shall contain the tenderer’s bid, or download link

14. Rights of the Contracting Authority

- The costs of the participation in the procurement procedure and the preparation of the bid shall not be compensated to the tenderers.
- By submitting the bid, a tenderer gives its consent to the publication of the identification details relating to its entity as the tenderer and the amount of the financial amount provided for the implementation of the public contract at Contracting Authority website, in the information materials of the Czech

Development Cooperation and other registers and publications in accordance with the legislation of the Czech Republic.

- To accept or reject the bid is the responsibility of the Contracting Authority, decision of which shall be final.
- Tenderers will be notified about the results of the procurement procedure via e-mail.
- The Contracting Authority reserves the right before the decision on the selection of the most economically advantageous bid to verify or require the clarification of the information declared by the tenderers in their bids.
- The Contracting Authority reserves the right to exclude a tenderer from further participation in the public contract if such tenderer states untrue facts in its bid.
- The Contracting Authority reserves the right to cancel the procurement procedure at any time without justification.

15. List of Annexes to Tender Documentation

Annex no. 1 – Bill of Quantity

Annex no. 2 – Technical Specification of the Works

Annex no. 3 – Project Documentation

Annex no. 4 – Draft Contract

Annex no. 5 – Time Schedule

Annex no. 6 – Declaration of Qualification

Annex no. 7 – Construction Permit

Date: 17 -07- 2019

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Ing. Pavel Frelich
Director of the Czech Development Agency,
Contracting Authority

