

Contract Documentation for the demand management procedure for
“Exhibition booth – MRO Amsterdam 2018”
(hereinafter referred to as “Contract Documentation“)

Company name: Czech Airlines Technics, a.s.
With its registered seat: Prague 6, Jana Kašpara 1069/1, postcode 160 08
Registered in the Commercial Register maintained by the Municipal Court in Prague, Section B, Entry 9307
ID No.: 271 45 573
No: 0524001850
(hereinafter referred to as the **“Contracting Entity“** or **“CSAT”**)

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 Tender submitted by tenderer shall include:

(a) Creation of a graphic concept of an exhibition booth with use logo CSAT

The Final graphic concept will be delivered by CSAT. The tenderer will communicate the deadline for delivery final graphic.

(b) The Bid Price – maximum budget **14 900 EUR**

I.2 The subject of this Contract is arrangement of exhibition booth. Required equipment:

- Exhibiton booth for CSA Technics which main business is maintenance and repair of aircraft
- Main goal: original desing
- Space for seating- two bar tables and chair
- Stand booth dimentions 18m² – 6 x 3 m². Detailed floor plan - Appendix A (exhibiton booth number 5103). One wall must be solid (toward to no. 4104)
- 1x TV for video projection (the tenderer will offer the largest possible size of TV)
- 1x small fridge outside on booth (not part of the furnitnure)
- Lockable space for suitcases
- Space for catering
- Lockable reception desk (drawer)
- The exhibition booth must contain the web link company : <http://www.csatechnics.com/cs>
- The CSAT warn tenderer to location of screws and other installation materials (should be invisible, don't interfere, not to divide the walls, etc.) and also to use shortcuts- company name is Czech Airlines Technics and shortcuts is CSAT.

I.3 Basic information/requirements:

- Installation, demounting and removal of the exhibition booth from exhibition area (include transport).

I.4 Place of performance: Amsterdam RAI Exhibiton and Convention Centre, Europaplein 2-22, 1078 GZ Amsterdam.

I.5 Time of performance: **16-18. October 2018** (Installation – October 16, 2017 08:00 am - 22:00 pm, Moving out - October 18, 2016 3:00 pm - 10:00 pm and October 19, 2016 8:00 am - 1:00 pm).

I.6 Send an order: The exhibition booth will be ordered on the basic 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) The Bid price in EUR exclusive VAT – **weighting 40%**
 - b) Design of the proposal stand – **weighting 60%**.
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 - ad a) - $(\text{lowest tender price} / \text{tender price of the specific evaluated offer}) \times 100 \times \text{weight of the criteria} = \text{economic advantageousness of the criteria}$;
 - ad b) - each professional member of the committee will allocate bids mark 1 or 5, where 5 is the best rating (satisfy) and 1 the worst (unsatisfied). As a best offer will be evaluated bid, which will receive the highest sum of points from all committee members, as the least suitable offer the one which will receive the least points $(\text{points evaluated bid} / \text{number of points the best bid}) \times 100 \times \text{weight of the criteria} = \text{economic advantageousness of the criteria}$.
- II.2** 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.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.
- II.6** 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.

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: **16.04.2018 by 10:00 a.m. CET**, by unique e-mail to the following address: vr0524001850@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 31th of October 2018.
- 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:
- III.5.1** Documents showing compliance with the qualification criteria;
 - III.5.2** Proposed Design of an exhibition booth;
 - III.5.3** The Bid price;
 - III.5.4** Draft of agreement from tenderer with information about maturity in the following version: 30% deposit after selected the winner, 60% before realization and 10% after realization with maturity up to 14 days.

IV. SUPPLEMENTARY INFORMATION

- IV.1** Contact person of the Contracting Entity: **Mrs. Veronika Nemečková**
- IV.2** Questions may only be submitted electronically, to: veronika.nemeckova@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 floor plan
 - VI.1.2** Appendix B – CSAT logo
 - VI.1.3** Appendix C- Detailed logo manual