



Czech Development Agency

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“Preparation of the Construction Project for a New Pavilion of the Paediatric Faculty Hospital Jhvania”

Tender Documentation for Small Scale Public Contract

2018

Ref. no. 279269/2018-ČRA

TENDER DOCUMENTATION

For small Scale Public Contract
for Services

The Czech Development Agency

Nerudova 3, 118 50 Praha 1

In accordance with Act no. 151/2010 Coll., on Development Cooperation and Humanitarian Aid Abroad and Amendments to related Acts and in accordance with Czech Government Resolution no. 468 of 21 June 2017 on Czech Development Cooperation in 2018 and mid-term outlook of it's funding until 2020

Small-scale Public Contract

“Preparation of the Construction Project for a New Pavilion of Paediatric Faculty Hospital Jhvania”

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

Contracting Authority:

Czech Republic—Czech Development Agency

Represented by: Ing. Pavel Frelich, Director

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(“Contracting Authority” or “CzechAid”)

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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 contains the tender conditions which will be evaluated by the Contracting Authority. Tender bids that do not meet these conditions will be excluded from the evaluation procedure. The TD is binding for the participants in the tender procedure. The TD is made in Czech, English and Russian. In the case of discrepancies the English version prevails.

1. Detailed specification of the subject of the public contract

The subject of the public contract is the preparation of a complete project documentation for the construction of a new five-floor pavilion of a paediatric faculty hospital Jhvania in Tbilisi for the Tbilisi State Medical University, a partner organization—contacts provided below in TD (section no. 13). During the preparation of the project documentation the selected supplier shall communicate with a representative of the partner organization who will be informed on the selection of the supplier by a CzechAid representative. The language of communication between the supplier and the partner organization shall be Russian and/or Georgian.

The project documentation must fully comply with the Georgian legislation on the construction of medical facilities and all other regulations and laws valid in place. The supplier shall also provide and cover the complete insurance of the project documentation. The project documentation shall be prepared in the Russian language.

The project documentation shall subsequently serve for the selection of the supplier of the construction project and implementation of the construction of the five-floor pavilion of the paediatric faculty hospital Jhvania.

The supplier shall prepare the project documentation on the basis of the Description of the Planned Construction (Annex no. 1 of TD) and the Construction Program (Annex no. 2 of TD). The construction program is binding for the first stage of project preparation of the construction—the concept of the construction. The construction program shall be updated on the basis of the concept of the construction after agreement with the supplier and the updated construction program shall be binding for the preparation of the project. The project documentation must be complete and will be handed over without defects to the Contracting Authority on the basis of a written handover protocol.

The project documentation shall contain the following activities specified in the points 1 to 3:

- 1) Concept of the construction prepared** on the basis of the construction program (will describe the layout of all floors, connection of the building to

infrastructure, the look of the structure, personnel and operational capacities), recommended scale 1:100.

2) Project:

- A) Architectural project—documentation for negotiating and obtaining the building permit (project proposal of the building and all technical and medical equipment), including interior design, recommended scale 1:100,
- B) Procurement of the building permit and all other permits relating to and necessary for the implementation of the construction. The supplier is responsible for the preparation of materials, obtaining the statements of public authorities and other stakeholders which are necessary for the acquisition of the building permit (BP), including direct cooperation with the partner organization during the building permit proceeding.
- C) Technical project—project for the construction (structural design and design for all professions—water mains, sewerage, wiring, heating, cooling, measurement and regulation and other necessary components, including connections and the interiors of all floors, including land surveying, and all other necessary surveys etc.), recommended scales 1:50,

3) Budget: Completed itemized budget of the designed construction project.

The results for each of the points (1 - 3) shall be discussed and approved by the Contracting Authority and the partner organization prior to the issue of the final version of the documentation. The particular approval stages are described in the draft contract (Annex no. 4 of TD).

2. Time and place of performance of the public contract

Time of performance of the public contract

The public contract will be performed on the basis of a contract concluded between the Contracting Authority and the selected tenderer (supplier).

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

- Date of the beginning of implementation of services: immediately after the signature of the contract with the selected tenderer—estimate: February 2018.
- Date of the completion of implementation of services: at the latest on 30 June 2018

Place of performance of the public contract

- Place of performance of the public contract: Tbilisi, Georgia.

The contacts to the responsible persons for the partner organization shall be provided to the selected tenderer (supplier) of this public contract.

3. Estimated value of the public contract

The estimated value of the public contract is: EUR 74,400 including the Georgian VAT (i.e. CZK 1,898,688¹).

This is 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 tender procedure for the reason of failure to meet the tender conditions.

4. Qualification

A tenderer demonstrates meeting the qualification criteria by submitting a solemn declaration of the content which shall make clear that the tenderer meets all criteria regarding basic qualification and technical qualification required by the Contracting Authority. The solemn declaration shall not be older than 90 days as of the day of the submission of the bid.

The contractor (selected tenderer) with whom the contract is to be concluded is obliged, before the conclusion of the contract, to provide the Contracting Authority with the originals or certified copies of the documents specified below demonstrating meeting of basic qualification and technical qualification. Before the contract is concluded, the tenderer shall also provide certified translation of these documents to English or Czech, if the original documents are not written in one to these languages.

a) Basic qualification

- In the bid a tenderer shall submit a solemn declaration to the effect that he was not convicted of a criminal act in the country of his domicile during the last 5 years before the commencement of the tender procedure (see Annex 5 of TD);

¹ Exchange rate as of 15 January 2018: 1 EUR/25.52 (Czech National Bank)

- A tenderer shall submit an extract from a companies register or an equivalent document from abroad (i.e. a taxpayer register), if registered therein or an extract from other similar register, if registered therein. The extract from the companies register must not older than 90 calendar days (see Annex 5 of TD).

b) Technical qualification

- A tenderer shall substantiate at least two reference services involving the preparation of complete project documentation for a public building of a similar nature at the minimum value of EUR 207,000 each over the last 7 years. The tenderer shall prove the satisfaction of the technical qualification by submitting a completed solemn declaration (see Annex 5 of TD).

Consequences of failing to meet the qualification criteria:

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

5. Contracting Authority's other requirements for performance of the public contract

Subcontractor

The Contracting Authority requires that the tenderer specifies in the bid those parts of the public contract which it intends to subcontract to one or more subcontractors and also to state the identification and contact data for each subcontractor. The tenderer shall satisfy this requirement of the Contracting Authority in the form of a declaration describing the subcontractor system and specifying the part of the public contract to be implemented by individual subcontractors (with information on the type of activities and the percentage financial share in the subject of the public contract).

The Contracting Authority demands that each of the subcontractors gives a written consent with its inclusion in the bid as a subcontractor (i.e. in the form of the agreement on the future contract between the supplier and the subcontractor). In its bid the tenderer shall further submit a written declaration of each of the subcontractors on future cooperation signed by the persons authorized to act on behalf of or for the subcontractor.

If the tenderer does not plan to subcontract a certain part of the public contract to a third person (a subcontractor), the tenderer shall submit in its bid a written declaration containing such statement.

6. The method of processing the bid price

Requirements on calculation of the bid price

- By submitting a bid into this tender 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 the Georgian VAT (in numbers and words) in the draft contract.
- 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 bid price must be substantiated with a completed itemized budget the basic structure of which is specified in Annex no. 3 to TD.

7. Structure and form of the bid

Tenderer's bid shall be prepared in electronic form in the English or the Russian 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. Contents of the bid with the page number of individual chapters;
2. Particular documents through which the tenderer proves the fulfilment of the basic qualification and the qualification criteria defined in chapter 4 (Annex no. 5 to TD);
3. Duly completed itemized budget for all parts of the projects as **contained in Annex no. 3 to TD**. The total bid price is subject to the evaluation of the bids submitted for this public contract (upon the signature of the contract the completed itemized budget of the relevant bid becomes part of the contract);
4. A duly supplemented **draft of the contract** the sample of which is contained in **Annex no. 4 of TD**;
5. The described procedure of implementing the public contract (process of preparing and drawing up the project documentation, including the draft of the time plan) for the individual activities specified in points 1–3 in chapter 1: Detailed specification of the subject of the public contract (see Annex no. 6 of TD).

6. Other requirements of the Contracting Authority for the performance of the public contract under point 5 of this TD. The tenderer's declaration shall be substantiated even if the tenderer has no intention to subcontract any part of the public contract to a subcontractor;
7. **Consent with entry in the Contracting Authority's database:** Declaration on the consent with the publication of the identification data of the tenderer and the amount received for the implementation of the project on the Contracting Authority's website and other information materials to the Czech Development Cooperation;
8. The last sheet of the bid shall be the tenderer's declaration signed by a person authorized to act for the tenderer and a declaration on the qualification for the required subject of the public contract.

8. 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 of obligatory nature. The text of the draft contract is part of the tender documentation (Annex no. 4). 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 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 tender procedure.

The tenderer shall submit the annexes to the contract as part of the tender bid. If certain parts of the bid are included as annex to the contract as well, such parts do not have to be submitted with the bid.

The draft contract shall be signed by an authorized person of the tenderer. A bid containing the draft contract which is not signed shall be excluded from the tender procedure and the tenderer shall be excluded for non-fulfilment of the tender specifications.

Payment terms

The payment terms are specified in the draft contract which forms Annex no. 4 to TD.

9. The method of evaluation of bids

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

Description of criterion and weight in %:

Total bid price incl. VAT—**criterion weight 100%**

Specification of criterion and manner of evaluation

Under the award criterion “Total Bid Price Including Georgian VAT” the Contracting Authority shall evaluate the total bid price including VAT specified by the tenderer in the draft contract. Bids with a lower bid price shall receive a higher score.

10. Explanation of specifications in tender documentation

Requests for explanation of the tender documentation are accepted by the Contracting Authority within 5 days before the expiry of the submission deadline electronically at tender@czechaid.cz. The response shall be sent to all the tenderers within 3 days from the receipt of the request for explanation. The Contracting Authority may also provide an explanation of the tender documentation without a prior request.

11. 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: February 19, 2018 until 10 am (Central European Time CET), which is 1 pm in Georgia. 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 4MB, in the opposite case we will accept the use of electronic document storage platform: www.dropbox.com. The Contracting Authority will not accept the use of any other electronic storage services than the above-mentioned one.

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 tender procedure for public contract—“Preparation of the Construction Project for a New Pavilion of Paediatric Hospital Jhvania”**. **In the text of the e-mail the participant 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—**“Preparation of the Construction Project for a New Pavilion of Paediatric Hospital Jhvania”**

12. Date and place of opening of bids

The e-mails with the bids shall be opened at the registered office of the Contracting Authority after the expiry of the time limit for the submission of the bids (the opening of the bids shall take place on February 19, 2018 **at 10 am** (CET) at the Contracting Authority's address. During the opening of the bids the committee shall check whether the bids are complete, whether a bid is signed by the tenderer's authorized person and whether it is prepared in the English or the Russian language. If a bid meets the requirements of the Contracting Authority it shall be forwarded for evaluation of the qualifications and for the evaluation of the bids based on the criteria specified in chapter 9. Therefore during their opening the bids shall be checked as to whether they are delivered within the required time limit.

13. Contact address in the recipient’s country

Tbilisi State Medical University
33 Vazha Pshavela Ave,
Tbilisi 0186, Georgia
Contact persons: Aleksander Buachidze
Phone: (+99532) 2 542600
E-mail: abuachidze@gmail.com

14. Rights of the Contracting Authority

- The Contracting Authority reserves the right to make the tender specifications more detailed or supplement the business or technical conditions. Changes in the tender specifications, if any, made by the Contracting Authority shall identically apply to all the tenderers by publishing them at the Contracting Authority’s website (www.czechaid.cz).

- The Contracting Authority reserves the right not to return to the tenderers the submitted bids or any parts thereof.
- The costs of the participation in the tender procedure and the preparation of the bid shall not be compensated to the tenderers.
- The Contracting Authority reserves the right before the decision on the selection of the best 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 tender procedure.

15. List of annexes to tender documentation

- Annex no. 1: Description of the Planned Construction
- Annex no. 2: Construction Program
- Annex no. 3: Structured Budget
- Annex no. 4: Draft Contract
- Annex no. 5: Form to meet the Qualification and Other Facts
- Annex no. 6: Procedure of implementing the public contract

In Prague on: *February 5, 2018*



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Ing. Pavel Frelich

Director of CzechAid, Contracting Authority

