

Manual for the Bid Preparation

Small–Scale Public Contract of the Czech Development Agency

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

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. 3 of TD
 - Tenderer has to fill in **yellow marked** information.
- 2. Technical Specification of Works** – see Annex no. 1A, AB of TD
 - Technical specification (part A)
 - Tenderer shall not change any wording.
 - Technical specification (part B)
 - Tenderer has to fill in **yellow marked** information.
 - Tenderer has to submit a data sheet for each medical device.
- 3. Itemized Budget** – see Annex no. 2 of TD
 - Tenderer has to fill in **yellow marked** information.
- 4. Qualification and Subcontracting**
 - Tenderer shall fill in Declaration of Honour (see Annex no. 4 of TD)
 - Tenderer has to submit copies of extracts from the Criminal Register (for the statutory representatives) and the Commercial Register.

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 26, 2020, until 11 am of CEST/ 1 pm in Georgia)

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