

APPLICATION FOR INFORMATION AND SUBMISSION OF INDICATIVE PROJECT BID

**Construction Project Documentation Creation and Document Management
System (DMS)**

(hereinafter referred to as "RFI")

1. Contracting Authority's Basic Information

Contracting Authority: **Český Aeroholding, a.s.**
Registered office: Prague 6, Jana Kašpara 1069/1, Postal Code 160 08
ID No.: 248 21 993
VAT ID No.: CZ699003361
Registered in the
Commercial Register: kept by the Municipal Court in Prague, Section B, File No. 17005

(hereinafter referred to as "**CAH**" or "**Contracting Authority**")

2. Goal of Inquiry, Purpose

The Contracting Authority is willing to find a tool for forwarding and receiving documents and preparing project documentation for constructions. Forwarding takes place between external entities and the Contracting Authority. At the same time, it also takes place internally between the departments on the Contracting Authority's part.

The current method does not meet the increasing requirements for fast availability, system data transfer, interconnection with other related systems working with project documentation, and rapid response to emerging capabilities and technology in the industry.

The aim of the project is to centralize data storages and to improve the situation significantly in accordance with the requirements of the audit, legislation and internal regulations of the company.

2.1. **Description of the current situation and the need for a new solution are described in Annex 1**

3. **Expected Output Should Include**

- a) A bid part including a description of the system, linking to SAP and SharePoint and Infrastructure, see Chapter 2.
- b) A proposal of an ideal service provision - OnPremise, Cloud, SaaS
- c) A proposal of storage capacity, transfer rate, the number of accesses/licensing policy, etc.
- d) General conditions for service provision
- e) A schedule of the course of launching the service
- f) An expected range of required co-ordination by ČAH
- g) A bid price – services, training, 24h/8h availability guarantee
- h) References to jobs of similar nature that the supplier prepared in the past.

3.1. The indicative RFI bid will be processed in Czech or English in an electronic form. The electronic form is possible in PDF, MS Word, MS Excel and MS PowerPoint.

4. **RFI Course, Date for Information Submission, ČAH Contact Person**

4.1. ČAH contact person: Ondřej Němeček

4.2. It is possible to send inquiries in an electronic form to: ondrej.nemecek@cah.cz

4.3. The date for the indicative bid submission:

The final bid will be delivered to the Contracting Authority by a bidder's representative by **30 April 2018 until 12:00 am.**

Subsequently, within the agreed date, the bidder will present the bid within the scope of 3 hours maximally at the Contracting Authority's registered office.

5. Final Provisions

The bidder shall submit its indicative bid free of charge; regarding the submitted bid, it cannot claim anything from ČAH. The bidder is not entitled to reimbursement of the costs associated with the processing of the indicative bid. ČAH shall not return the bids received.

The information from RFI may not be forwarded, copied or otherwise physically or electronically provided to third parties with the exception of the companies, in which Český Aeroholding, a.s., ID no.: 248 21 993, registered office in Prague 6, Jana Kašpara 1069/1, Postal Code 160 08, the Czech Republic, owns, directly or indirectly, a share (hereinafter jointly referred to as the "**Cooperating Company**") and with the exception of a subcontractor of one of the parties or the Cooperating Company.

This RFI is not a public tender procedure for the most appropriate Indicative Bid under Section 1772 et seq. of Act No. 89/2012 Coll. of the Civil Code, as amended (hereinafter referred to as the "Civil Code"), or a public contract within the meaning of Act No. 134/2016 Coll. on Public Procurement, as amended (hereinafter referred to as "ZZVZ"). ČAH will not have any obligations towards the supplier arising from the submitted bid. ČAH shall reserve the right to change RFI conditions or cancel RFI without giving the reasons.

The suppliers acknowledge that this RFI serves only for ČAH's market research, whereas its result will not be acceptance of any bid and conclusion of an agreement. The contract for the requested subject of performance will be subsequently listed in accordance with ZZVZ or outside ZZVZ system, only if ČAH evaluates the announcement of the contract as being expedient to the intended goals. The suppliers that will take part in this RFI are therefore in no way entitled to enter into an agreement with ČAH, and no rights and claims in respect of any future procurement procedures under ZZVZ arise for them with a similar subject of performance.

The law applicable to all possible rights and obligations arising in connection with this RFI shall be the law of the Czech Republic.

6. Annexes

Annex 1 – Description of the current situation and the need for a new solution