

Contract Documentation for the demand management procedure for
“Delivery of Evacuation chairs”
(hereinafter referred to as “Contract Documentation“)

Company name: Letiště Praha, a. s.
With its registered seat: Prague 6, K letisti 1019/6 , postcode 161 00
Registered in the Commercial Register maintained by the Municipal Court in Prague, Section B, Entry 14003
ID No.: 282 44 532
No: CZ699003361
(hereinafter referred to as the **“Contracting Entity”**)

This procurement procedure it is not a public competition pursuant to Sec. 1772 and following of Act No. 89/2012 Coll., the Civil Code, (hereinafter referred to as the **“Civil Code”**).

I. SUBJECT, PLACE AND TIME OF PERFORMANCE

I.1 The subject of this Contract is the delivery of **18 pieces of evacuation chairs**.

Basic requirements:

- Minimum carrying capacity: 150 kg
- Materials used - aluminum
- Training of employees for use of evacuation chairs - training certificate (2 persons)
- Delivery of goods: until 31st of December 2017

I.2 Place of performance: The grounds of the Václav Havel Airport Prague.

I.3 Time of performance: Until 31st of December 2017.

I.4 Send an order: The evacuation chairs will be delivered on the basis of order.

II. ELABORATION OF THE BID AND THE TENDER PRICE

II.1 The tender Bids shall be evaluated according to the economic advantageousness of the Tender Bid. Partial evaluation criteria are:

- a) Total tender price in EUR exclusive VAT (based on Appendix A) – **weighting 50%**
- b) Quality of product and service – **weighting 50%**

Ad a) (lowest total tender price / total tender price of the specific evaluated offer) x 100 x weight of the criterion = economic advantageousness of the criterion;

Ab b) Under this sub criterion, the general quality will be assessed:

- maximum carrying capacity - the higher the capacity the better
- length of the warranty - the longer the warranty the better
- service chairs - the longer service the better

Each professional member of the committee will award a mark between 1 and 3 for each sub criterion, where 3 is the best rating and 1 is the worst (unsatisfactory). The best offer will be the bid that receives the highest number of points from all members of the committee. The evaluation of tenders and their assessment on the basis of the criteria set shall be performed by the evaluation committee appointed by the Contracting Entity.

II.2 Ranking of Tenderers shall be determined by the sum of the economic advantages of the individual criteria. As the best offer will be determined the offer which achieves the highest number of points.

II.3 The Tenderer shall be responsible for including all of its costs in the price and for the completeness of unit price appraisal, including the costs of transport to the place where the order is to be performed and the costs related to the specific place in which the order is to be performed.

II.4 The Contracting Entity reserves the right to negotiate, at its discretion, about the Tender Price with the Tenderers whose tenders are evaluated,. Negotiations or will only be carried out after the all tenders are checked for completeness and evaluated. Once informed about the lowest price, Tenderers will be able to propose a more advantageous tender to the Contracting Entity during negotiations.

- II.5** By submitting a tender, a Tenderer agrees that if negotiations about the Tender Price are conducted and its tender contains the price that is the most advantageous for the Contracting Entity, this information may be disclosed to other Tenderers whose tenders are evaluated.

III. DEADLINES FOR AND MANNER OF BID SUBMISSION

III.1 The deadline for the submission of the tenders drawn up in line with the Contract Documentation: **24th of November 2017 by 10:00 a.m. CET**, by unique e-mail to the following address: vr0224003856@cah.cz. This e-mail box is designated solely for the submission of tenders and it will only be made accessible to the Contracting Entity after the expiration of the tender submission deadline.

III.2 The Tenderers shall be bound by their tenders until 31st of December 2017.

III.3 A tender shall be delivered prior to the expiration of the tender submission deadline.

III.4 A tender shall be drawn up in English.

III.5 A tender shall contain the required documents with the following structure:

- A)** Picture of an evacuation chair
- B)** The document containing description of the evacuation chair: detailed description, used material, color design, maximum weight, chair weight, chair dimensions, length of guarantee, etc.
- C)** The document containing detailed price description (in EUR exclusive VAT) – Appendix A

IV. SUPPLEMENTARY INFORMATION

IV.1 Contact person of the Contracting Entity: **Mrs. Martina Kašparová**

IV.2 Questions may only be submitted electronically, to: martina.kasparova@cah.cz and pavlina.neubergova@cah.cz. Inquiries made by telephone shall be disregarded.

V. RIGHTS OF THE CONTRACTING ENTITY AND OTHER TENDER CONDITIONS

V.1 The Contracting Entity is not obliged to enter into an order with the winning Tenderer.

V.2 The Contracting Entity reserves the right to eliminate a Tenderer who has or previously had problems with the performance of its obligations to the Tenderer.

VI. APPENDICES TO TENDERING DOCUMENTATION

VI.1 The following appendices constitute an integral part of this Contract Documentation:

- VI.1.1** Appendix A - Detailed price description