

The Rules of the Tendering Procedure for Supplies:

“Retractable belt barriers and accessories for belt barriers”

Reg. No.: 0227008627
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 <http://zakazky.prg.aero>.

I. THE SUBJECT MATTER OF THE TENDERING PROCEDURE

- I.1** The subject of the Tendering Procedure is recurring purchase of belt barriers and accessories for these belt barriers. Offered belt barriers shall be compatible with current magnetic belt barriers (Viaguide Beltrac Classic model stainless steel Brushed 4301).
- I.2** The subject of the Tendering Procedure also includes provision of common equipment of belt barriers, retractable belts in various colour and lengths, retractable belts with digital imprint/print, and information boxes.
- I.3** Services included in Tender price shall consist of at least:
- I.1.1 Training of employees for maintenance- certificate will be issued for such employees (for maximum 8 employees)**
- I.4** The economic operator shall deliver the samples (1 pcs of mobile and magnetics beltracks, without print, in length 3,7 m) free of charge to following address: Letiště Praha, a. s., Jana Kašpara 1069/1, Praha 6 160 08, building APC, to the hands of Mrs. Michálková, by prior arrangement on the telephone number + 420 702 174 251 on working days 9:00-16:00. Samples must be delivered by the end of the deadline for submission of bids.
- I.5** The scope of performance: 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.6** Site of performance: Prague/Ruzyně Airport grounds.
- I.7** 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.8** Estimated period of performance: for a period of 48 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** Provided belt barriers must be fully compatible with current magnetic belt barriers (details in Annex F)

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).

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 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.

III.6 The Contracting Authority informs economic operators that the execution of the contract is fully subject to the operations of Prague/Ruzyně Airport and all Contracting Authority's operating rules and instructions must be complied with during the execution. Subject to a notification by the Contracting Authority or one of its organisational units, the execution of work ordered by the Contracting Authority may be shifted to night hours (i.e. between 10 pm to 5 am), or to Saturdays, Sundays and public holidays, etc. The economic operator must take this fact into consideration when setting the tender price.

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 (Annex B),

IV.1.2 a completed draft contract in .pdf and .docx formats (Annex D),

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

IV.2 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 Tender price – weight 60%,

V.1.2 Quality of product – weight 40%.

Detail description of each of the partial evaluation criteria is included in Annex E

V.2 As the best within the partial criterion Tender price will be evaluated the tender with the lowest tender price, as the least suitable tender with the highest tender price to the using the formula:

(lowest tender price / tender price of the specific evaluated tender * 100) * weight of the criterion,
XY = number of points.

V.3 As the best within the partial criterion Quality of product will be evaluated the general quality, functionality, used materials, compatibility with current magnetics belt racks, methods of anchor, elaboration. Each professional member of the committee will allocate mark between 1 and 3, where 3 is the best rating and 1 is the worst (unsatisfactory). As the best will be evaluated the tender with the highest total number of points, as the least suitable tender with the lowest total number of points, whereas for evaluation purposes using the following formula:

(the value of the evaluated tender / the value of the most suitable tender * 100) * weight of the criterion, XY = number of points.

V.4 The total number of points obtained by the relevant economic operator is given by the sum of the point values obtained by the economic operator for the partial criterion Tender price and for the partial criterion Quality of product. The tender which obtains the highest total number of points obtained will be evaluated as the most suitable. Other tenders will be sorted in descending order according to the total number of points obtained.

V.5 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.6 The contract to perform will be entered into with one economic operator, who placed first on places 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. 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 – Description of the Subject Matter of Performance

VIII.1.6 Annex F- Current belt barriers