

Prague, 16th August 2017  
Ref. No.: 2017/111031/CNB/420

**Invitation from the Czech National Bank to bid for the public contract  
“Supply of mobile folding stages for the CNB Congress Centre”**

The Czech National Bank (hereinafter the “CNB” or the “Contractor”) hereby invites you to bid for the above public contract. An invitation to bid is one of the CNB’s internal procedures for selecting suppliers for public contracts with an expected value of less than CZK 2 million excluding VAT in the case of contracts for goods or services or less than CZK 6 million excluding VAT in the case of contracts for construction work. An invitation to bid is not a procurement procedure as defined by Act No. 134/2016 Coll., on Public Procurement (hereinafter the “Act”).

**1. Information about the subject-matter of the public contract (hereinafter the “Contract”), and other terms and conditions related to the performance of the Contract:**

1.1 Subject-matter of the Contract:

The subject-matter of the Contract is the supply of 16 mobile folding stages and 10 stage skirts.

A detailed specification of the subject-matter of the Contract is given in Appendix 1 to this invitation – Draft Contract.

1.2 Time limits for performing the Contract:

Stated in Appendix 1 to this invitation – Draft Contract.

1.3 Place of performance of the Contract:

Stated in Appendix 1 to this invitation – Draft Contract.

1.4 Terms and conditions and payment conditions:

The terms and conditions and payment conditions are contained in Appendix 1 to this invitation – Draft Contract. The draft contract shall be binding on the supplier. The supplier shall only add the information required by the Contractor. The supplier shall not be entitled to alter other particulars in any way.

1.5 Where the invitation or appendices refer to a specific commercial product name, the Contractor will allow the use of an equivalent.

**2. Information about the supplier proving that it is qualified to perform the Contract (hereinafter the “Qualifications”).**

2.1 An affidavit filled in and signed by the supplier (a specimen affidavit form is given in Appendix 2 to this invitation).

2.2 A certificate of incorporation if the supplier is incorporated (a simple copy of the certificate not older than three months as of the date of commencement of the invitation to bid is sufficient).

2.3 A business licence certificate pursuant to special legal rules in a scope corresponding to the subject-matter of the Contract, i.e. retail and wholesale trade (e.g. a trade

certificate or licence); a simple copy is sufficient.

### 3. Bid price:

- 3.1 The supplier should set the bid price by **filling in clause III(1) of the draft contract** in Appendix 1 to this invitation.
- 3.2 Prices should be given in CZK exclusive of VAT to two decimal places and should include all the supplier's costs related to the performance of the Contract.

### 4. Manner of assessment and evaluation of bids:

- 4.1. The Contractor reserves the right to assess the bids with respect to compliance with the conditions specified in this invitation after the bids are evaluated. The Contractor also reserves the right to assess only the bid of the selected supplier.
- 4.2. The only evaluation criterion for awarding the public contract is **“the value for money of the bid”** evaluated according to the lowest price bid.

### 5. Contact persons at the CNB:

Věra Hammerová Vaňkátová, tel.: +420 224 412 105, e-mail: [vera.hammerova-vankatova@cnb.cz](mailto:vera.hammerova-vankatova@cnb.cz).

In her absence Václav Kvapil, tel.: +420 224 413 014, e-mail: [vaclav.kvapil@cnb](mailto:vaclav.kvapil@cnb).

### 6. Requirements for the supplier's bid:

- 6.1 The supplier's bid, correspondence and documents concerning the invitation should be written in the Czech or English language.
- 6.2 The supplier should submit the bid in one original in paper form. The bids of the individual suppliers must contain the following:
  - 6.2.1 The identification data of the supplier – the supplier's name or company name, registered address or place of business, company ID number, tax ID number (if assigned), telephone number and contact person (name and surname, telephone, e-mail).
  - 6.2.2 The completed draft contract (Appendix 1 to this invitation) in paper form signed by a person authorised to act on behalf of the supplier.
  - 6.2.3 The documents specified in item 2 of this invitation (i.e. documents proving qualifications). The supplier's affidavit must be signed by a person authorised to act on behalf of the supplier.
  - 6.2.4 **A detailed technical specification of the products offered with detailed product photographs. The product photographs can be complemented with an instruction video.**
  - 6.2.5 An electronic medium containing the completed draft contract – Appendix 1 to this invitation (in MS Word 2010 and MS Excel 2010 format or higher).
- 6.3 The supplier's bid must be delivered to the CNB in a sealed envelope. The envelope must be marked with the phrase “NEOTVÍRAT, BUDE OTEVŘENO KOMISIONÁLNĚ” (Do not open, to be opened by the commission) and the public contract title **“Supply of mobile folding stages for the CNB Congress Centre”** along with the address of the supplier and the address of the CNB:

Czech National Bank.

Administration Department, Business Division

Na Příkopě 28  
115 03 Prague 1

- 6.4 The bid can either be sent by post to the above address, or delivered personally to the CNB's mail room at Senovážná 3, Prague 1 (mail room opening hours: Monday to Thursday from 8.00 a.m. to 4:15 p.m. and Friday from 8:00 a.m. to 3:00 p.m.). In the case of personal delivery of the bid, the Contractor would like to point out that a delay may arise between the time of entry into the Contractor's building by the person delivering the bid and the handover of the bid to the mail room employee (due to the time taken to navigate through the building, for example). The Contractor therefore asks suppliers to enter the building through the entrance at Senovážná 3 with an appropriate time reserve (we recommend at least five minutes before the deadline for submitting bids expires).

**7. Deadline for the receipt of bids:**

By **10:00 a.m. on 31st August 2017**. Bids arriving later will not be accepted.

**8. Time for which the supplier is bound by its bid:**

Until 31 December 2017.

**9. More information about the invitation to bid:**

- 9.1 Communication between the CNB and the supplier shall be in the Czech language.
- 9.2 The supplier is entitled to submit only one bid. If the supplier submits more bids, all of its bids will be excluded and the supplier will be disqualified from the bidding procedure.
- 9.3 The CNB reserves the right to ask suppliers to explain their bids, not to select any bid or to cancel this invitation or a part thereof until such time as the contract is signed without suppliers becoming entitled to the reimbursement of any costs related to the submission of a bid.
- 9.4 If no contract is signed with the selected supplier, the CNB reserves the right to negotiate the conclusion of the contract with another bidder in the order arising from the results of the assessment of bids. The CNB may apply this procedure repeatedly until the contract is signed.
- 9.5 By submitting a bid, suppliers do not become entitled to reimbursement of any costs related to the processing of the bid and participation in the bidding process.
- 9.6 Bids submitted will not be returned to suppliers.
- 9.7 Suppliers may send any questions related to the invitation to bid via the EZAK electronic tool or by e-mail to the address of the contact person given in item 5 of this invitation. The questions must be delivered **no later than 10:00 a.m. on 24th August 2017**. Replies to questions will be published on the Contractor's profile <https://ezak.cnb.cz>.
- 9.8 The Contractor reserves the right to publish the order of the bids and the prices bid by the individual suppliers.
- 9.9 The Contractor reserves the right to inform suppliers about the decision on the most advantageous bid and about any disqualification of suppliers or cancellation of the invitation in an announcement published on its profile: <https://ezak.cnb.cz>.

Thank you in advance for your potential bid.

Yours sincerely,

Zdeněk Virius  
Executive Director,  
Administration Department  
Signed electronically

Ladislav Zelenka  
Director, Premises  
Management Division  
Signed electronically

Appendices

Appendix 1 – Draft contract and annexes thereto

Appendix 2 – Supplier's affidavit (specimen form)