

**PARKING SYSTEM FOR PRAGUE AIRPORT
INVITATION TO SUBMIT PRELIMINARY BIDS
(INDICATIVE TENDER)
A NEGOTIATED PROCEDURE WITH PRIOR
PUBLICATION**

Contract ref. No.: Z2021-006620

File No.: 0227008092

Contracting Authority's profile: <https://zakazky.prg.aero/>

I. BASIC INFORMATION ABOUT THE CONTRACTING AUTHORITY

I.1. The Contracting Authority's identification

Letiště Praha, a. s.
registered office: K Letišti 1019/6, postal code 161 00, Praha 6
ID NO.: 282 44 532
entry in the Commercial Register: The Municipal Court in Prague, Section B, Entry 14003
(hereinafter the "**Contracting Authority**").

I.2. Contact person of the Contracting Authority

I.2.1. For the purposes of the procurement procedure (as defined below), the following contact person has been appointed by the Contracting Authority:

Ing. Eva Balíková
e-mail: eva.balikova@prg.aero

II. BASIC INFORMATION ABOUT THE PROCUREMENT DOCUMENTATION

II.1. The procurement procedure of a public contract registered as "Parking System for Prague Airport" was initiated by sending a notice of commencement of the tender procedure to the Public Procurement Bulletin on 19 February 2021. The public contract was published in the Public Procurement Bulletin on 22 February 2021 under registration number: Z2021-006620.

II.2. Unlimited remote access to the procurement documentation is provided on the Contracting Authority's profile at the address: <https://zakazky.prg.aero> (hereinafter referred to as the "PD").

III. INVITATION TO SUBMIT A PRELIMINARY BID:

III.1. Pursuant to Article IX.1 of the PD and in accordance with Section 61, Paragraph 5 of Act No. 134/2016 Coll., on Public Procurement, as amended, (hereinafter referred to as the "PPA") the Contracting Authority hereby invites participants in the tender, which will meet the requirements of this invitation and PD.

III.2. The Contracting Authority shall not reduce the number of participants pursuant to Section 111 of the PPA.

III.3. In accordance with Section 61 (4) of the PPA, the minimum technical specifications are provided in Annex E labelled as "MANDATORY (M)" (hereinafter the "Minimum Technical Specifications"). The indicative tender must meet the Minimum Technical Conditions, which are in accordance with Section 61 (4) of the PPA, Article III.4.1 PD and Annex E of PD.

IV. ELEMENTS OF INDICATIVE TENDERS, THEIR STRUCTURE AND CONTENT

- IV.1.** The Contracting Authority stipulates, in accordance with Section 103(4) of the PPA, that indicative tenders may only be submitted in electronic form, using the electronic tool E-ZAK at <https://zakazky.prg.aero/>.
- IV.2.** The Contracting Authority recommends that indicative tenders be prepared in accordance with the Contracting Authority's recommendations for the formal layout, structure and content of indicative tenders provided below:
- IV.2.1. Indicative tenders must be submitted in Czech or in English (unless expressly stated otherwise for a specific document under the PD) in a format that cannot be further modified (such as PDF and others);
- IV.2.2. The Contracting Authority requests that each Economic Operator submit its indicative tender also in an open machine-readable format, namely as *.doc and *.xls, or possibly in another format that enables copying and editing of the contents of the document;
- IV.3.** The Contracting Authority recommends that indicative tenders be submitted with the following structure:
- IV.3.1. a cover sheet of the indicative tender prepared in accordance with the specimen provided in an annex A to these PD,
- IV.3.2. a table of contents of the indicative tender,
- IV.3.3. tender price – annex C to these PD for determining the tender price,
- IV.3.4. amended and signed contracts for the performance of the Public Contract that correspond to the proposals contained in Annexes D and I to these PD,
- IV.3.5. completed Annex F in .xlsx format, i.e. in the same format in which it was published,
- IV.3.6. 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.3.7. other documents that the Contracting Authority requires to be submitted under the PD as part of each participant's indicative tender.
- IV.4.** The Contracting Authority stipulates that the requirements for indicative tenders set in Article IV. of the PD will also apply to tenders. More detailed requirements for tenders may be stipulated by the Contracting Authority in the invitation to submit tenders.

V. THE CONTRACTING AUTHORITY'S REQUIREMENTS FOR TENDER VARIANTS

- V.1.** In this procurement procedure, the Tenderers may submit several tender variants provided the variants meet the following conditions:

- The Tenderers may submit multiple variants for each individual brand/concept that they offer.
 - Each variant will be assessed separately.
- V.2.** The Contracting Authority allows tender variants both for indicative tenders and for final tenders.
- V.3.** Documents proving the fulfilment of the Tenderers' qualifications under Art. VI hereof may be submitted by the Tenderer jointly for all variants, i.e. only once.
- V.4.** Each tender variant shall **include all documents required in:**
- Article X of PD– Requirements for indicative tenders
 - Article X of PD – Requirements for setting tender prices in tenders/indicative tenders
- V.5.** Each submitted tender variant will be evaluated separately by the Contracting Authority as if it were a separate tender.
- V.6.** During negotiations on indicative tenders, all tender variants that were submitted by the Tenderers will be considered in steps and negotiated at one meeting.

VI. REQUIREMENTS FOR SETTING TENDER PRICES IN INDICATIVE 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 PD as an absolute amount in CZK without VAT.
- 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 will be provided in the form that is attached in Annex C to these PD. 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. The Contracting Authority stipulates

that the total tender price may not be changed in connection with any inflation of the Czech currency, the exchange rate of the Czech currency towards foreign currencies or other factors affecting the exchange rate, currency stability or customs duties.

- VI.4.** The conditions for setting tender prices may be modified within the framework of negotiations on indicative tenders. In such a case, the modified conditions for setting tender prices will be stated in the invitation to submit tenders.

VII. NEGOTIATIONS ON INDICATIVE TENDERS

- VII.1.1. The Contracting Authority may negotiate with the participants on indicative tenders with the aim improving the indicative tenders in favour of the Contracting Authority, it being understood that all aspects of the performance of the Public Contract shall be satisfied.
- VII.1.2. During the negotiations, the Contracting Authority may complete and/or amend the procurement terms and conditions. Each participant's tender must correspond to the award criteria so amended or modified. In case of any modifications of or amendments to the award criteria, the Contracting Authority is also entitled to request from the participants the submission of modified indicative tenders, offering them a reasonable period to do so.
- VII.1.3. The negotiations shall be conducted in one or more rounds, the participants being invited in writing in advance for each round of negotiations at least 5 days in advance. The date and location of the next round of the negotiations may also be agreed to during the negotiations.
- VII.1.4. The Contracting Authority is entitled to state in the written invitation to negotiations that it is the last round of negotiations and that upon its completion, it will invite the participants to submit their tenders.
- VII.1.5. The Contracting Authority is entitled to state in the written invitation to the negotiations whether it will negotiate with the participants separately or together within the framework of each respective round.
- VII.1.6. The statutory body of each participant, or a person who is charged by a person authorized to represent the participant to conduct negotiations within the framework of a request to participate in the indicative tender, or a person who presents at the negotiations the relevant authorization or power of attorney to act (the authorized person) is entitled to represent the participant during the negotiations. A maximum of three persons may participate at one negotiation session on behalf of the participant.
- VII.1.7. The Contracting Authority reserves the right not to negotiate on indicative tenders and award the public contract based on an indicative tender.
- VII.1.8. The Contracting Authority can stipulate that the negotiations may be conducted fully or partially in writing by means of electronic messages via electronic tool EZAK. If a negotiation is conducted only in writing, the Contracting Authority will not draw up a report thereon; it will only make the written communication part of the documentation.

VII.1.9. The Contracting Authority reserves the right to stipulate further conditions for holding negotiations with the participants.

VIII. BUSINESS AND PAYMENT TERMS, INSURANCE

VIII.1.1. The Contracting Authority stipulates that all business and payment terms are set out in Annex D and Annex I to the PD – a draft contract and service contract to perform the Public Contract.

VIII.1.2. The draft contract may be modified during negotiations on indicative tenders. The Contracting Authority stipulates that, within each tender, the tenderer is obliged to submit a signed draft contract in the form in which it is modified during negotiations on indicative tenders.

IX. SUBCONTRACTORS

IX.1. Furthermore, the Contracting Authority stipulates that, in its tender, each economic operator is obliged, in accordance with Section 105 (1) of the PPA:

- a) to submit a list of subcontractors who are known to the participant in the procurement procedure and to state which part of the Public Contract will be performed by each subcontractor.

IX.2. Following the provisions of Section 105 (2) of the PPC, the Contracting Authority requires that designated significant tasks during the performance of the Public Contract be provided directly by the selected contractor without the use of any sub-contractor. The designated significant tasks within the meaning of this article of the PD include the **system configuration and installation**, the connection and recovery of terminal devices.

X. DEADLINE AND PLACE OF PERFORMANCE OF THE INDICATIVE TENDER

X.1. Deadline to Submit the Indicative tender

X.1.1. **The deadline for the submission of preliminary bids expires on 2nd of July 2021 at 11:59 p.m.**

X.1.2. Indicative tenders delivered to the Contracting Authority after the expiration of the time limit for the submission of tenders / indicative tenders will be regarded as having not been submitted.

X.2. The manner of submitting indicative tenders

X.2.1. Indicative tenders may be submitted in writing during the whole duration of the time limit for the submission of tenders / indicative tenders only in electronic form, using the electronic tool E-ZAK at <https://zakazky.prg.aero/>.

- X.2.2. 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. 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.
- X.2.3. The Economic Operator is responsible for the delivery of the indicative tender within the deadline set for the submission of tenders.
- X.2.4. Contracting Authority recommends entering the tender in the application sufficiently in advance so that any potential technical problems can be resolved in time.

XI. EVALUATION OF TENDERS

- XI.1.** Under Section 114 (2) of the PPA, the tenders will be evaluated based on their economic advantageousness, i.e. according to the following evaluation criteria:
 - XI.1.1. Tender price – weight 50%,
 - XI.1.2. Quality – OPTIONAL items – weight 50%.
- XI.2.** The Contracting Authority will assign a score to the Quality – OPTIONAL items, evaluating OPTIONAL items in Annex E of the PD. A score will be assigned to each OPTIONAL item and if the given item passes, the tenderer will receive the number of points listed in Annex F hereto. The maximum score for OPTIONAL items is 38,400 points.
- XI.3.** The evaluation of the Quality – OPTIONAL items criterion. A description of the items' evaluation is provided in Annex E of the PD.
- XI.4.** The following will be considered the most advantageous values in the sub-criteria:
 - XI.4.1. the Lowest Tender Price,
 - XI.4.2. the Quality – OPTIONAL items with the highest awarded score.
- XI.5.** The sub-criteria will be multiplied by the weights according to Art. XI.1.1 and Art. XI.1.2 above. 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.
- XI.6.** The Contracting Authority provides a formula for the above tender evaluation:
 - XI.6.1. Tender price: Tender price
$$X1 = (Y : Z) \times 50$$

where Y means the value of the lowest tender price, Z means the evaluated tender price, X1 means the score for the given criterion
 - XI.6.2. Quality – functional and technical criteria:
$$X2 = (Z : Y) \times 50$$

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

XI.6.3. Total score: $X = X1 + X2$

where X means the total score awarded to the tender.

XI.7. An electronic auction will be used as a means of evaluating the tenders.

XI.8. Prior to the commencement of the electronic auction, the Contracting Authority will proceed pursuant to the provisions of Section 121 of the PAA. After evaluating the tenders, the Contracting Authority will enter the results into the electronic auction as the initial state and invite the participants in the procurement procedure to submit new auction values into the electronic auction. The invitation shall be sent to the electronic auction participants electronically. The electronic auction will not be started earlier than 2 business days after the invitation has been sent.

XI.9. Following the provisions of Section 120 (4) of the PPA, the Contracting Authority hereby provides the following information on the electronic auction:

XI.9.1. the subject matter of the electronic auction will be the tender price.

XI.9.2. the Contracting Authority will not restrict the number of new tenders.

XI.9.3. participants in the procurement procedure will be provided with information about their current position in the electronic auction and on the lowest tender price at any given moment.

XI.9.4. the electronic auction will have one round and will have a firmly determined beginning. The duration of the auction round will be limited by 1 hour and the time limit will always be prolonged by 5 minutes if a better bid is received within the last minute of the basic or prolonged time limit, i.e. if any of the economic operators offers a better bid (a bid including a lower tender price). This procedure will be followed as long as no better bid is received in the last minute of the basic or extended time limit; after that, the electronic auction will automatically end.

XI.9.5. The tenderer can improve its own bid both within the basic and the prolonged time limit by a minimum increase of CZK 10,000 at a time. Improvement only applies to those bids submitted by a given tenderer and it does not equal the minimum required difference compared to the best bid.

XI.9.6. The mathematical formula to be applied in the electronic auction to automatically determine changes in order based on submitted auction values and which includes all criteria set for the evaluation is provided in Article XVII.7. hereof.

XI.9.7. The E-ZAK electronic application at <https://zakazky.prg.aero> will be used as the means for holding the electronic auction. **Tenderers must register in the application in order to participate in the procurement procedure.**

XI.10. All other details concerning the course of the electronic auction will be provided in the invitation to submit new auction values.

XI.11. The rules specified in this Article XVII will also apply to the evaluation of indicative tenders as long as the Contracting Authority decides to award the contract based on indicative tenders.

XI.12. The evaluation of indicative tenders will be performed by Members of Committee set by the Contracting Authority.

XII. VISIT TO THE PLACE OF PERFORMANCE

XII.1. Given the nature of the performance of this Public Contract, the Contracting Authority will allow visits to the place of performance.

XII.2. Visit of the place of performance will take on **14th June 2021 – 18th June 2021**.

XII.3. Notice: Those interested in inspecting the place of performance must send via EZAK a request with the required date to the contact person of the Contracting Authority within **two days before the commencement of inspections of the place of performance**.

A visit to the site of performance may be attended by **a maximum of 2 persons** from each tenderer.

XIII. OTHER PROVISIONS

XIII.1. The official languages for all communication between the economic operator and the Contracting Authority concerning matters related to this procurement procedure are either the Czech or the English languages. In case of any disagreement between the language versions of the document, the Czech version shall prevail.

XIII.2. In case, that the winning tenderer will be a company based in the Czech Republic, the contracts may be conducted only in the Czech language. In case of a foreign tenderer, the contracts will be concluded in both language versions. In case of any disagreement between the language versions of the document, the Czech version shall prevail.

XIII.3. The award period within the meaning of Section 40 (1) of the PPA during which the tenderers may not withdraw from the procurement procedure is 18 months after the end of the time limit for the submission of tenders.

XIII.4. All acts taken in the procurement procedure are to be done electronically using the E-ZAK electronic tool unless the Contracting Authority stipulates otherwise in this procurement document or in the course of the procurement procedure.

XIII.5. 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.

- XIII.6.** 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.
- XIII.7.** The Contracting Authority recommends that economic operators continuously monitor the public contract website.
- XIII.8.** 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 7th June, 2021

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Ing. Eva Balíková
Member of the Committee

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Mgr. Tomáš Mikulecký
Member of the Committee