

# DCS REPLACEMENT

INVITATION TO SUBMIT FINAL BIDS

NEGOTIATION PROCEDURE WITH PUBLICATION

File number: 0227008186  
Tender procedure No: Z2020-028796  
Contracting Authority profile: <https://zakazky.prg.aero>

## I. CONTRACTING AUTHORITY - BASIC INFORMATION

### I.1. Identification of the Contracting Authority

Letiště Praha, a.s.  
Registered office: K letišti 1019/6, Ruzyně, 161 00 Prague 6  
Company ID: 28244532  
Registration in the Commercial Register: Municipal Court in Prague, Section B, Insert 14003

### I.2. Contact person of the Contracting Authority

I.2.1. For the purposes of the Public Contract Tender (as defined below), the Contracting Authority designates the following contact person:

Ing. Eva Balíková

### I.3. Reference to the published notice of commencement of the tender procedure

I.4. The notice of commencement of the tender procedure has been published in Czech Public Procurement Journal at:

<https://www.vestnikverejnychzakazek.cz/Form05/Display/180604>

## II. TENDER DOCUMENTATION AVAILABILITY

II.1. The Tender Documentation (hereinafter “**TD**”) related to the procurement procedure of the public contract registered as DCS REPLACEMENT (hereinafter the “**Public Contract**”) created by the Contracting Authority pursuant to the relevant provisions of concerned legal regulations, namely Act No. 134/2016 Coll., on Public Procurement, as amended, (hereinafter referred to as the “**PPA**”) is by remote access without any limits through publishing under the Contracting Authority’s profile, available at:

<https://zakazky.prg.aero/vz00002196>

## III. DEADLINE AND PLACE OF PERFORMANCE OF THE FINAL BID

### III.1. Deadline to Submit the Final bid

III.1.1. The Contracting Authority shall determine that the deadline to submit the final bid is on **9<sup>th</sup> April 2021 at 11:59.p.m.**

## IV. FINAL BID MUST CONTAIN

IV.1. Each final bid must comply with the Technical and Functional Requirements specified in Annex G to the TD where the items are labelled as “Required”.

IV.2. The final bid must contain a comprehensive proposal of the specifications of the entire solution, in particular by submission of completed Annex A – Cover sheet, Annex C – Setting tender price - calculation, Annex D – Service Provision Contract, Annex F – ISR questionnaire, Annex G – Technical and functional requirements – excel of the TD.

IV.3. The Contracting Authority recommends that final bid be submitted with the following structure:

IV.3.1. a cover sheet of the final tender prepared in accordance with the specimen provided in an annex to the TD,

IV.3.2. a table of contents of the final tender,

- IV.3.3. tender price – a completed updated Annex C to the TD for determining the tender price,
- IV.3.4. an updated Annex D with all attachments to the TD;
- IV.3.5. if a representative authorized on the basis of a power of attorney or an otherwise authorized person is acting on behalf of the participant, the valid power of attorney, at least a copy thereof, or a relevant authorization which indicates the right to make the draft contract on behalf of the economic operator,
- IV.3.6. other documents that the Contracting Authority requires to be submitted under the TD as part of each participant's final tender.
- IV.3.7. if multiple economic operators are submitting a final tender together, the draft contract which forms part of the final tender must clearly indicate the economic operators' obligation to be bound towards the Contracting Authority in connection with the Public Contract jointly and severally.

**IV.4. Additional requirements of the Contracting Authority for final tenders:**

Each Economic Operator shall submit an implementation schedule to be included in Annex No. 4 to the Contract. The implementation schedule means the timing of the project from the conclusion of the contract – the implementation period including an initial set-up and the establishment and set-up of connectivity – the commencement of the test operation, the trial operation, training, etc. The schedule must respect dates specified in Annex D - the Service Provision Contract to these Procurement Documents.

**V. REQUIREMENTS ON THE FINAL BID, DIVISION AND CONTENTS**

- V.1. The Contracting Authority defines in line with Section 103 (4) of PPA that final bids may only be submitted in written electronic form through the electronic tool called E-ZAK available under the profile of the Contracting Authority at <https://zakazky.prg.aero/>. Before submitting a bid the user must register in the application. The Contracting Authority recommends uploading the bids sufficiently in advance, so any possible technical issues may be solved.
- V.2. The Contracting Authority recommends that the final bid is prepared in conformity with the recommendations below regarding its format, structure and content.
  - V.2.1. the final bid shall be submitted in a format which cannot be modified (for example PDF, etc.);
  - V.2.2. the Contracting Authority also requests the supplier to submit the final bid in an open and machine-readable format;
  - V.2.3. individual sections of the final bid including its appendixes shall be clearly separated in a manner allowing easy navigation between individual sections;
  - V.2.4. all documents shall be legible, without any crossed out words or overwritten passages excluding the necessary corrections made by the supplier with the intention to correct own supplier's errors before the bid submission. In such scenario, these deletions, overwritten passages or corrections shall be attached with the initials of the person or persons signing the bid and shall be duly legible and clear.
  - V.2.5. the final bid shall be submitted in English language.

## **VI. REQUIREMENTS ON THE ESTABLISHMENT OF BID PRICE / PRICE DEFINED IN THE FINAL BID**

### **The Contracting Authority's requirements for setting tender prices in final tenders:**

#### **VI.1. Setting tender prices**

- VI.1.1. Each participant is obliged to set in their tender the total tender price for the entire defined subject matter of this Public Contract in accordance with the TD as an absolute amount in EUR without VAT. The Contracting Authority draw attention that the tender conditions have changed and the participants submit their final tenders in EUR.
- VI.1.2. The total tender price must be prepared by each participant as the maximum permissible price that cannot be exceeded, valid for the duration of the execution of the Public Contract.
- VI.1.3. The tender price must be provided in Annex C – Setting tender prices – calculation. The tender price and the price information stated there must be identical to prices stated in other documents in the participant's tender if stated there. The price information in the participant's tender must be identical if stated repeatedly.

#### **VI.2. Elements of tender prices**

- VI.2.1. The Contracting Authority stipulates that the total tender price must include all costs necessary for the proper, complete, and high-quality execution of the subject matter of this Public Contract, including taking into account all risks during the performance of the Public Contract.

#### **VI.3. Conditions for exceeding tender prices**

- VI.3.1. The Contracting Authority stipulates that the total tender price may be changed only in connection with a change to the relevant VAT rate.

#### **VI.4. The conditions for setting tender prices were modified within the framework of negotiations on indicative tenders.**

#### **VI.5. Elements of tender prices**

- VI.5.1. The Contracting Authority stipulates that the total tender price must include all costs necessary for proper, complete and high-quality execution of the subject matter of this Public Contract, including taking into account all risks during the performance of the Public Contract.

## **VII. EVALUATION OF TENDERS**

- VII.1. The Contracting Authority states that tenders will be evaluated according to their economic advantageousness under Section 114 (2) of the Public Procurement Act with the criteria as follows:

1. Tender price – weight 60%,
2. Optional technical criteria and a user-friendly system – weight 40%.

- VII.1.1. Under the sub-criterion "Optional technical criteria user-friendliness", the Contracting Authority will award a score depending on the fulfilment of the below item.

Item	Description	The maximum score
1	The system will enable the calculation of overweight fees or other similar fees and it will be possible to implement a common use payment solution within the system which will make it possible to	4

	pay these fees with a payment card. (Art. 3.5.3 Technical Specifications)	
2	The possibility to automatically verify visa requirements in the background of the check-in process against IATA Timatic data or another relevant data source (Art. 3.5.1 Technical Specifications).	2
3	AHM database management – both the possibility of self-management of the AHM databases and management provisions and guarantees by the economic operator (Art. 3.5.4 Technical Specifications).	6
4	A option of self-CUSS application and the possibility to implement it into SBD (SITA Scan & Fly). (Art. 3.5.5 Technical Specifications)	4
5	The possibility to use the system on mobile devices (Android or iOS) (Art. 3.5.2 Technical Specifications).	4
6	User-friendliness and support	20
	<b>Total score</b>	<b>40</b>

VII.1.2. Items 1 to 5 of the above table correspond to Art. 3.5.1 to 3.5.5. of Annex G of the TD. If the Performance meets any of the listed items, the economic operator's tender will receive the appropriate score specified in the table. If an item is not met, the economic operator will receive 0 points.

VII.1.3. The method of evaluating item No. 6 of the above table “User-friendliness and support”:

1.2.1 A system that includes the following will receive the best score:

- a) the clearest, most comprehensible, and most user-friendly graphical interface, enabling mouse control, with a clear and comprehensible structure of individual menus, grouped into logical thematic units,
- b) the most intuitive and best available required information -- the speed (meaning the number of steps needed to find the required information) and the intuitive access to the required check-in data, such as passenger identification, inbound/outbound filtering, baggage and its weight, additional payments, an overview of embedded API data, special groups of passengers, additional services and the possibility to filter and search for specific data will be assessed,
- c) the simplest steps for performing standard system transactions, such as passenger check-in, the aircraft loading and unloading planning process, retrieving, and exporting data for statistical purposes, sending operational reports, managing the distribution list, etc.
- d) the possibility of making automatic system notifications at check-in that a destination requires data entry into the APIS (the Advanced Passenger Information System).
- e) the possibility to generate and print refreshment and hotel accommodation vouchers.
- f) the best overall response of the system to orders and transactions that have been entered – the speed of order and transaction execution, and the display of selected data will be taken into account with respect to their complexity; the mouse cursor speed in the environment and the response of virtual buttons and menus to clicks, visible “freezing”, “sticking” and other failures of smooth operations with respect to the type of connection and whether it is a live production system or a test environment.

- g) the possibility of user customization of the environment, such as the arrangement of Windows or menu items, or other parameterization of the user interface,
- h) the highest speed and guarantee of response and time of processing user operational requests for the configuration of new airlines in the system and the generation of an appropriate database according to AHM documentation.
- i) the lowest demand on user training.

1.2.2 Tenders submitted by participants will always be evaluated in the given sub-criterion with a score that reflects the ratio (degree) of fulfilment of the requirements specified by the Contracting Authority.

1.2.3 The points received for items 1 – 6 will then be added up.

1.2.4 The sub-criterion “Optional technical criteria user-friendliness” will be evaluated on the basis of live demonstration of the offered DCS system mentioned in article XI.1.2. of the TD.

VII.1.4. The following will be considered the most advantageous values in the sub-criteria:

**The lowest tender price**, according to Annex C to the TD - Setting tender prices - calculation

**Optional technical criteria and user-friendliness** that have been awarded the highest score.

VII.1.5. The sub-criteria will be multiplied by the weights according to Art. VII.1.6 below. The scores of the sub-criteria recalculated based on weights will be summed up for each tender and the total score will determine the order of tenders. The tenders will be ranked in ascending order. The tender with the highest score will be evaluated as the most advantageous one and the tender with the lowest score as the least advantageous one.

VII.1.6. The Contracting Authority provides a formula for the above tender evaluation:

**Tender price:**

$$X1 = (Y : Z) \times 60$$

*where Y means the value of the lowest tender price, Z means the evaluated tender price, X1 means the score for the given criterion*

**Optional technical criteria and a user-friendly system:**

$$X2 = (Z : Y) \times 40$$

*where Z means the evaluated score, Y means the highest received score, X2 means the score for a given criterion*

**Total score: X = X1 + X2**

where X means the total score awarded to the tender.

**VII.2.** The rules specified in this Article XVI will also apply to the evaluation of final tenders as long as the Contracting Authority decides to award the contract based on ifinal tenders.

## VIII. OTHER PROVISIONS

**VIII.1.** The official language for all communication between the economic operator and the Contracting Authority concerning matters related to this procurement procedure is the English language.

**VIII.2.** All acts taken in the procurement procedure are to be done electronically using the E-ZAK electronic tool.

- VIII.3.** After logging into the E-ZAK electronic tool, each Economic Operator will be offered the ability to create and send a tender, including its encryption, in the details of the relevant procurement procedure. Detailed information necessary for submitting tenders is available in the Economic Operator's User Manual at the above-mentioned addresses. Tenders delivered contrary to the User Manual, e.g. via an internal E-ZAK message, will not be considered duly submitted and will be disregarded.
- VIII.4.** We recommend entering the tender in the application sufficiently in advance so that any potential technical problems can be resolved in time. In case of any technical issues, contact the QCM HelpDesk: tel. +420 538 702 719, e-mail: podpora@ezak.cz.
- VIII.5.** The Contracting Authority recommends that economic operators continuously monitor the public contract website.
- VIII.6.** All documents sent using the E-ZAK electronic tool will be deemed duly delivered on the date of their delivery to the recipient's user account in the E-ZAK electronic tool. The delivery of documents is not affected by whether or not the document has been read by the recipient, or whether the E-ZAK electronic tool has sent any notification to the recipient's contact email address that a new message has been delivered to its user account in the E-ZAK electronic tool.

Date:

.....  
**Ing. Eva Balíková**  
**Member of Committee**

.....  
**Mgr. Tomáš Mikulecký**  
**Member of Committee**

Annexes:  
updated Annex C - Setting Tender Price - calculation  
updated Annex D - Service Provision Contract  
updated Tendering Documentation