

The Rules of the Tendering Procedure for:

“Exhibition booth – MRO Barcelona 2020”

Reg. No.: 0527003010
The Contracting Authority: **Czech Airlines Technics, a.s.**
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The deadline for the submission of tenders: The time limit for submitting tenders prepared according to these Rules of the Tendering Procedure is provided at the Contracting Authority's profile at <http://zakazky.prg.aero>.

I. THE SUBJECT MATTER OF THE TENDERING PROCEDURE

I.1 The scope of performance: The subject of this Contract is arrangement of exhibition booth. The exhibiton booth will contain:

- CSA Technics logo – Annex E
- Exhibiton booth must be original. The back side is closed towards to next exhibiton booth (Honeywell) – see the floor plan below (exhibiton booth number 1087):
<https://exhibitor.mroeuropa.aviationweek.com/eu20/Public/eventmap.aspx?shavailable=1&shexhlist=1>
- Branding of exhibition booth from side (CSA Technics logo must be visible from entrance.
- Stand booth dimensions 36 m² – 6 x 6 m. Maximum stand height is 3,66 m.

I.2 Required equipment of exhibition booth:

- Corner reception with storage space (towards to next exhibition booth – Delta Tech)
- 1x bar table with 3 bar chairs (total 3 bar tables with 9 bar chairs inside of exhibition booth)
- Inbuilt 2x LCD TV, min. 55"; not nessesarily next to one each other; 1 x PC table under LCD TV

Further specifications of the requested performance and the terms and conditions for its execution are provided in the Annex D - Draft contract.

I.3 Site of performance: Barcelona, MRO Barcelona

I.4 Time of performance: **27.10. 2020 – 29.10.2020** (Installation – October 27, 2020, Moving out – October 29, 2020).

II. THE RULES OF THE TENDERING PROCEDURES

II.1 The tendering procedure is held outside Act No. 134/2016 Coll., on Public Procurement, as amended. This tendering procedure is not a public contract to choose the most economically advantageous tender pursuant to Section 1772 and following of Act No. 89/2012 Coll., the Civil Code, as amended.

II.2 The General Terms and Conditions of the Tendering Procedure are provided in the annex hereto. Unless expressly stated otherwise in this document, the tendering procedure will follow these General Terms and Conditions.

II.3 This tendering procedure is prepared in English language.

III. REQUIREMENTS FOR ECONOMIC OPERATORS (THE QUALIFICATIONS OF ECONOMIC OPERATORS)

III.1 The economic operator must meet the following requirements related to the subject matter of performance:

III.1.1 It must prove experience with executing at least 2 similar contracts, each of a minimum financial volume of EUR 1 000,00 excl. VAT over the last 2 years prior to the

commencement of this tendering procedure; a similar contract means an arrangement of exhibition booth;

III.1.2 a similar work contracts with the respect to this Article have been provided with a due care and led to a proper completion, i.e. the economic operator has not shown deficiencies which caused damage, led to an early termination of the contract or other comparable sanctions.

III.2 The economic operator must meet the following general requirements:

III.2.1 It must not be in liquidation;

III.2.2 It is not in bankruptcy, has not been declared insolvent, receivership has been imposed on it under another legal regulation nor it is/has been in a similar situation pursuant to the laws of the country of its registered office.

III.2.3 It has not been convicted by a final judgement of any of the crimes specified in the solemn declaration which forms an integral part hereto or any other similar crime pursuant to the body of laws of the country of its registered office in the past five years preceding the commencement of the tendering procedure; expunged convictions are disregarded,

III.2.4 Criminal proceedings for a suspected committal of one of the crimes listed in the solemn declaration have not been initiated against the economic operator and/or against persons listed under e) of the solemn declaration that is attached hereto;

III.2.5 It must prove that it holds a trade licence in the extent corresponding to the subject matter of performance.

III.3 The economic operator will confirm the fulfilment of all of the above general requirements by submitting a solemn declaration attached hereto.

III.4 Prior to signing the contract, the selected economic operator will be invited to prove facts stated in the solemn declaration by submitting documents proving those facts. If an economic operator provides information in the solemn declaration that is not true, the Contracting Authority may enter such economic operator into the Contracting Authority's list of entities prohibited to perform its public contracts (the blacklist).

IV. REQUIRED CONTENTS OF TENDERS AND THEIR SUBMISSION

IV.1 A tender submitted by an economic operator must include the following documents (for some of them, see the annexes hereto):

IV.1.1 a completed solemn declaration by the economic operator in .pdf and .docx formats,

IV.1.2 a completed draft contract in .pdf and .docx formats,

IV.1.3 a completed form for setting the tender price; the tender price will also be entered in XLS/XLSX format.

IV.2 Together with the tender, the economic operator submits:

IV.2.1 information what types of holograms is able to provide (<https://www.holomotion.eu/en/>).

IV.2.2 approximate date by which it is necessary to provide you with our graphic materials.

IV.2.3 Detailed proposal of design exhibition booth according to the Art. I hereof.

IV.3 Tenders must be submitted within the time limit in digital form via the E-ZAK electronic tool on <http://zakazky.prg.aero>.

V. THE METHOD OF EVALUATION OF TENDERS

V.1 The tenders will be evaluated according to the following criteria:

V.1.1 The Bid price in EUR exclusive VAT – weight 50 %,

V.1.2 Proposal of design exhibition booth – weight 50 %.

V.2 Ad V.1.1) - (lowest tender price without VAT / tender price of the specific evaluated offer) x 100 x weight of the criteria = economic advantageousness of the criteria

Ad V.1.2) - each professional member of the committee will allocate bids mark 1 or 5, where 5 is the best rating (satisfy) and 1 the worst (unsatisfied). As a best offer will be evaluated the bid,

which will receive the highest sum of points from all committee members, as the least suitable offer will be evaluated the bid which will receive the least points (points of the evaluated bid / number of points of the best bid) x 100 x weight of the criteria = economic advantageousness of the criteria.

The best offer with the highest total score (in points), evaluated by the evaluation committee as a high-quality, in a proper design style, will be evaluated as the most suitable tender, able to be realized. The tender with the lowest total score (in points), evaluated by the evaluation committee as a low-quality, in a wrong design style, will be evaluated as the worst suitable tender, incapable to be realized.

V.3 To assess and evaluate tenders, an electronic auction or negotiations regarding tender can take place. The conditions of holding an electronic auction and a negotiation about tenders are listed in the General Terms and Conditions of the Tendering Procedure attached hereto.

V.4 The contract to perform will be entered into with one economic operator who ranked in the first place in the tender evaluation.

VI. THE TIME LIMIT FOR SUBMITTING INQUIRIES RELATED TO THE TENDERING PROCEDURE

VI.1 The Contracting Authority has set a time limit for submitting inquires related to the tendering procedure, not less than three working days before the deadline for the submission of tenders (deadline day does not count). Within the above time limit, inquires must be delivered to the Contracting Authority via E-ZAK. The Contracting Authority reserves the right not to react to late delivered inquires.

VI.2 The Contracting Authority recommends that economic operators continuously check the public contract page in the E-ZAK electronic tool where information regarding the course of the tendering procedure, or any changes to the rules and terms and conditions of the tendering procedure, will be published.

VII. ANNEXES

VII.1 The following annexes form an integral part of the Rules of the Tendering Procedure:

VII.1.1 Annex A – General Terms and Conditions of the Tendering Procedure

VII.1.2 Annex B – Solemn Declaration Template

VII.1.3 Annex C – Setting Tender Price Form

VII.1.4 Annex D – Draft Contract

VII.1.5 Annex E – Logo CSA Technics