



Czech Development Agency

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**„SUPPLY OF THE MEDICAL EQUIPMENT TO THE  
NEWLY ESTABLISHED SCREENING CENTRE IN  
ZUGDIDI, GEORGIA”**

Tender Documentation for a Small-Scale Public Contract

2019

Ref. No.: 280891/2019-ČRA

**TENDER DOCUMENTATION**  
for a Small-Scale Public Contract  
for Supplies

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

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 its funding until 2021.

Small –Scale Public Contract

**„Supply of the Medical Equipment to the Newly Established Screening Centre in Zugdidi, Georgia”**

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

The Contracting Authority:  
**The Czech Republic – the 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  
(„the 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

- Annex no. 1B of the Tender Documentation was drafted in cooperation with Ing. Martin Mayer Ph.D.

### Local Recipient

- Name: Cancer Prevention Centre (CPC)
- Place of delivery: Zugdidi Screening Centre, 198 K. Gamsakhurdia str, Zugdidi, Georgia

## 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. 1-4 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. 3 of this TD. In the draft, the Contracting Authority is called “Buyer” and the selected tenderer is called “Seller”.

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 subject of the public contract** is supply of medical equipment for a partner organization of the Contracting Authority “Cancer Prevention Centre”. Medical equipment will be delivered, installed and put into operation in the screening centre in the city of Zugdidi, Georgia. The public contract also includes the training for medical and technical personnel on proper operation procedures and maintenance of the equipment, as well as providing service and preventive inspections during the warranty period.

**The subject of the public contract is further specified in Annex no. 1A, 1B of TD (Technical Specification of the Public Contract – part A, B).**

- **Technical specification (part A)**
  - The document contains description of general supply requirements (i.e. requirements for the delivery of equipment, personnel training, and the warranty period) and other important information for the public contract implementation.
- **Technical specification (part B)**
  - The document contains specific technical requirements for medical equipment (i.e. list of medical equipment and minimum technical parameters for each medical device).

### **4. Time and Place of Performance of the Public Contract**

#### **Time of performance of the public contract**

The public contract will be performed based on a contract concluded between the Contracting Authority and the selected tenderer.

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

- **Starting date:** immediately after the signature of the contract with the Supplier – beginning of October 2019 (estimated)
- **Closing date:** 30.10.2019

### **Place of performance of the public contract**

The place of the public contract performance is the city of Zugdidi, Georgia.

## **5. Estimated and maximum value of the public contract**

**Estimated value of the public contract:** EUR 75,500.00 including VAT (i.e. CZK 1,947,145)<sup>1</sup>.

**This is the maximum value that 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 Honour in Annex no. 4 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.
- A tenderer shall submit a copy of extract from the Taxpayer register or an equivalent document from abroad, if registered therein or an extract from other similar register, if registered therein.

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<sup>1</sup> Exchange rate as of 26 August 2019: 1 EUR/ 25,79 CZK (Czech National Bank)

## **6.2 Professional qualification**

- A tenderer shall submit a solemn declaration to the effect that it holds valid Public Registration Certificate, demonstrating tenderer's relationship to the business activity, or an equivalent document from abroad (see Declaration of Honour in Annex no. 4 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**

- The tenderer shall submit a solemn declaration to the effect that it has completed a delivery/deliveries of medical equipment (medical device/medical devices) with the value of total sum of at least EUR 30,000.00 excl. VAT in the last 3 years before the commencement of the procurement procedure. The minimum price of each medical device is EUR 1,000.00 excl. VAT (see Declaration of Honour in Annex no. 4 of TD).

## **Authenticity of documents and declarations**

The solemn declaration and the extracts from the registers 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 (i.e. the governing body or an authorized person who provides a power of attorney as part of the tender bid).

The Contracting Authority reserves the right to verify the information declared, to request originals or certified copies of documents specified, and to request certified translation of these documents into English.

## **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.

## **7. Subcontracting**

Subcontracting is the situation where the supplier enters into legal commitments with one or more third persons (i.e. subcontractors) which will perform part of the contract on its behalf.

The Contracting Authority requires that the tenderer specifies in the bid any parts of the public contract that it intends to subcontract to one or more subcontractors.

A tenderer demonstrates meeting the Contracting Authority's requirements as it is detailed and required below:

In the event the **tenderer intends to subcontract** a certain part of the public contract:

- The tenderer shall submit a solemn declaration to the effect that it plans to subcontract a certain part of the public contract to one or more third persons, including a list of subcontractors with information on type of activities and the share of the public contract that will be subcontracted to each of these subcontractors (see Declaration of Honour in Annex no. 4 of TD)
- The tenderer shall submit **a written commitment** of each subcontractor to provide the specified part of the public contract, which will be signed by an authorized person of the subcontractor.

In the event the **tenderer does not intend to subcontract** any part of the public contract:

- The tenderer shall submit a solemn declaration to that effect (see Declaration of Honour in Annex no. 4 of TD).

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

## 8. 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 price of the bid.
- 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 Itemized Budget (see Annex no. 2 of TD. The total bid price is equal to the sum of its items.
- 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 for the Contracting Authority. The bid price shall be valid for the entire duration of the public contract.
- The total bid price in EUR (including VAT) is the evaluation criterion (see hereinafter).



## 9. Structure and Form of the Bid

Tenderer's bid shall be prepared in electronic form 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:**

### 9.1 Draft Contract:

- A duly completed draft of the contract, as contained in Annex no. 3 of TD;
- A tenderer shall fill in the **yellow marked** information (supplier's details, bid price, bank details).

### 9.2 Technical Specification of the public contract

- Technical specification of the public contract, as contained in Annex no. 1A and 1B of TD.
- Technical specification (part A)
  - The document shall be signed by an authorized person of the tenderer (i.e. the governing body or an authorized person who provides a power of attorney as part of the tender bid).
  - A tenderer shall not change any of its wording.
- Technical specification (part B)
  - A tenderer shall fill in the **yellow marked** cells (i.e. specific technical parameters for each medical device that tenderer offers in its bid) according to the instructions.
  - In the bid a tenderer shall submit a data sheet for each medical device.
- Upon the signature of the contract with the selected tenderer the technical specification of the public contract (part A, part B – including data sheets) become a part of the contract.

### 9.3 Itemized Budget

- A duly completed Itemized Budget, as contained in Annex no. 2 of TD;
- A tenderer shall fill in all items of Itemized Budget **marked in yellow** according to the instructions.
- 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 Itemized Budget of the selected tenderer becomes a part of the contract.

## 9.4 Qualification and Subcontracting

- A duly completed Declaration of Honour, as contained in Annex no. 4 of TD;
- Copies of registration documents as required in Chapter 6 of TD. Upon the signature of the contract the copy of extract from the Commercial Register of the selected tenderer becomes a part of the contract.

## 10. Terms and Conditions, 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. 3 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 draft contract shall be signed by an authorized person of the tenderer (i.e. the governing body or an authorized person who provides a power of attorney as part of the tender bid).

### Payment terms

The payment conditions are specified in the draft contract which forms Annex no. 3 of TD. All the payments will be carried out in EUR.

## 11. 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 criterion:

**Description of criterion and weight in %:**

**Total bid price including VAT – criterion weight 100 %**

### **Specification of criterion**

- Under the evaluation criterion “Total bid price including VAT” 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 Itemized Budget.

### **Manner of evaluation**

The bids will be sorted according to their total bid price. The bid containing the lowest bid price will be evaluated as the most economically advantageous. In case more bids will contain the same lowest bid price the procurement procedure will be cancelled.

The tenderer is not allowed to make the total bid price 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.

## **12. Explanation of the Tender Documentation**

Any request for explanation of the tender documentation are accepted by the Contracting Authority **within 5 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](mailto:tender@czechaid.cz). The response shall be sent to all the tenderers within 3 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](http://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.

### 13. Manner and Deadline for Submission of Bids

Tender bids must be submitted electronically by e-mail at the Contracting Authority's e-mail address: [tender@czechaid.cz](mailto:tender@czechaid.cz). Each tenderer may submit one bid only.

**Bids may be submitted by no later than the end of the time limit for the submission of bids: October 9, 2019 until 11 am of CEST (Central European Standard Time, UTC+1), which is until 1 pm 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](http://www.uschovna.cz), [www.sendspace.com](http://www.sendspace.com), [www.dropbox.com](http://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](mailto: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 – “Supply of the medical equipment to the newly established screening centre in Zugdidi, Georgia”**

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 – **“Supply of the medical equipment to the newly established screening centre in Zugdidi, Georgia”**
- 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 the Tender Documentation

- Annex no. 1A, 1B – Technical Specification
- Annex no. 2 – Itemized Budget
- Annex no. 3 – Draft Contract
- Annex no. 4 – Declaration of Honour

Prague, September 24, 2019

Processed by: Lucie Nečasová

Approved by: Hynek Ciboch

Pavel Frelich  
Czech Development Agency, Contracting Authority

