

## Request for proposal

### “Study of Prague airport RWY 06/24 friction surface modification”

(Hereinafter referred to as “RFP“)

Contracting Authority: Letiste Praha, a. s. (Prague Airport, j.s.c.)  
Headquarters: K letišti 1019/6, Ruzyně, 161 00 Praha 6, Czech Republic  
ID No.: 282 44 532

(Hereinafter “Prague Airport“)

No. 0224004247.

#### I. SUBJECT OF THE RFP AND TIME OF PERFORMANCE

- I.1** Prague Airport is currently solving issues with rubber deposits and the friction characteristics of the runway surface of RWY 06/24 and is accepting proposals in response to this RFP in order to find a qualified partner for consultations and adequate solution relating to this issue. Our proposal for expected consultancy services is described in Annex 1. The objective of this RFP is to locate a partner that will provide the best knowledge and experience. While price is a significant factor, other criteria will form the basis of our award decision.
- I.2** Time of performance: 2018

#### II. SUBMISSION GUIDELINES & REQUIREMENTS

- II.1** First and foremost, only qualified individuals or firms with prior experience on projects such as this should submit proposals in response to this RFP. We would like to kindly ask you to submit information about previous similar projects finished in the past, including the identification of the scope of the activities and your responsibilities as well as resumes of all key personnel performing the consultancy services.
- II.2** A technical proposal must be provided as a mandatory part of proposal. This technical proposal must provide an overview of the proposed consultancy services, required data, measurements and assessments. In addition, the technical proposal should provide a proposed schedule and milestones, as applicable. The Annex 1 should not be taken as a binding framework for a technical proposal, bidders are invited to come with their own solution.
- II.3** The price proposal should indicate the overall fixed price for the project or man-day rates and an estimated total number of days, should the bidder prefer to have a contract on a man-day rate basis.
- II.4** Tenderers can be invited to present their reference projects and proposals in person to Prague Airport HQ (after confirmation of the date by both sides).
- II.5** The deadline for the submission of the proposals drawn up in line with the RFP by **14 th June 2018 10.00 a.m.**
- II.6** Proposals may be submitted throughout the entire submission period in electronic form, By e-mail to the following address [vr0224004247@cah.cz](mailto:vr0224004247@cah.cz). This e-mail box is designated solely for the submission of proposals and it will only be made accessible after the expiration of the submission deadline. Therefore, **DO NOT USE** that e-mail address for requests for supplementary information to the RFP or any other communication.
- II.7** The proposal shall contain the required documents with the following structure:
- II.7.1** Company and personnel profile
  - II.7.2** Technical proposal
  - II.7.3** Price proposal

#### III. OTHER CONDITIONS

- III.1** Evaluating factors will be as followed:
- III.1.1** Conformity to the requirements set forth in this RFP;

- III.1.2 Relevant past performance/experience;
- III.1.3 Technical expertise/experience of bidder and bidder's personnel;
- III.1.4 Cost.
- III.2 The Prague Airport is not obliged to enter into an agreement with the winning bidder. The Prague Airport reserves the right to cancel the RFP or a part thereof at any point and also reserves the right to specify the RFP at any time, up until the selection of the most advantageous bid.
- III.3 Bidders submit their bids free of charge, and may not make any claims with respect to the Prague Airport on the basis of the submission of the bid. Bidders are not entitled to the compensation of any costs related to the drawing up of their bids.
- III.4 The wording of an agreement between the Prague Airport and the selected bidder will be subject to negotiation, while the Prague Airport states following basic conditions of the agreement:
  - III.4.1 Bidder shall provide the Prague Airport the authorisation to exercise the right to use the results of the consultancy services (hereinafter the "**Work**") in its original, adapted or otherwise altered form, in a certain manner or all manners of use, to a limited or unlimited extent (hereinafter the „**Authorization**“). The Prague Airport will be entitled to (including, but not limited to) alter or otherwise change the Work or its name, merge the Work with another work or to include the Work into collected works and to adapt and alter the Work. The Bidder shall have no right for any additional remuneration. The Prague Airport will be entitled to alter or adapt the Work also with a use of a third person.
  - III.4.2 The Prague Airport will be entitled to not to use the Authorization. The remuneration for the Authorization shall be included in the price of the consultancy services.
  - III.4.3 The Prague Airport will be entitled to transfer the Authorization to a third person fully or in a part and the Bidder shall grant the consent with the transfer.
  - III.4.4 The Authorization shall be provided for the duration of the bidder's proprietary rights to the Work.
  - III.4.5 The bidder may use a third person (subcontractor) for the provision of consultancy services only with a prior written consent of the Prague Airport.
  - III.4.6 Bidder shall provide the consultancy services only by a personnel stated in the final proposal, with the exception of the case where it may not be rightfully required (i.e. long term illness). Any change of the personnel shall be approved by the Prague Airport. In the case when the Prague Airport will not agree with the change of the personnel, the Prague Airport will be entitled to withdraw from the agreement.
- III.5 **If you have a standard set of terms and conditions, please submit them with your proposal. All terms and conditions will be subject to negotiation.**

#### **IV. SUPPLEMENTARY INFORMATION**

- IV.1 Contact person of the Prague Airport: **Ms Zuzana Pfefferová Stulíková**.
- IV.2 Questions may only be submitted electronically to [zuzana.pfefferovastulikova@cah.cz](mailto:zuzana.pfefferovastulikova@cah.cz) and [jan.stefurak@cah.cz](mailto:jan.stefurak@cah.cz)

**Petr Baxa**  
**Executive Director of Central**  
**Procurement and Logistics**  
**Český Aeroholding, a.s.**