

The Rules of the Tendering Procedure Supplies:

### **“Delivery of The Electric Small Tractors”**

Reg. No.: 0427003015

The Contracting Authority: **Czech Airlines Handling, a.s.**  
Registration No.: 256 74 285  
Prague 6, Aviatická 1017/2, PSČ 160 08, Czech Republic  
Company is registered in the Commercial Register maintained by the Municipal Court in Prague, section B, insert 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 this Tendering Procedure is delivery of new electric small tractors, based on the order of the Contracting Authority, in accordance with attached technical specifications, mentioned in Attachment no.1 of this Tendering Procedure.

**I.1.1** The scope of performance:

Forecast <sup>1)</sup> for year 2022 – up to 9 units  
forecast<sup>1)</sup> for year 2023 – up to 3 units  
forecast<sup>1)</sup> for year 2024 – up to 5 units

<sup>1)</sup> forecast has just informative character, it is not binding

Further specifications of the requested performance and the terms and conditions for its execution are provided in the draft contract and technical specification of the subject matter of performance in an annex hereto.

- I.2** Site of performance: DAP INCOTERMS 2010 Czech Airlines Handling, a.s., Vaclav Havel Airport Prague, Prague 6, Czech Republic.
- I.3** Estimated period of performance: by 31<sup>st</sup> December 2024, 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 2 similar contracts over the last 5 years, prior to the commencement of this tendering procedure; a similar contract means the delivery of **min. 12 pieces** of electric small tractors, according to required technical equipment, as specified in Annex F to one subject.

**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 a 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** 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** The Total Bid Price (in EUR, VAT excl.) – 50%

- the lowest Bid Price will be considered as the most profitable bid, with the highest scoring and the highest Bid Price will be considered as the least profitable bid, with the lowest scoring:

**(value of the best bid / value of evaluated Bid \* 100) \* weight of partial criterion \* number of estimated pieces during the years 2022-2024 = economic profitability of partial criterion.**

### **V.1.2** Technical specification – 10%

Voluntary technical specifications – extra technical specifications above the mainly required technical specifications. They are matter of the bid evaluation. The point allocation system is described in the Annex F.

- the Bid with the highest number of received points will be scored as the best one and the bid with the lowest received points will be scored as the worth one:

**(number of points of the evaluated bid / bid value with the highest number of points \* 100) \* weight of the partial criterion = economic advantage of the partial criterion.**

### **V.1.3** Term of equipment delivery – 10%

The point allocation system is described in the Annex F.

- The matter of evaluation will be considered maximum term of equipment delivery guaranteed by the economic operator. The bid with the shortest term of delivery will be scored as the best one and the bid with the longest term of delivery will be scored as the worth one:

**(number of points allocated by the term of equipment delivery of the evaluated bid / 5 points\* 100) \* weight of the partial criterion = economic advantage of the partial criterion.**

### **V.1.4** Total costs of life cycle – 30%

- the Bid with the lowest Costs of life cycle will be considered as the most profitable bid, with the highest scoring and the Bid with the highest Costs of life cycle will be considered as the least profitable bid, with the lowest scoring:

**(the lowest sum of life cycle cost sub-criteria (V.1.4.1-V.1.4.5) / evaluated sum of life cycle cost sub-criteria \* 100) \* weight of partial criterion\* number of estimated pieces during the years 2022-2024 = economic profitability of partial criterion.**

The scoring of sub-criteria will be as following:

V.1.4.1 Guaranteed costs of carbons in electric motor exchange, pads and disc brakes – The economic operator shall guarantee number of filters needed to exchange during the 8 years of life cycle and the costs per each carbons and pads and disc brakes exchange. The total costs will be calculated as multiply number of exchanges and price per one piece exchange. The bid with the best economic profitability, it means the highest scoring will be assessed as the best bid and the bid with the lowest economic profitability, it means the lowest scoring as the least suitable bid.

The point allocation system is described in the Annex F.

V.1.4.2 Guaranteed costs of hydraulic, axle, oil exchange, brake fluid – The economic operator shall guarantee number and frequency of oil exchange, needed to exchange during the 8 years of life cycle and the costs per cost of oil and fluid exchange. The total costs will be calculated as multiply number of litters of oil and fluids exchanges and price per one litre. The bid with the best economic profitability, it means the highest scoring will be assessed as the best bid and the bid with the lowest economic profitability, it means the lowest scoring as the least suitable bid.

The point allocation system is described in the Annex F.

V.1.4.3 Costs for parking the equipment at Prague Airport – Costs will be calculated by number of square meters, needed for parking of offered equipment multiplied by the price per square meter multiplied by 8 years of life cycle. The bid with the best economic profitability, it means the highest scoring will be assessed as the best bid and the bid with the lowest economic profitability, it means the lowest scoring as the least suitable bid.

The point allocation system is described in the Annex F.

V.1.4.4 Costs for tire exchange – Costs will be calculated by number of tire exchanges during the 8 years life cycle multiplied by the price per one tire exchange. The bid with the best economic profitability, it means the highest scoring will be assessed as the best bid and the bid with the lowest economic profitability, it means the lowest scoring as the least suitable bid.

The point allocation system is described in the Annex F.

V.1.4.5 Costs for training of new employees – Costs will be calculated by number of employees needed to train during the 8 years life cycle multiplied by the price per one internal training. The bid with the best economic profitability, it means the highest scoring will be assessed as the best bid and the bid with the lowest economic profitability, it means the lowest scoring as the least suitable bid.

- 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 who ranked in the first place in the tender evaluation and who fulfil requirements mentioned above.

## **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 – 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

**VIII.1.6** Annex F – Price bid

**VIII.1.7** Annex G – Framework Service Agreement

Tomáš Svoboda v.r.  
Chairman of the Board of Directors  
Czech Airlines Handling, a.s.

Michal Soukup v.r.  
Vice-Chairman of the Board of Directors  
Czech Airlines Handling, a.s.