

The Rules of the Tendering Procedure for the Supplies:

“PHASED SUPPLIES OF DEICING FLUID FOR AIRCRAFT”

Reg. No.: **0427003014**

The Contracting Authority: **Czech Airlines Handling, a.s.**
Registration No.: 25674285
Prague 6, Aviatická 1017/2, postal code 160 08, Czech Republic
registration in the Commercial Register with the Municipal Court in
Prague, section B, entry No. 17139

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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 the Contract consists in phased supplies of the De-icing Fluid for the de-icing of aircraft, according to the specifications provided below:

Type I - according to AMS SAE1424 (approx. volume 200.000 ltr. per year);

Type II - according to AMS SAE1428 (approx. volume 100.000 ltr. per year)

necessary to defrost and protect against ice coating, under the Contracting Entity's orders, and designated for dispatching aircraft at the Vaclav Havel Airport Prague, by the Contracting Entity.

The fluids must also meet the environmental specifications provided in Annex No. 1 to this Tender Documentation.

I.2 The Contracting Entity requires the fulfilment of the following conditions:

I.2.1 Quality of the Deicing Fluid: 100% deicing fluids;

The supply of the required quantity of the Deicing Fluid within 48 hours of placing the order by the Contracting Entity on any calendar day;

I.2.2 Price and payment will be in EUR.

I.2.3 Standby stock near the Vaclav Havel Airport Prague, guaranteed supply within 24 hours of ordering, outside the standard delivery time (in the volume of about 20 m3).

I.3 Site of performance: the premises of the Vaclav Havel Airport Prague.

I.4 **The Contracting Entity highlights that the delivery of each partial order is fully ruled to the operation of the Prague/Ruzyně Airport and that all the operational rules of the Contracting Authority must be respected. On the basis of the Contracting Entity's announcement or some of its organizational units, the implementation of the work during the specified period may be moved to the night hours (i.e. from 22:00 to 5:00) or on holidays, public holidays, etc. The Applicant is obliged to do this fact to take into account when determining the Bid Price.**

I.5 Estimated period of performance: commencement from Agreement expected validity **from 1st September 2021 by 30th April 2024;**

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 be authorized to engage in business to the extent necessary for the fulfilment of the subject of this Contract;

III.1.2 It must prove experience with executing at least 1 (one) similar frame contract of a minimum financial volume of 100.000, - EUR excl. VAT over the last 3 (three) years prior to the commencement of this tendering procedure; a similar contract means the supply of the requested type of deicing fluid;

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 The Contracting Authority reserves the right to request suppliers at any time during the tender procedure 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).

The economic operators may be invited to submit:

III.4.1 Solemn declaration of the contract or order proving the fulfilment of the reference with respect to Article III.1.2 above, with actual contact of customer

III.5 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.5.1 a solemn declaration of (non) existence of a conflict of interest;

III.5.2 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.2 Together with the tender, the economic operator submits:

IV.2.1 Safety sheet in Czech or English, containing full information about toxicity (Fish, daphnia, algae, bacteria) and persistence and degradability;

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 tender price:

V.1.1 Tender price – weight 100%

V.1.2 The Tender price will be calculated in accordance with the Annex D – Calculation of Tender Price

V.2 The tenders will be ranked in an ascending order. A tender with the lowest tender price will be evaluated as the most economically advantageous and a tender with the highest tender price 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 who fulfilled all technical and qualification requirements of this tendering procedure and offered the best tender price.

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

VI.1 The Contracting Authority has set a time limit for submitting inquiries 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, inquiries must be delivered to the Contracting Authority via E-ZAK. The Contracting Authority reserves the right not to react to late delivered inquiries.

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 – Economic Operator's Solemn Declaration Template

VIII.1.3 Annex C – Tender Price Form

VIII.1.4 Annex D – Calculation of Tender Price

VIII.1.5 Annex E - Environmental Requirements

VIII.1.6 Annex F - Draft of Framework Agreement