

The Rules of the Tendering Procedure Supplies:

**“Baggage Tags for CUSS (self-service kiosk) and for SBD (self- service bag drop)”**

Reg. No.: 0227008440  
The Contracting Authority: **Letiště Praha, a. s.**  
Registration No.: 282 44 532  
K letišti 1019/6, Ruzyně, 161 00 Praha 6  
registration in the Commercial Register with the Municipal Court in  
Prague, section B, entry No. 14003  
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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 subject of this Tendering procedure is delivery of Baggage Tags for two types of devices: a) for CUSS (self-service kiosk) and b) for SBD (self- service bag drop), for a period of 2 years to the extent specified in Appendix D to this Rules of the Tendering procedure (production, printing, distribution). The technical list and characteristics are given in Appendix E this Rules of the tendering procedure.
- I.2 For evaluation purposes the quality of product the economic operator submit samples - 1 roll of Baggage Tags.
- I.3 The economic operator shall deliver the samples free of charge to the following address: Prague/Ruzyně Airport, Jana Kašpara 1069/1, 160 08 Praha 6, to department Central Purchasing and Logistics, to Mrs. Pavlína Neubergová. The samples must be delivery at the latest by the date of submission of the offer.
- I.4 The scope of performance: the quantity (or an anticipated quantity). Further specifications of the requested performance and the terms and conditions for its execution are provided in the draft contract in an annex hereto.
- I.5 Site of performance: Prague/Ruzyně Airport grounds, Terminal 1 or 2 (it's possibility to 15 min. parking free).
- I.6 With respect to the nature of the subject matter of performance of this contract, the Contracting Authority will not enable a visit to the site of performance.
- I.7 Estimated period of performance: for a period of 24 months from the contract date.

## 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.

## 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 1 similar contract, of a minimum financial volume of EUR 4000,- excl. VAT over the last 2 years prior to the commencement of this tendering procedure; a similar contract means delivery of Baggage Tags for any the following devices (CUSS kiosks and/or SBD)
- 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** 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** Beyond the above requirements for economic operators (the qualifications of economic operators), economic operators are obliged to include as an integral part of their tender following:

**III.4.1** solemn declaration of (non) existence of a conflict of interest;

**III.4.2** a solemn declaration about the fact, that against them and / or against the persons referred to in letter (d) of an solemn declaration, attached to this document has been / has not been prosecuted on suspicion of having committed any of the offenses set forth in an solemn declaration.

#### **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.1.4** a solemn declaration responsible procurement by the economic operator / *free form by the economic operator* / in .pdf and docx.formats.

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

**IV.2.1** Sample of 1 roll of Baggage Tags.

**IV.3** Tenders must be submitted within the time limit in digital form via the E-ZAK electronic tool on <http://zakazky.prg.aero>. Samples can be submitted throughout the duration of the time limit subject to a previous agreement with the Contracting Authority's contact person specified above.

#### **V. THE METHOD OF EVALUATION OF TENDERS**

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

**V.1.1** **Tender price – weight 60%,**

**V.1.2** **Simple and user-friendly use Baggage Tags– weight 30%,**

**V.1.3** **Responsible procurement- weight 10%.**

Ad) V.1.1.the form for calculating the offer price is part of Annex F to this tendering procedure. The offer price will be determined in accordance with Annex F to this tendering procedure. (lowest bid price without VAT / bid price evaluated) x 100 x weight of the criterion = advantage of the given criterion.

Ad) V.1.2 expert members of the commission will assign points 1 - 5 to individual bids, where 5 is the best rating and 1 is the worst rating (for the user will be easily unstick, the correct placement on the luggage and clear which part the user keep with him/her).

The expert members of the commission will assign points 1-5 as follows:

- a) Baggage Tags will not easily unstick, for user will not be clear the correct placement on the luggage and the user will not be clear which part from Baggage Tags to keep with him/her – will be awarded 1 point.
- b) Baggage Tags will not easily unstick, but the user will be clear the correct placement on the luggage and the user will not be clear which part from Baggage Tags to keep with him/her – and /or Baggage Tags will not easily unstick, the user will not be clear the correct placement on the luggage, but the user will be clear which part from Baggage Tags to keep with him/her - will be awarded 2 points.
- c) Baggage Tags will easily unstick, but the user will not be clear the correct placement on the luggage and the user will not be clear which part from Baggage Tags to keep with him/her and / or baggage tags will easily unstick, but the user will not be clear the correct placement on the luggage and the user will be clear which part form Baggage Tags to keep with him/her– will be awarded 3 points.
- d) Baggage Tags will easily unstick and the user will be clear the correct placement on the luggage, but the user will not be clear which part from Baggage Tags to keep with him/her and / or Baggage Tags will not easily unstick, but the user will be clear the correct placement on the luggage and for the user will be clear which part from Baggage Tags to keep with him/her - will be awarded 4 points.
- e) Baggage Tags will easily unstick, for the user will be clear the correct placement on the luggage and for the user will be clear which part from Baggage Tags to keep with him/her – will be awarded 5 points.

The maximum number of points within this criterion is 5 points from each expert members of the commission.

Within this sub-criterion, the tender with the highest number of points will be assessed as the most suitable, and the tender with the lowest number of points will be assessed as the least suitable, using the following formula for evaluation purposes: (number of points of the evaluated offer / number of points of the most suitable offer) x 100 x weight of the criterion = advantage of the given criterion.

Ad) V.1.3 the maximum number of points awarded in this sub-criterion is 5 points.

- a) the economic operator employs one disadvantaged person in the labor market – will awarded **1 point**.

disadvantaged person mean person with disabilities, in the long term unemployed, unskilled or low-skilled qualification, person older than 55 years, graduate, person after released from prison.

- b) the economic operator employs two and more disadvantaged people in the labor market – will awarded **2 points**.

disadvantaged people mean people with disabilities, in the long term unemployed, unskilled or low-skilled qualification, persons older than 55 years, graduates, person after released from prison.

- c) the economic operator uses paper from sustainable sources to produce the Baggage Tags. The economic operator will submit a certificate FSC or PEFC – will awarded **1 extra point**.

- d) the economic operator uses environmentally friendly printing- will awarded **1 extra point**.

- e) the economic operator is adaptable to technological, communication or other innovations – will awarded **1 extra point**.

this sub-criterion the economic operator proves by sending Solemn Declaration where he describes the employment of disadvantaged people, used paper, printing technology and introduce the innovations. In case that the economic operator will not send Solemn Declaration (according the point IV.1.4) at the same time as the offer, will awarded 0 point.

Within this sub-criterion, the tender with the highest number of points will be assessed as the most suitable, and the tender with the lowest number of points will be assessed as the least suitable, using the following formula for evaluation purposes: (number of points of the evaluated offer / number of points of the most suitable offer) x 100 x weight of the criterion = advantage of the given criterion.

- V.2** The tenders will be ranked in an ascending order. A tender with the highest awarded score will be evaluated as the most economically advantageous and a tender with the lowest awarded score will be evaluated as the least economically advantageous.
- 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.

## **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. OTHER**

- VII.1** At variance with the General Terms and Conditions of the Tendering Procedure that are attached hereto, in this tendering procedure the following will apply: will not apply.

## **VIII. ANNEXES**

- VIII.1** The following annexes form an integral part of the Rules of the Tendering Procedure:
  - VIII.1.1** Annex A – General Terms and Conditions of the Tendering Procedure
  - VIII.1.2** Annex B – Solemn Declaration Template
  - VIII.1.3** Annex C – Setting Tender Price Form
  - VIII.1.4** Annex D – Draft Contract
  - VIII.1.5** Annex E – Technical Specifications of the Subjects Matter of Performance
  - VIII.1.6** Annex F- Setting Tender Price

Tomáš Sova, by his own hand  
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