

Contract Documentation for the demand management procedure for
“Exhibition booth – MRO London 2019”
(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: 0527000118
(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** The subject of this Contract is arrangement of exhibition booth. The exhibiton booth will contain:
- CSA Technics logo – Appendix B
 - Exhibiton booth must be original. The back side is closed towards to next exhibiton booth.
 - Branding of exhibition booth from side (CSA Technics logo must be visible from entrance, can be used a column or other things. Also cam be some shelves for our products). Tenderers suggest.
 - Stand booth dimensions 18 m² – 3 x 6 m. Detailed floor plan - Appendix A (exhibiton booth number 1350). Maximum stand height is 3,66 m.
- I.2** Required equipment of exhibition booth:
- carpet (color will be specified)
 - Corner reception with storage space (away from the entrance)
 - 1x bar table with 3 bar chairs (total 3 bar tables with 9 bar chairs inside of exhibition booth)
 - spotlights
 - 1x stand for the catalogs
 - Inbuilt 1x TV, min. 55´
- I.3** Basic information/requirements:
- Installation, demounting and removal of the exhibition booth from exhibition area (include transport).
- I.4** Place of performance: London,MRO London.
- I.5** Time of performance: **15 - 17 October 2019** (Installation – October 14, 2019 08:00 am - 22:00 pm, Moving out - October 17, 2019 3:00 pm - 10:00 pm and October 18, 2019 8:00 am - 1:00 pm).
- I.6** Send an order: The exhibition booth will be ordered by issuing the purchase order.

II. QUALIFICATION CRITERIA

- II.1** The qualification criteria set by the Contracting Entity for this Contract are deemed to be met by a Tenderer:
- II.1.1** Who, in the last 2 years, has performed at the least 2 similar contracts, each worth at the last EUR 1000,00.
- II.2** The criterion set out in paragraph II.1.1 shall be documented by the Tenderer’s declaration that will refer to the entity to which the performance was provided, stating the subject, time of performance, and the price of the contract, the registered seat or another address and contact person of the entity,

including the e-mail address and telephone (former contracts for the Contracting Entity need not be documented, only the name, contract number, and date of its conclusion will suffice). The declaration must also include the date and the signature of the person representing the Tenderer. Tenderer shall include photo documentation about the contracts.

III. ELABORATION OF THE BID AND THE TENDER PRICE

- III.1 The price shall be the highest admissible, shall be set in EUR and exclusive of value-added tax. VAT shall be treated in line with the relevant applicable and effective VAT law. The Tender Price shall include transport costs and any and all other costs of the Tenderer which need to be expended in the performance of the order.
- III.2 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.

IV. DEADLINES FOR AND MANNER OF BID SUBMISSION

- IV.1 The deadline for the submission of the tenders drawn up in line with the Contract Documentation: **03.04. 2019 by 18:00 a.m. CET**, by E – ZAK electronic instrument.
- IV.2 E - ZAK electronic instrument:
 - IV.2.1 All acts in the context of a procurement procedure shall be carried out electronically via an electronic tool E – ZAK, if the Contracting entity does not provide specifications or in the course of a procurement procedure. The Contracting entity highlights that for full use of all electronic E – ZAK tools, there must be performed and completed full registration of Applicant.
 - IV.2.2 The Contracting entity recommends to all Applicants continuously monitor the web address of the public contract.
 - IV.2.3 All documents sent via the E-ZAK electronic tool shall be deemed to have been duly delivered on the date of their delivery to the user account of the addressee of the document in the electronic tool E-ZAK. If the document is not sent in writing, the E-ZAK electronic tool will send the addressee to the contact email address a reminder that a new user account has been or has not been sent to a new user account in the E-ZAK electronic tool.
 - IV.2.4 The terms and conditions regarding the E-ZAK electronic tool, including information on the use of electronic signature, are available at:
<https://zakazky.prg.aero/data/manual/EZAK-Manual-Dodavatele.pdf>
https://zakazky.prg.aero/data/manual/QCM.Podepisovaci_applet.pdf
- IV.3 A tender shall be delivered prior to the expiration of the tender submission deadline.
- IV.4 A tender shall be drawn up in English.
- IV.5 A tender shall contain the required documents with the following structure:
 - IV.5.1 Documents showing compliance with the qualification criteria;
 - IV.5.2 The Bid price;

V. BID EVALUATION METHOD

- V.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 50%**,
 - b) **proposal of design exhibition booth – weighting 50%**.ad a) - (lowest tender price without VAT / tender price of the specific evaluated offer) x 100 x weight of the criteria = 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 (points evaluated bid / number of points the best bid) x 100 x weight of the criteria = economic advantage of the criteria.

The best offer with the highest total score (in points), evaluated by the evaluation committee as a high-quality, in a proper design style, will be evaluated as the most suitable tender, able to be realized. The tender with the lowest total score (in points), evaluated by the evaluation committee as a low-quality, in a wrong design style, will be evaluated as the worst suitable tender, incapable to be realized.

- V.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.
- V.3** The evaluation of Tenderers and their assessment on the basis of the criteria set shall be performed by the evaluation committee appointed by the Contracting Entity.
- V.4** The Contracting Entity reserves the right to negotiate, at its discretion, about the Tender Price with the Tenderers whose tenders are evaluated. Negotiations 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.
- V.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.

VI. SUPPLEMENTARY INFORMATION

- VI.1** Contact person of the Contracting Entity: **Mrs. Veronika Michálková**
- VI.2** Questions may only be submitted by E-ZAK electronic instrument till **27.3.2019**. Phone calls will not be considered.
- VI.3** Responses to all questions without an interviewer will be published via the E-ZAK electronic instruments.

VII. RIGHTS OF THE CONTRACTING ENTITY AND OTHER TENDER CONDITIONS

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

VIII. APPENDICES TO TENDERING DOCUMENTATION

- VIII.1** The following appendices constitute an integral part of this Contract Documentation:
 - VIII.1.1** Appendix A – Detailed floor plan
 - VIII.1.2** Appendix B – Logo CSA Technics