

# TENDER DOCUMENTATION

for a public service contract awarded in an above-the-threshold regime in an open procedure pursuant to Act No. 134/2016 Coll., on Public Procurement, as amended

## “Production of commemorative silver coins”

### Contracting authority:

CZECH NATIONAL BANK  
NA PŘÍKOPĚ 28  
PRAGUE 1

Business ID number: 48136450

Tax ID number: CZ48136450

Represented by:

Zdeněk Virius

and

Ladislav Kročák

(hereinafter the “Contracting Authority”)

### Contact person responsible for organisational matters:

Vojtěch Dyluš

e-mail: [vojtech.dylus@cnb.cz](mailto:vojtech.dylus@cnb.cz)

tel.: +420 224 412 345

mob.: +420 704 960 131

and in his absence:

Pavel Mezuláník

e-mail: [pavel.mezulanik@cnb.cz](mailto:pavel.mezulanik@cnb.cz)

tel.: +420 224 413 400

mob.: +420 705 864 082

# **Tender documentation (hereinafter the “TD”) pursuant to Act No. 134/2016 Coll., on Public Procurement, as amended (hereinafter the “Act”)**

## **1. Definition of the subject of the public contract**

The subject of the public contract is the production of commemorative silver coins (hereinafter the “Coins”) in nominal denominations of CZK 100, CZK 200, CZK 1,000 and CZK 10,000. The CZK 100 Coins will be produced only in proof quality, the CZK 200 Coins in normal and proof quality, and the CZK 1,000 Coins with high relief in normal quality with patination and in proof quality with a hologram, and 10,000 Coins only with high relief in normal quality with patination, according to the specification set out in Annex 1 to this contract.

**A more detailed specification of the subject matter of the public contract, including technical conditions, is given in the draft contract, which forms Annex 1 to the TD.**

The Contracting Authority did not divide the public contract into parts, as the subject matter of the public contract forms a single functional unit and is awarded in a temporal context.

## **2. Classification of the subject of the public contract**

CPV

<u>Name</u>	<u>number</u>
Banking	66110000-4

## **3. Requirement to provide security**

The Contracting Authority does not require security.

## **4. Terms and conditions, and payment terms**

The terms and conditions, including the payment terms, are contained in the **draft contract**, which forms **Annex 1 to the TD**.

This draft contract is binding for the supplier, while the **contractor shall only add the information required by the Contracting Authority (marked in yellow) to the draft contract**, and is not entitled to change the other particulars in any way.

## **5. Requirements for the method of preparing the bid price**

- 5.1. The supplier shall determine the total bid price by **filling in all the yellow-shaded boxes in the price table, which forms Annex 2 to the TD**. The prices quoted in the price table include all the supplier's costs associated with the performance of the public contract. The supplier shall state the prices in the price table **in CZK without VAT with an accuracy to two decimal places; more decimal places will be automatically rounded off by the price table**.
- 5.2. **If a tender participant fails to fill in any of the yellow-shaded fields in the price table, the tender participant may be excluded from the tender procedure for failure to**

**comply with the tender conditions.**

- 5.3. The numbers of pieces listed in the price table for the individual items are given only for the purpose of comparing bids and are based on the expected orders by the Contracting Authority over a period of 48 months. A fixed-term contract valid until 31 December 2030 will be concluded for the performance of the public contract. The Contracting Authority reserves the right to order the specified quantity according to its real needs during this period, so the actual quantity may differ from the expected quantity.

**6. Assessment and evaluation of bids**

- 6.1. The Contracting Authority reserves the right to assess the bids from the point of view of compliance with the conditions specified in this TD after the evaluation of the bids. Furthermore, the Contracting Authority reserves the right to assess only the bid of the selected supplier.

- 6.2. Bids will be evaluated on the basis of their economic advantage pursuant to Section 114 (2) of the Act. The Contracting Authority sets the following sub-criteria regarding the following weights:

Criterion No. 1: Total bid price for the production of the Coins	60%
Criterion No. 2: Quality of the sample pattern coins	40%

- 6.3. For each criterion, the bid will be assigned 0 to 100 points (100 points = best), while each subsequent bid will receive a score that expresses the degree of fulfilment of the evaluated criterion in relation to the bid that is most advantageous in the evaluated criterion (two or more bids may be assigned the same score).
- 6.4. The scoring of criterion No. 1, i.e. “**Total bid price for the production of the Coins**”, will be determined as the **ratio of the total bid price for the production of the Coins (in CZK excluding VAT) of the bid with the lowest total bid price for the production of the Coins and the total bid price for the production of the coins (in CZK excluding VAT) of the evaluated bid multiplied by 100, i.e.:**

$$\begin{array}{l} \text{the point value of the bid} \\ \text{in the criterion “Total bid} \\ \text{price for the production of} \\ \text{the Coins”} \end{array} = 100 * \frac{\begin{array}{l} \text{total bid price for the production of the} \\ \text{Coins of the bid with the lowest total bid} \\ \text{price for the production of the Coins} \\ \text{in CZK without VAT} \end{array}}{\begin{array}{l} \text{total bid price for the production of the} \\ \text{Coins of the evaluated bid in CZK without} \\ \text{VAT} \end{array}}$$

The bid with the lowest total bid price for the production of the Coins will be awarded 100 points.

- 6.5. The evaluation of bids under Criterion No. 2, i.e. “**Quality of the sample pattern coins**”, will be carried out by a specialised technical sub-commission (hereinafter the “Sub-commission”), in such a way that each member of the Sub-commission will assess the sample pattern coins in the bid in 18 (1st type of pattern coin), 19 (2nd type of pattern coin) and 20 (3rd to 5th types of pattern coin) parameters described in the evaluation table, the model of which is attached as Annex 3 to this TD, and will assign each bid a score from 0 to 100 for each parameter. The minimum parameters of the sample pattern

coins are specified in Annex 4 of the TD. Each member of the Sub-commission shall assign points to the bid for each type of pattern coin (i.e. the 1st to the 5th types). The pattern coins will be evaluated anonymously by the Sub-commission. In order to preserve anonymity, the supplier shall submit pattern coins for evaluation without mint markings (see the requirement in point 10.3 of the TD).

The points awarded by each member of the Sub-commission to a given bid in each parameter listed in the evaluation table will be added together and divided by the number of parameters assessed to obtain the average number of points for each evaluator. The average number of points obtained in this way for each evaluator is then added up and divided by the number of evaluators, which will give the average number of points of all evaluators, i.e. the resulting number of points for the 1st type of pattern coin.

The above procedure will then be applied to the evaluation of the 2nd to 5th pattern coins.

The Sub-commission will then calculate the average of the resulting scores for each type of pattern coin (the 1st to 5th types). The resulting value obtained in this way represents the number of points obtained by the bid for the evaluation criterion "Quality of the sample pattern coins" before its multiplication by the appropriate weight pursuant to point 6.6 of the TD.

The points score of a bid for the criterion "Quality of the sample pattern coins" = the average of the points obtained in the evaluation of the 1st to 5th type of pattern coins as described above.

The evaluation tables filled in by all the members of the Sub-commission will be handed over to the evaluation commission. In evaluating the bids, the commission will proceed in accordance with points 6.6 and 6.7 of this TD.

- 6.6. The evaluation according to this scoring method will be carried out by the commission by multiplying the individual scores of the bids according to the above criteria by the respective weight of the given criterion. The resulting numerical values will be added together for both sub-criteria, creating a numerical evaluation of the bid. The overall numerical evaluation of the bids will be mathematically **rounded to two decimal places.**
- 6.7. **On the basis of the numerical evaluation, the commission will determine the ranking of the advantageousness of the individual bids in such a way that the bid with the highest numerical evaluation is selected as the most advantageous. If more than one tender has the same numerical score, then the higher number of points for the criterion "Quality of the sample pattern coins" will be decisive for the ranking of these bids.**

## **7. Qualification requirements of the Contracting Authority**

### **7.1. Basic qualification**

A supplier shall demonstrate compliance with the basic qualification conditions pursuant to Section 74 of the Act by submitting:

- a) ***(IN RELATION TO THE COUNTRY OF RESIDENCE)*** an extract from the **Criminal Register** [to demonstrate basic qualification pursuant to Section 74 (1) (a) of the Act]. If the supplier is a legal entity, the supplier shall submit an extract from the

Criminal Register for both the supplier – legal entity – and for each member of the statutory body of this legal entity, and if a legal entity is a member of the statutory body, the supplier shall submit an extract from the Criminal Register for this legal entity, as well as for each member of the statutory body of this legal entity and for each person representing this legal entity in the statutory body of the supplier. If a branch of a foreign legal entity is participating in the tender procedure, an extract from the Criminal Register for the legal entity and the head of the branch must be submitted. If a branch of a Czech legal entity is participating in the tender procedure, an extract from the Criminal Register must be submitted for this legal entity as well as for each member of the statutory body of this legal entity, and if a legal entity is a member of the statutory body, an extract from the Criminal Register must be submitted for this legal entity as well as for each member of the statutory body of this legal entity and for each person representing this legal entity in the statutory body of the Czech legal entity, as well as an extract from the Criminal Register for the head of the branch.

- b) ***(IN RELATION TO THE CZECH REPUBLIC AND THE COUNTRY OF THE REGISTERED OFFICE)*** confirmation from the relevant tax office [to demonstrate basic qualification pursuant to Section 74 (1) (b) of the Act, with the exception of excise duty],
- c) ***(IN RELATION TO THE CZECH REPUBLIC AND THE COUNTRY OF THE REGISTERED OFFICE)*** confirmation from the relevant social security administration [to demonstrate basic qualification pursuant to Section 74 (1) (d) of the Act],
- d) ***(IN RELATION TO THE COUNTRY OF THE REGISTERED OFFICE)*** an extract from the Commercial Register, if the supplier is registered in the Commercial Register, or a **written affirmation** from the supplier demonstrating that the supplier meets the basic qualification conditions if the supplier is not registered in the Commercial Register, signed by a person authorised to act for the supplier. A model of this declaration is provided in **Annex 5 to the TD – Supplier's affirmation** [in relation to Section 74 (1) (e) of the Act],
- e) ***(IN RELATION TO THE CZECH REPUBLIC AND TO THE COUNTRY OF THE REGISTERED OFFICE)*** a **written affirmation** from the supplier demonstrating compliance with the basic qualification conditions in relation to Section 74 (1) (b) and (c) of the Act, signed by a person authorised to act for the supplier. A model of this affirmation is given in Annex 5 to the TD – affirmation of the supplier.

The supplier is entitled to substitute the submission of the documents referred to in letter (a) to (e) of this point by submitting an affirmation pursuant to Section 86 (2) of the Act, for which it is entitled to use **Annex 5 of the TD – Affirmation of the supplier**. If the bid is submitted by a supplier that is a natural person, the affirmation is submitted for the natural person. If the bid is submitted by a supplier that is a legal entity, the affirmation is submitted for the legal entity.

## 7.2. Professional qualification

The supplier shall demonstrate the fulfilment of professional qualification in relation to the Czech Republic pursuant to Section 77 of the Act by submitting an **extract from the Commercial Register** if the supplier is registered therein, or an extract from another similar register, if another legal regulation requires an entry in such a register [to demonstrate professional qualification pursuant to Section 77 (1) of the Act].

The Supplier is also entitled to replace the submission of the above documents in the bid by submitting an affirmation pursuant to Section 86(2) of the Act, for which it is entitled to use **Annex 5 of the TD - Affirmation of the supplier**. If the bid is submitted by a supplier that is a natural person, the affirmation is submitted for the natural person. If the bid is submitted by a supplier that is a legal entity, the affirmation is submitted for the legal entity.

### 7.3. Technical qualification

The supplier shall demonstrate the fulfilment of technical qualification:

- a) pursuant to Section 79 (2) (b) of the Act by submitting a **list of at least 3 significant services provided by the supplier in the last 3 years prior to the start of the tender procedure, including at least the following information:**
- identification of the client,
  - the subject matter and scope of the significant service,
  - the date of provision of the significant service,
  - the price of each significant service (in CZK without VAT)<sup>1</sup>,
  - a contact person of the client with whom the implementation of the significant service can be verified.

A significant service is defined as the minting of coin-type precious metals in normal and proof quality, where at least one such service was for a price of at least CZK 10,000,000 excluding VAT, and at least one significant service was in the range of at least 10,000 pieces in normal quality and 10,000 pieces in proof quality. Coin-type mintage means coins, medals or similar objects minted from obverse and reverse dies in a punching circle from 15 mm to 50 mm in diameter with low relief (bas-relief) and raised rims.

A supplier is not entitled to use one significant service to meet the requirements for the submission of another significant service at the same time.

The Contracting Authority hereby notifies the supplier that, in view of the reservation set out in point 9.2 of the TD, the supplier cannot fulfil this part of the technical qualification through a subcontractor.

- b) pursuant to Section 79 (2) (c) and (d) of the Act **by submitting a list of at least two technicians who will be involved in the performance of the public contract, and by submitting a certificate of their education and professional qualifications related to the services requested.**

The Contracting Authority requires at least one technician with the following qualifications to be involved in the performance of the subject matter of the public contract:

- at least 3 years of experience in the preparation of reduction, the reduction and the engraving for coin-type mintage

---

<sup>1</sup> In the event a significant service was paid for in a currency other than CZK, the supplier shall use the exchange rate announced by the CNB on the day of the start of the tender procedure for this public contract to convert the price of the significant service into CZK. The start date is given at [Přehled - E-ZAK ČNB \(cnb.cz\)](#) in the tab with this public contract.

and at least one technician with the following qualifications:

- at least 3 years of quality management experience in coin or medal minting.

To demonstrate the qualifications of the above-mentioned technicians, the supplier shall submit signed professional CVs for these technicians, which will state at least:

1. their name, surname and title
2. their relationship with the supplier (employment or other)
3. their professional experience demonstrating the fulfilment of the qualification requirements for professional qualification.

The Contracting Authority hereby notifies the supplier that, in view of the reservation set out in point 9.2 of the TD, the supplier cannot fulfil this part of the technical qualification through a subcontractor.

- c) pursuant to Section 79 (2) (e) of the Act, by submitting a **description of the technical equipment that the supplier will have at its disposal for the purpose of performing the public contract, namely at least one of each individual piece of equipment: an automatic reduction machine, a press for reproducing dies and an embossing press, and by submitting a description of the supplier's measures to ensure quality, at least the minting of coins and the suitability of the selected packaging for the long-term storage of coins.**
- d) pursuant to Section 79 (2) (g) of the Act, **by enabling a check of technical capacity by the Contracting Authority, and an inspection of quality assurance measures by the Contracting Authority or another person on its behalf.** The tender participant shall **include in the bid a proposal for at least three dates** when the Contracting Authority or its authorised person will be able to participate in an inspection of the technical capacity and quality assurance measures of the tender participant in accordance with point 7.3 (c) of the TD. On the basis of this proposal, a **specific date** for the inspection will be **bindingly agreed** with the tender participant. The **deadline for carrying out such an inspection** is **two weeks from the end of the deadline for the submission of bids for the procurement procedure.**

The inspection will focus primarily on the ability to prepare models for reduction, mechanical reduction on an automatic reduction machine (electroerosion reduction is not permitted), engraving modifications of reductions, the reproduction of individual stages of production tools (reduction, matrix, hallmark, die), their further processing, finalisation and surface treatment, including polishing and matting, minting of coins with milled and plain edges, minting of coins in a volume of at least 100,000 pieces per year, assembly into packaging in a dust-free and properly lit area, and destruction of defective and unnecessary blanks, coins and production tools of all levels. In addition, the inspection will focus on ensuring the safe storage of blanks, coins and production tools.

After the successful completion of the inspection, the **Contracting Authority will issue a written confirmation of the successful demonstration** of the fulfilment of this qualification requirement and hand it over to the tender participant. This confirmation will serve as evidence of compliance with the required technical qualification criteria.

The Contracting Authority may refrain from carrying out an inspection if the technical capacity and measures relating to the supplier's quality assurance are already known to

the Contracting Authority from another inspection carried out for another similar procedure, provided that no more than 12 months had elapsed since the inspection was carried out on the date of submission of the bid.

The Contracting Authority may also waive the inspection if this is necessary with regard to currently adopted epidemiological measures announced by the government of the Czech Republic (or by the government of another state, even outside the European Union).

The Contracting Authority reserves the right to verify the information provided regarding the technical qualification.

**The Contracting Authority will not accept proof of compliance with the technical qualification criteria by means of an affirmation pursuant to Section 86(2) of the Act.**

#### **7.4. Form and age of qualification evidence**

The supplier is entitled to submit plain copies, certified copies or originals of documents proving the fulfilment of the qualification in their bid.

Documents proving basic qualification pursuant to Section 74 of the Act must prove that the required qualification criterion has been met no later than 3 months before the date of commencement of the procurement procedure.

#### **7.5. Proof of qualification obtained abroad**

In accordance with Section 81 of the Act, if the qualification was obtained abroad, it is proved through documents issued under the law of the state in which it was obtained, to the extent required by the Contracting Authority.

In accordance with Section 45(3) of the Act, if the Act or the Contracting Authority requires the submission of a document under the law of the Czech Republic, the supplier may submit a similar document according to the law of the state in which this document is issued; such document must be submitted with a translation into the Czech language. A document in Slovak and a document on education in Latin may be submitted without translation. If the required document is not issued under the relevant law, it may be replaced by an affirmation.

#### **7.6. Qualifications in the event of joint participation of suppliers**

In the event of joint participation of suppliers, each supplier must demonstrate the basic qualification and professional qualification separately pursuant to Section 77 (1) of the Act.

#### **7.7. Single European Certificate**

A supplier is entitled, when demonstrating qualification, to replace the submission of documents in their bid with the submission of the **Single European Certificate** pursuant to Article 87 of the Act.

#### **7.8. Extract from the list of qualified suppliers**

If a supplier submits to the Contracting Authority an extract from the list of qualified suppliers, this extract replaces the document demonstrating:



- (a) professional qualification pursuant to Section 77 of the Act to the extent that the information in the extract from the list of qualified suppliers demonstrates compliance with the professional qualification criteria, and
- (b) basic qualification pursuant to Section 74 of the Act.

The Contracting Authority shall accept an extract from the list of qualified suppliers if the extract from the list of qualified suppliers is not **more than 3 months old** on the deadline for the demonstration of basic qualification or professional qualification.

## **8. Requirements for the method of preparing a bid**

8.1. A supplier may submit only one bid in the procurement procedure.

8.2. Such a bid must be submitted in writing, in the Czech language.

8.3. **The bid must include:**

8.3.1. **Identification data for the supplier:**

- business name or name, registered office, legal form, business identification number (if assigned) if a legal entity,
- business name or name and surname, place of business, personal identification number (if assigned) if a natural person,
- the person(s) authorised to act for the supplier,
- the contact person(s) of the supplier (name and surname, also e.g. telephone, e-mail).

8.3.2. The **draft contract**, which is attached as Annex 1 to the TD, completed in the required provisions.

8.3.3. The **completed price table** (Annex 2 to the TD).

8.3.4. **Documents demonstrating the supplier's qualification according to point 7 of the TD**, or a completed and signed affirmation by the supplier, which forms Annex 5 to the TD, or a Single European Certificate.

8.3.5. **A list of subcontractors or an affirmation according to point 9 of this TD. The supplier shall use the specimen affirmation attached as Annex 5 to the TD for this purpose.**

8.3.6. **Sample pattern coins according to point 10.3 of this TD.**

The sample pattern coins that will be the subject of evaluation according to points 6.5 and 6.6 of this TD (i.e. the 1st to 5th type of pattern coins) will be presented by the supplier separately in a sealed package secured against normal damage and undiscernible opening. The packaging will be marked with the name of the tender procedure "Production of commemorative silver coins", the address of the Contracting Authority, the address of the supplier including its identification (or other registration) number and the text "**DO NOT OPEN, WILL BE OPENED BY THE COMMISSION – SAMPLE PATTERN COINS**". The Contracting Authority recommends that the packaging be fitted with security features to protect it from damage and tampering so as to preclude the possibility of unauthorised replacement.

For each sample pattern coin, the pure weight of silver (in grams to an accuracy of 2 decimal places) contained therein will be indicated (see point 10.4 of this TD).

8.3.7. The **bank account number of the tender participant** (including the IBAN and BIC for tender participants based outside the Czech Republic) according to point 10.6 of this TD.

8.3.8. **An affirmation that clearly shows that neither the supplier nor their subcontractor through which they demonstrate qualification (if any) has violated the requirement of Section 4b<sup>2</sup> of Act No. 159/2006 Coll., on Conflict of Interest, as amended (hereinafter the “Conflict of Interest Act”), when demonstrating the requirement of the Contracting Authority pursuant to point 10.7 of this TD. The supplier shall use the model affirmation attached as Annex 5 to the TD for this purpose.**

8.3.9. **An affirmation according to point 10.8 of this TD.**

**The affirmations shall be signed by a person authorised to act on behalf of the supplier.** Where the document is signed by a representative under a power of attorney, this fact will be explicitly stated in the document and the relevant power of attorney will be attached to the bid.

## 9. Use of subcontractors

9.1. Pursuant to Section 105 of the Act, the Contracting Authority requires the supplier to specify in its bid any parts of the public contract that it intends to perform through subcontractors, and to provide the identification data of such subcontractors<sup>3</sup>.

If it has no subcontractors, the supplier shall explicitly state this fact in the bid through an affirmation.

9.2. Furthermore, pursuant to Section 105 (2) of the Act, the Contracting Authority stipulates that the preparation of reduction, the reduction of models, engraving modifications, the reproduction of minting tools with the exception of the punching circle, the final surface treatment of dies, the minting of coins and assembly of coins into packaging must be carried out (performed) directly by the selected supplier

## 10. Other

10.1. All communication between the Contracting Authority and the supplier will be in Czech or Slovak.

10.2. This TD has been prepared in Czech and English. In the event of a conflict between these versions of the TD, the TD prepared in Czech will prevail.

10.3. For the production of the sample pattern coins to be evaluated according to points 6.5 and 6.6 of this TD (i.e. the 1st to 5th types of pattern coins), the participants in the tender

---

<sup>2</sup> Pursuant to Section 4b of the Conflict of Interest Act, a company in which a public official referred to in Section 2(1)(c) of the Conflict of Interest Act or a person controlled by him/her owns a share representing at least 25% of the shareholder's participation in the company may not participate in procurement procedures under the Act as a participant in the procurement procedure or as a subcontractor through which the participant in the procurement procedure demonstrates qualification.

<sup>3</sup> Pursuant to Section 28 (1) (g) of the Act, identification data means the business name or name, registered office, legal form if a legal entity, and the business name or name and surname if a natural person.

procedure will be lent, upon their request delivered to the contact person of the Contracting Authority for organisational matters listed on the cover page of this TD, plaster models or other production materials of the face and reverse sides of the designs intended for the creation of the sample pattern coins, in person at the Contracting Authority's registered office within 3 weeks of such a request. **Therefore, the Contracting Authority strongly recommends that suppliers request the delivery of the plaster models in sufficient time in advance so they can produce the sample casts within the deadline for the submission of bids (see point 11 of this TD), and in accordance with point 8.3.6 of this TD.** The tender participants shall return the plaster models to the Contracting Authority no later than the day on which the deadline for the submission of bids expires, unless the Contracting Authority specifies otherwise in a particular case. Tender participants shall ensure the preparation of the reduction, the reduction of the models, engraving modifications or direct hand engraving, reproduction of the engraving tools, except for the punching circle, final surface finishing of the dies, embossing of the pattern coins and assembly of the pattern coins into packaging without the use of a subcontractor.

In order to preserve the anonymity of the evaluation, a supplier shall not use its chosen mark for the 1st to 5th type of sample pattern coins, but rather a capital letter of the alphabet that **will be assigned to the supplier by the Contracting Authority in an e-mail sent to the supplier's contact person immediately after the supplier has taken delivery of the models.** The sample pattern coins will be presented in two embossed designs, in standard quality (1st, 3rd and 4th types of pattern coin) and in proof quality – proof (2nd and 5th types of pattern coin). The technical parameters of the sample pattern coins (1st to 5th types) are given in Annex 4 to this TD. The evaluation parameters are given in the table attached as Annex 3 to this TD.

- 10.4. Blanks for the sample pattern coins (all types) will be provided by the supplier at its own expense. However, the Contracting Authority will reimburse the tender participants for the sample pattern coins, the price of which will be set at the value of the precious metals contained in the sample pattern coins, if they so request in writing no later than 10 days after the deadline for the submission of bids by e-mail sent to the contact person for organisational matters indicated on the cover page of this TD. In such a case, the Contracting Authority will pay the participant the value of the precious metals contained in the sample pattern coins in Czech crowns (CZK) on the basis of a tax document issued by the participant and within 30 days of its receipt. VAT will be added to the price at the rate applicable on the date of the taxable performance. If the participant in the tender procedure is a person not established in the Czech Republic, VAT will be declared and paid by the Contracting Authority. In such a case, the participant shall deliver the tax document to the Contracting Authority no later than the 15th day of the month following the month in which the performance took place.
- 10.5. The value of the precious metals in the sample pattern coins will be determined as a multiple of the LBMA Silver Price set in USD at 15:00 on the day of the deadline for submission of bids, and the pure weight of the silver (in grams) contained in the sample pattern coins submitted by the tender participant in the bid. The value of the silver in USD obtained in this way will be converted into CZK on the basis of the exchange rate announced by the CNB on the day on which the deadline for submitting bids ends. **In order to calculate the value of the precious metals in the sample pattern coins, each tender participant shall indicate in its bid the pure weight of silver (in grams to an**

**accuracy of 2 decimal places) in the sample pattern coins (for each sample pattern coin).**

- 10.6. **Each tender participant shall also include in its bid the account number, including the bank code, to which the Contracting Authority will send the value of the silver contained in the sample pattern coins calculated in the manner described above. Tender participants who have their registered office outside the territory of the Czech Republic shall provide their IBAN and BIC as well as their bank account number.**
- 10.7. **The Contracting Authority also requires that the supplier, and any subcontractor through which it demonstrates qualification, are not in a conflict of interest pursuant to Section 4b of the Conflict of Interest Act. The supplier shall demonstrate this requirement by submitting an affirmation clearly stating this fact. A model of this declaration is provided in Annex 5 of the TD – Affirmation of the supplier.**
- 10.8. **The supplier shall demonstrate by affirmation that:**
- a) **neither it nor its subcontractor, if any, regardless of whether or not the supplier demonstrates part of its qualification through it, are entities that would meet the definition characteristics of entities referred to in Article 5k of Regulation (EU) No. 833/2014 of 31 July 2014 concerning restrictive measures in view of Russia's actions destabilising the situation in Ukraine, as amended (hereinafter the “Regulation”), or entities referred to in Article 1h of Decision 2014/512/CFSP of 31 July 2014 concerning restrictive measures in view of Russia's actions destabilising the situation in Ukraine, as amended (hereinafter the “Decision”), prohibiting the award or performance of any public contract or concession contract within the meaning of the Regulation or Decision;**
  - b) **neither it nor its subcontractor, if any, regardless of whether or not the supplier demonstrates part of its qualification through it, are entities listed in Annex I to Council Regulation (EU) No. 269/2014 of 17 March 2014 concerning restrictive measures in respect of actions undermining or threatening the territorial integrity, sovereignty and independence of Ukraine, as amended, or in Annex I to Council Regulation (EU) No. 208/2014 of 5 March 2014 concerning restrictive measures directed against certain persons, entities and bodies in view of the situation in Ukraine, as amended, or in Annex I to Council Regulation (EC) No. 765/2006 of 18 May 2006 concerning restrictive measures directed against President Lukashenko and certain officials of Belarus, as amended, or in annex to Council Decision 2014/145/CFSP of 17 March 2014 concerning restrictive measures in respect of actions undermining or threatening the territorial integrity, sovereignty and independence of Ukraine, as amended;**
  - c) **the performance offered by it in the bid does not in any way infringe any applicable legal regulations issued in particular by European Union institutions (i.e. in particular prohibitions on imports of iron and steel products within the meaning of Council Regulation (EU) 2022/428 of 15 March 2022 amending the “basic” Regulation (EU) 833/2014 or Council Regulation (EU) 2022/355 of 2 March 2022, amending the “basic” Regulation (EC) 765/2006 concerning restrictive measures in view of the situation in Belarus, etc.).**

**The Supplier is entitled to use the model affirmation in Annex 5 of the TD to demonstrate the above-mentioned facts.**

- 10.9. In order to be able to communicate with the Contracting Authority via the electronic tool, a tender participant must be registered as a supplier in the E-ZAK electronic tool (<https://ezak.cnb.cz>).
- 10.10. In accordance with Section 122 of the Act, the **Contracting Authority will ascertain the beneficial owner of the selected supplier, if a legal entity, in accordance with the procedure set out in Section 122 (5) and (6) of the Act.** In the event that any of the reasons pursuant to Section 122 (8) of the Act occur, the Contracting Authority will exclude the selected supplier from participation in the procurement procedure.
- 10.11. **Pursuant to Section 48 (7) of the Act, the Contracting Authority may exclude a tender participant that is a joint-stock company or has a legal form similar to a joint-stock company and does not have exclusively book-entry shares issued.**
- 10.12. **Suppliers will not be entitled to compensation for any costs associated with the submission of a bid and participation in the tender procedure, except for the costs referred to in point 10.4 of this TD. Any conversion fees charged by the bank in connection with the payment for the precious metals contained in the sample pattern coins will be paid by the supplier. In this case, the supplier will receive an amount equivalent to the value of the precious metals less the conversion fees.**
- 10.13. Any objections pursuant to Section 241 of the Act may be sent by the supplier via the Contracting Authority's data box (**data box ID: 8tgaiej**), or via the E-ZAK electronic tool (<https://ezak.cnb.cz/>).

## **11. Deadline for submission of a bid and bid submission method**

**The deadline for submission of bids is indicated on the profile of the Contracting Authority at: <https://ezak.cnb.cz/>.**

Submission of a bid means the submission of the bid to the Contracting Authority **through the E-ZAK electronic tool provided by the Contracting Authority and available at: <https://ezak.cnb.cz/>.** Detailed information on how to use the E-ZAK electronic tool (user manual) is available at: <https://ezak.cnb.cz/>.

As there is only the submission of electronic bids, there will be no public opening of bids. Bids will be opened without undue delay after the deadline for submission of bids.

### **Place for the submission of a sample performance according to point 10.3 of the TD and the method of its delivery**

A sample performance, which must be part of the bid according to point 8.3.6 of the TD, is delivered in the following ways, namely:

- a) by sending it to the registered office of the Contracting Authority:

Czech National Bank  
Na Příkopě 28  
115 03 Prague 1,

- b) by submitting it at the Contracting Authority's filing office:

Czech National Bank  
Senovážná 3  
115 03 Prague 1

Working hours of the Contracting Authority's filing office:

Monday – Thursday: 8:00 a.m. – 4:15 p.m.

Friday: 8:00 a.m. – 3:00 p.m.

A security officer of the Contracting Authority will call a filing office employee to come and accept the sample performance. The time of receipt of the sample performance is the moment of its actual acceptance by the filing office employee. The Contracting Authority notifies the supplier that there may be a time delay between the moment of the entry of the person delivering the sample performance into the Contracting Authority's building and the moment of the actual handover of the sample performance to the filing office employee (e.g. due to the person delivering the sample performance being unfamiliar with the layout of the building). Therefore, the Contracting Authority asks suppliers to enter the building through the Senovážná 3 entrance a reasonable time in advance (we recommend at least 5 minutes before the deadline for the submission of bids).

**The samples must be handed to the filing office employee before the deadline for the submission of bids!!!**

## 12. Alternative solutions

The Contracting Authority will not accept any alternative solution for a bid.

## 13. Annexes:

- 1 to the TD – Draft contract, including annexes
- 2 to the TD – Price table
- 3 to the TD – Evaluation of the technical quality of the sample pattern coins
- 4 to the TD – Technical parameters of the sample pattern coins
- 5 to the TD – Affirmation of the supplier (specimen)

Prague 12 August 2024

Zdeněk Virius  
Executive Director of the Administration  
Department  
electronically signed

p. p. Kateřina Dvořáková  
Deputy of Executive Director of the Cash  
and Payments Department  
electronically signed

Ladislav Kročák  
Executive Director of the Cash and  
Payments Department