

Prague 21 July 2014
Ref.No.: 2014/19349/CNB/420

**Czech National Bank's Request of Proposal for Selection of Supplier for Public Contract
"SW for the Purposes of the CNB's Internal Audit II"**

The Czech National Bank (hereinafter the "CNB" or "Contracting Authority") would like to invite you to submit a proposal under the above-mentioned Request for Proposal. The Request for Proposal is one of the CNB's internal procedures for selection of suppliers for public contracts with the expected value lower than CZK 2 million excl. VAT in the case of public contracts for supplies or services and CZK 6 million excl. VAT in the case of construction works. The Request for Proposal is not a procurement procedure within the meaning of the Public Procurement Act, No. 137/2006 Coll., as amended (hereinafter the "PPA").

1. Information about the subject matter of the public contract (hereinafter the "Public Contract"), including additional terms and conditions applicable to implementation of the Public Contract.

1.1 Subject matter of the Public Contract:

The subject matter of this Public Contract is the delivery, installation and commissioning of software in the Contracting Authority's environment for the purposes of the Customer's internal audit (hereinafter the "SW"), including basic user configuration of the SW. The SW must comply with all the mandatory functional requirements of the Contracting Authority under Annex No. 1 to the draft contract and must be fully compatible with the Contracting Authority's standard system environment specified in Annex No. 2 to the draft contract, including the compliance with all the system requirements specified in Annex No. 2 to the draft contract, and meet the specification under Annex No. 3 to the draft contract.

This delivery also includes:

- a) handover of the administrator and user documentation,
- b) training of 4 administrators for the administration and configuration of the SW with the duration of two (2) business days and 10 end users for the use of the SW with the duration of two (2) business days,
- c) provision of support during acceptance testing,
- d) provision of the relevant SW licenses enabling to use the SW.

The subject matter of the Public Contract also includes the provision of support through a Hotline/Helpdesk service, removal of defects and provision of new versions of the SW and provision of additional licenses if required by the Contracting Authority.

The subject matter of the Public Contract is specified in more detail in Annex No. 1 to this RFP - Draft Contract.

Expected value of the Public Contract: 1 250 000 CZK excl. VAT (45 512 EUR excl. VAT).

1.2 Delivery deadlines:

Are specified in Annex No. 1 to this Request for Proposal - Draft Contract.

1.3 Place of delivery:

Is specified in Annex No. 1 to this Request for Proposal - Draft Contract.

1.4 Business and payment terms:

The business and payment terms are provided in Annex No. 1 of this Request for Proposal – Draft Contract. Supplier will add the data required by the Contracting Authority to the Draft of contract. Supplier is not allowed to change the current contractual conditions. On the other hand supplier is entitled to fill in and mark the other contractual conditions which must not change the subject of Proposal or disadvantage the contracting authority.

The contracting authority admits the consecutive negotiations regarding the draft contract (for more details please see clause 9.7 of this Request for Proposal)

2. Information about the supplier which indicates that the supplier has qualifications for performing the Public Contract (hereinafter the “Qualifications”):

2.1 Completed and signed Supplier’s Affidavit (a sample affidavit is provided in Annex No. 2 to this Request for Proposal).

2.2 An Extract from the Companies Register, if the supplier is entered in such register (it is enough to provide an ordinary copy of the extract that is not older than ninety (90) calendar days on the proposal submission date).

2.3 Authorization to conduct business under special regulations to the extent corresponding to the subject matter of the Public Contract (e.g. a trade certificate, license); an ordinary copy is enough.

A foreign supplier will prove meeting of the Qualifications under clauses 2.2 and 2.3 of this Request for Proposal in the manner defined by the laws prevailing in the country of its registered office (place of business).

In the event that the laws prevailing in the country of the foreign supplier’s registered office (place of business) do not define the Qualifications under clauses 2.2 or 2.3 of this Request for Proposal and, therefore, the foreign supplier may not prove the meeting of these Qualifications, the foreign supplier will make an affidavit in this regard.

The documents proving the meeting of the Qualifications will be submitted by the foreign supplier **in the original language.** In case of the English language, no translation will be required. In case of other languages, it will be required to attach an officially certified translation into Czech.

3. Price offered:

- 3.1 The supplier **will complete all the blue-colored fields** in the price table attached as Annex No. 3 to this Request for Proposal.
- 3.2 The prices should be specified in EUR exclusive of VAT with an accuracy of two decimals and should include all of the supplier's expenses related to performance of the Public Contract.
- 3.3 The expected number of additional licenses (see item "potential future development" in the price table) is stated only for the purposes of comparing individual proposals and is based on the expected use of licenses by the Contracting Authority. The Contracting Authority reserves the right to use the number stated according to its actual needs, i.e. to use more than the number stated or not to use any additional license at all. Therefore, the actual number may differ from the expected number.
- 3.4 In accordance with the PPA, the price of support and the expected use of additional licenses (potential future development) have been set for a period of 48 months.

4. Method of evaluating proposals:

- 4.1 The main evaluation criterion for awarding the Public Contract is the **economic benefit of the proposal**.
- 4.2 Proposals will be evaluated by using the following evaluation criteria with the following weights:

<u>total price offered in EUR excl. VAT</u>	80%
<u>user-friendliness of the SW</u>	20%

(for example if the SW is well-organized, easy and intuitive to use; the evaluation will be performed on the SW functionalities selected by the Contracting Authority, as specified in Annex No. 4 to this Request for Proposal)

- 4.3 The score for the criterion **total price offered in EUR excl. VAT** will be defined as **the ratio between the proposal with the lowest total price offered in EUR excl. VAT and the total price offered in EUR excl. VAT of the evaluated proposal**, multiplied by 100, i.e.:

$$\frac{\text{the score achieved by the proposal in the criterion}}{\text{total price offered in EUR excl. VAT}} = \frac{\text{total price offered proposals with the lowest price offered in EUR excl. VAT}}{\text{total price offered evaluated proposals in EUR excl. VAT}} * 100$$

The proposal with the lowest total price offered in EUR excl. VAT will score 100 points.

- 4.4 The criterion **user-friendliness of the SW** will be evaluated as follows: each functionality evaluated under the "user-friendliness of the SW" criterion will be assigned by each commission member a score that corresponds to the degree of meeting this criterion according to the score scale provided in Annex No. 4 to this Request for Proposal. The more user-friendly the relevant SW functionality is in the commission member's opinion, the higher score it receives. Each member of the commission will assign scores independently of other commission members. If a

“welcome” requirement specified in Annex No. 4 is not met (i.e. the SW does not have the functionality concerned), the commission member will assign zero points to this item (functionality).

The score assigned by commission members in this criterion will be added up for each proposal and divided by the number of commission members. The resulting value represents the score assigned to the proposal concerned with regard to the criterion in question:

$$\begin{array}{l} \text{the score achieved by the proposal} \\ \text{in the “user-friendliness of the SW”} \\ \text{criterion} \end{array} = \frac{\sum \text{scores} \\ \text{assigned by commission members}}{\text{number of commission members}}$$

- 4.5 The commission will perform the evaluation of the proposal by multiplying the individual scores assigned to proposals under each of the evaluated criteria by the relevant weight of the criterion in question. The resulting figures will be added up for both criteria to arrive at the final score achieved by the proposal.
- 4.6 Based on the final scores, the commission will define a ranking of individual proposals. The proposal that achieved the highest final score will be chosen as the best. In case two or more proposals achieved the same final score, then the ranking of proposals will be based on the higher score in the “user-friendliness of the SW” criterion.
- 4.7 **The evaluation of the “user-friendliness of the SW” criterion will be performed on the basis of a presentation of solutions addressing individual SW requirements specified in Annex No. 4 to this Request for Proposal. The presentation will be made by the candidate on the data delivered (provided) by the candidate. The presentation will take place either at the Contracting Authority’s headquarters with the personal participation of the candidate, or via an on-line presentation (video-conference), at the candidate’s discretion (the supplier will specify the chosen method of presentation in its proposal, see clause 6.5.6 of the Request for Proposal). As part of the presentation the candidate will also provide answers to the commission members’ questions about the SW solution. The presentation will be conducted in the Czech language or, at the request of the candidate, in the English language.**
- 4.8 Candidates will be invited to the presentation at least five (5) business days in advance by an e-mail sent to the candidate’s contact person. In the event that the presentation does not take place on the defined date for a reason for which the candidate is to blame or if the presentation is not conducted in accordance with clause 4.7 of the Request for Proposal, the proposal of this candidate will be rejected and the candidate will be denied participation in the Request for Proposal.
- 4.9 The candidate who will offer the identical SW (including same SW version) as in the previous public contract announced by ČNB in March 2014 (hereinafter the “previous contract”) will not have to demonstrate the SW user friendliness if the presentation of the SW features was already realized. The supplier’s offer will obtain in “user-friendliness of the SW” criteria the same score as it was evaluated during the previous contract.

5. Contact persons for the CNB:

Mgr. Silvie Koblížková, silvie.koblizkova@cnb.cz (for organizational matters)

Ing. Jiří Souček, jiri.soucek@cnb.cz (for matters concerning the subject matter of the Public Contract).

6. Requirements for the supplier's proposal:

6.1 In the event that the SW does not meet any of the mandatory requirements set by the Contracting Authority, the proposal of this candidate will be rejected and the candidate will be denied participation in the Request for Proposal.

6.2 The supplier's proposal will be made in the Czech or English language.

6.3 The supplier will submit the proposal in one copy in paper format. In addition, a completed draft contract and a completed price table will be attached in electronic format on a CD/DVD in the MS Office 2003 format or higher. The supplier's proposal must be delivered to the CNB in a sealed envelope. The envelope must bear the inscription "DO NOT OPEN, TO BE OPENED BY A COMMISSION", the name of the proposal "**SW for the Purposes of the CNB's Internal Audit II**", and addresses of the supplier and the CNB:

Czech National Bank
Administration Department, Business Division
Na Příkopě 28
115 03 Prague 1

6.4 The proposal may be sent either by post to the above-mentioned address, or delivered by hand to the CNB's filing office, Senovážná 3, Prague 1 (opening hours of the filing office: Monday to Thursday: 08:00 a.m. to 04:15 p.m., Friday: 08:00 a.m. to 03:00 p.m.). If the proposal is delivered by hand, please note that there may be a time gap between the entry of the person delivering the proposal into the Contracting Authority's building and the actual handover of the proposal to a filing office employee (e.g. because of the ability of the person delivering the proposal to orient him/herself in the building). Therefore, the Contracting Authority asks suppliers to enter the building via the entrance Senovážná 3 within a reasonable time in advance (we recommend at least 5 minutes before expiry of the deadline for submission of proposals).

6.5 The proposals of individual suppliers must contain especially the following:

6.5.1 Supplier's identification data - name or commercial name, registered office address, Company ID, Tax ID (if assigned), telephone, contact person (name and surname, telephone, e-mail).

6.5.2 A completed draft contract (Annex No. 1 to this Request for Proposal) **including completed Annexes Nos. 1 and 3 to the draft contract, signed in paper form by the person authorized** to act on the supplier's behalf.

The contracting authority admits the consecutive negotiations regarding the draft contract (for more details please see clause 9.7 of this Request for Proposal). However negotiations must not change the subject of Proposal or disadvantage the contracting authority.

- 6.5.3 The documents under clause 2 of this Request for Proposal (i.e. documents proving the meeting of the Qualifications). The supplier's affidavit must be signed by the person authorized to act on the supplier's behalf.
- 6.5.4 A completed price table (**Annex No. 3 to this Request for Proposal**).
- 6.5.5 Electronic carrier with a completed draft contract - Annex No. 1 to this Request for Proposal (in the MS Word 2003 format or higher) and a completed price table – Annex No. 3 to this Request for Proposal (in the MS Excel 2003 format or higher).
- 6.5.6 Information whether the supplier will participate in the presentation under clause 4.7 in person at the Contracting Authority's registered office or via remote connection (on-line video-conference).

7. Proposal submission deadline:

By 5 August 2014 by 13:00 p.m. Proposals received after this deadline will not be accepted.

8. The period for which the supplier is bound by its proposal:

Until 31 March 2015.

9. Further information on the Request for Proposal:

- 9.1 The communication between the CNB and the supplier will take place in Czech or English.
- 9.2 The supplier is allowed to submit only one proposal. If supplier will submit more proposals, they will be excluded from the public contract.
- 9.3 The CNB does not accept more than one variants of the proposals. Proposal containing more than one variants of the supplier's offer will be excluded from the public contract.
- 9.4 Any questions concerning the Request for Proposal may be sent by the supplier via the EZAK electronic tool or by e-mail to the addresses of contact persons under clause 5 of this Request for Proposal. Questions must be delivered no later than **30 July 2014 by 4:00 p.m.** Answers to questions will be published in the Contracting Authority's profile at <https://ezak.cnb.cz>.
- 9.5 The CNB reserves the right to require suppliers to provide further information, not to select any proposal or cancel this Request for Proposal, or part thereof, until a contract is signed, without suppliers having any right to claim reimbursement of any expenses related to the submission of a proposal under this Request for Proposal.
- 9.6 The submission of a proposal under this Request for Proposal does not give suppliers any right to claim reimbursement of any expenses related to the preparation of the proposal and participation in this Request for Proposal.
- 9.7 CNB admits the negotiation regarding the draft contract wording. The negotiation will be performed with the supplier whose offer will be placed on the 1st place (only in case that supplier will require the editing of the draft contract). The negotiation

must not lead to the contract changes which may change the contract subject or disadvantage the contracting authority.

- 9.8 The CNB reserves the right to hold contract negotiations with the supplier whose proposal finished after the 1st place, if no contract is signed with this supplier, CNB will continue to hold contract negotiation with supplier who's finished next in order.
- 9.9 The submitted proposals will not be returned to suppliers.
- 9.10 The Contracting Authority reserves the right to publish the ranking of proposals, including the price offered by each supplier.
- 9.11 The Contracting Authority reserves the right to notify suppliers about the decision on selection of the best proposal, about the exclusion of any supplier or about cancellation of the Request for Proposal by publishing this information in the Contracting Authority's profile: <https://ezak.cnb.cz>.
- 9.12 The Contracting Authority will allow the selected supplier, at the request of such supplier, to change in the contract to be signed (i.e. before signing the contract and not during its performance) any price item in the price quotation of the selected candidate from EUR to CZK. The change will be made on the basis of the exchange rate announced by the CNB on the last day of the time-limit for submitting proposals under the Request for Proposal. If required by the candidate, the above-mentioned currency change may also be made to contractual penalties, according to the same rules.

We thank you in advance for any proposal you may submit under this Request for Proposal.

Yours sincerely,

Ivan Bačina
Head of Information Systems Division
signed electronically

Silvie Koblížková
pp. Jan Mayer
Head of Business Division
signed electronically

Annexes

Annex No. 1 – Draft Contract

Annex No. 2 – Supplier's Affidavit (sample)

Annex No. 3 – Price Table

Annex No. 4 – SW Functionalities Evaluated by Customer