

The Rules of the Tendering Procedure for Supplies:

**“The Delivery of The Ground Power Units”**

Reg. No.:	VR/0427003009
The Contracting Authority:	<b>Czech Airlines Handling, a. s.</b> Registration No.: 256 74 285 Aviatická 1017/2, 160 08 Praha 6 registration in the Commercial Register with the Municipal Court in Prague, section B, entry No. 17139
Contact person:	<b>Dagmar Kellerová</b> tel. +420 220 116 145 <a href="mailto:dagmar.kellerova@prg.aero">dagmar.kellerova@prg.aero</a>
The deadline for the submission of tenders:	The time limit for submitting tenders prepared according to these Rules of the Tendering Procedure is provided at the Contracting Authority's profile at <a href="http://zakazky.prg.aero">http://zakazky.prg.aero</a> .

**I. THE SUBJECT MATTER OF THE TENDERING PROCEDURE**

- I.1** The subject of the Contract are delivery of brand new, not used ground power unit (GPU) and corresponding to attach technical specifications, mentioned in Annex E and Annex D of this Rules of the Tendering Procedure.
- I.2** Site of performance: DAP INCOTERMS 2010 Czech Airlines Handling, a.s., Vaclav Havel Airport Prague, Prague 6, Czech Republic.
- I.3** The scope of performance:  
Forecast <sup>1)</sup> for year 2021 – 5 pieces  
Forecast <sup>1)</sup> for year 2022 – 3 pieces  
Forecast <sup>1)</sup> for year 2023 – 4 pieces

<sup>1)</sup> forecast has just informative character, it is not binding.

Further specifications of the requested performance and the terms and conditions for its execution are provided in the draft contract and technical specification of the subject matter of performance in an annex hereto.

- I.4** Estimated period of performance: from the contract date by the 31st December, 2023.

**II. THE RULES OF THE TENDERING PROCEDURES**

- II.1** The tendering procedure is held outside Act No. 134/2016 Coll., on Public Procurement, as amended. This tendering procedure is not a public contract to choose the most economically advantageous tender pursuant to Section 1772 and following of Act No. 89/2012 Coll., the Civil Code, as amended.
- II.2** The General Terms and Conditions of the Tendering Procedure are provided in the annex hereto. Unless expressly stated otherwise in this document, the tendering procedure will follow these General Terms and Conditions.

**III. REQUIREMENTS FOR ECONOMIC OPERATORS (THE QUALIFICATIONS OF ECONOMIC OPERATORS)**

- III.1** The economic operator must meet the following requirements related to the subject matter of performance:
- III.1.1** It must prove experience with executing at least 2 similar contracts, each of a minimum financial volume of CZK 8.400.000,- excluding VAT over the last 5 years, prior to the commencement of this tendering procedure; a similar contract means the delivery of min. 7 pieces of ground power units to one subject.

**III.2** The economic operator must meet the following general requirements:

**III.2.1** It must not be in liquidation;

**III.2.2** It is not in bankruptcy, has not been declared insolvent, receivership has been imposed on it under another legal regulation nor it is/has been in a similar situation pursuant to the laws of the country of its registered office.

**III.2.3** It has not been convicted by a final judgement of any of the crimes specified in the solemn declaration which forms an integral part hereto or any other similar crime pursuant to the body of laws of the country of its registered office in the past five years preceding the commencement of the tendering procedure; expunged convictions are disregarded,

**III.2.4** Criminal proceedings for a suspected committal of one of the crimes listed in the solemn declaration have not been initiated against the economic operator and/or against persons listed under e) of the solemn declaration that is attached hereto;

**III.2.5** It must prove that it holds a trade licence in the extent corresponding to the subject matter of performance.

**III.3** The economic operator will confirm the fulfilment of all of the above general requirements by submitting a solemn declaration attached hereto.

**III.4** Prior to signing the contract, the selected economic operator will be invited to prove facts stated in the solemn declaration by submitting documents proving those facts. If an economic operator provides information in the solemn declaration that is not true, the Contracting Authority may enter such economic operator into the Contracting Authority's list of entities prohibited to perform its public contracts (the blacklist).

#### **IV. THEIR SUBMISSION**

**IV.1** A tender submitted by an economic operator must include the following documents (for some of them, see the annexes hereto):

**IV.1.1** a completed solemn declaration by the economic operator in .pdf and .docx formats,

**IV.1.2** a completed draft contract in .pdf and .docx formats,

**IV.1.3** a completed form for setting the tender price; the tender price will also be entered in XLS/XLSX format.

**IV.2** Together with the tender, the economic operator submits:

**IV.2.1** Completed Annex F of this Rules of the Tendering Procedure;

**IV.2.2** technical presentation of offered product

**IV.3** Tenders must be submitted within the time limit in digital form via the E-ZAK electronic tool on <http://zakazky.prg.aero>.

#### **V. THE METHOD OF EVALUATION OF TENDERS**

**V.1** The tenders will be evaluated according to the following criteria:

**I.1.1 The Bid Price (in EUR, VAT exl.) – 50%**

- the lowest Bid Price will be considered as the most profitable bid, with the highest scoring and the highest Bid Price will be considered as the least profitable bid, with the lowest scoring:

**(value of the best bid / value of evaluated Bid \* 100) \* weight of partial criterion = economic profitability of partial criterion.**

### I.1.2 Technical specification – 10%

Voluntary technical specifications – extra technical specifications above the mainly required technical specifications. They are matter of the bid evaluation. The point allocation system is described in the Annex F.

- the Bid with the highest number of received points will be scored as the best one and the bid with the lowest received points will be scored as the worth one:

**(number of points of the evaluated bid / bid value with the highest number of points \* 100) \* weight of the partial criterion = economic advantage of the partial criterion.**

### I.1.3 Term of equipment delivery – 10%

The point allocation system is described in the Annex F.

- The matter of evaluation will be considered maximum term of equipment delivery guaranteed by the Bidder. The bid with the shortest term of delivery will be scored as the best one and the bid with the longest term of delivery will be scored as the worth one:

**(number of points allocated by the term of equipment delivery of the evaluated bid / 5 points\* 100) \* weight of the partial criterion = economic advantage of the partial criterion.**

### I.1.4 Costs of life cycle – 30%

- the Bid with the lowest Costs of life cycle will be considered as the most profitable bid, with the highest scoring and the Bid with the highest Costs of life cycle will be considered as the least profitable bid, with the lowest scoring:

**(value of life cycle costs of the lowest Bid / evaluated Bid value of life cycle costs \* 100) \* weight of partial criterion = economic profitability of partial criterion.**

The scoring of sub-criteria will be as following:

- I.1.4.1** Guaranteed costs of filter exchange – The Bidder shall guarantee number of filters needed to exchange during the 8 years of life cycle and the costs per each filter exchange. The total costs will be calculated as multiply number of filter exchanges and price per one filter exchange. The bid with the best economic profitability, it means the highest scoring will be assessed as the best bid and the bid with the lowest economic profitability, it means the lowest scoring as the least suitable bid.

The point allocation system is described in the Annex F. The prices filled in Annex F must correspond to the current price list of the economic operator and the Contracting Entity has the right to compare and verify this information

- I.1.4.2** Guaranteed costs of oil exchange – The Bidder shall guarantee number and frequency of oil exchange, needed to exchange during the 8 years of life cycle and the costs per each filter exchange. The total costs will be calculated as multiply number of filter exchanges and price per one filter exchange. The bid with the best economic profitability, it means the highest scoring will be assessed as the best bid and the bid with the lowest economic profitability, it means the lowest scoring as the least suitable bid.

The point allocation system is described in the Annex F. The prices filled in Annex F must correspond to the current price list of the economic operator and the Contracting Entity has the right to compare and verify this information

- V.1.1.1** Costs for parking the equipment at Prague Airport – Costs will be calculated by number of square meters, needed for parking of offered equipment multiplied by the internal price per square meter (Internal costs of Contracting Authority are not public) multiplied by 8 years of life cycle. The bid with the best economic profitability, it means the highest scoring will be assessed as the best bid and the bid with the lowest economic profitability, it means the lowest scoring as the least suitable bid.

The point allocation system is described in the Annex F.

- V.1.1.2** Costs for tire exchange - Costs will be calculated by number of tire exchanges during the 8 years life cycle multiplied by the price per one tire exchange. The bid with the best economic profitability, it means the highest scoring will be assessed as the best bid and the bid with the lowest economic profitability, it means the lowest scoring as the least suitable bid.

The point allocation system is described in the Annex F. The prices filled in Annex F must correspond to the current price list of the economic operator and the Contracting Entity has the right to compare and verify this information

**V.1.1.3** Costs for training of new employees – Costs will be calculated by number of employees needed to train during the 8 years life cycle with new product, which is not part of fleet, multiplied by the price per one internal training (Internal costs of Contracting Authority are not public). The bid with the best economic profitability, it means the highest scoring will be assessed as the best bid and the bid with the lowest economic profitability, it means the lowest scoring as the least suitable bid.

**V.2** The points received in all partial criterions (economic advantage of the partial criterion) will be added together. The bids will be ranked in an ascending order. The bid with the best economic profitability, it means the highest scoring will be assessed as the best bid and the bid with the lowest economic profitability, it means the lowest scoring as the least suitable bid.

**V.3** To assess and evaluate tenders, an electronic auction or negotiations regarding tender can take place. The conditions of holding an electronic auction and a negotiation about tenders are listed in the General Terms and Conditions of the Tendering Procedure attached hereto.

**V.4** The contract to perform will be entered into with one economic operator who ranked in the first place in the tender evaluation who fulfil requirements mentioned above.

## **VI. THE TIME LIMIT FOR SUBMITTING INQUIRIES RELATED TO THE TENDERING PROCEDURE**

**VI.1** The Contracting Authority has set a time limit for submitting inquires related to the tendering procedure, not less than three working days before the deadline for the submission of tenders (deadline day does not count). Within the above time limit, inquires must be delivered to the Contracting Authority via E-ZAK. The Contracting Authority reserves the right not to react to late delivered inquires.

**VI.2** The Contracting Authority recommends that economic operators continuously check the public contract page in the E-ZAK electronic tool where information regarding the course of the tendering procedure, or any changes to the rules and terms and conditions of the tendering procedure, will be published.

## **VII. ANNEXES**

**VII.1** The following annexes form an integral part of the Rules of the Tendering Procedure:

**VII.1.1** Annex A – General Terms and Conditions of the Tendering Procedure

**VII.1.2** Annex B – Solemn Declaration Template

**VII.1.3** Annex C – Setting Tender Price Form

**VII.1.4** Annex D – Draft Contract

**VII.1.5** Annex E –Technical Specifications

**VII.1.6** Annex F – Price bid

Tomáš Svoboda v.r.  
Chairman of the Board of Directors  
Czech Airlines Handling, a.s.

Michal Soukup v.r.  
Vice-Chairman of the Board of Directors  
Czech Airlines Handling, a.s.