

CALL FOR PUBLIC CONTRACT NEGOTIATIONS
ITRES HYPERSPECTRAL SYSTEM ADMINISTRATION

I. ASSIGNING AUTHORITY

Name	Global Change Research Centre AS CR
Registered office	Bělidla 986/4a, 603 00 Brno
Comp. ID No (IČO)	67179843
Contact person	Mgr. Michal Minařík, minarik.m@czechglobe.cz , +420 511 192 220

II. PUBLIC CONTRACT

Subject matter of contract	Provision of servicing and adjustments of ITRES aviation hyperspectral systems owned by the contracting authority, including the control system.
Contract classification (CPV)	50344000-8 Repairs and maintenance of optical devices and accessories
URL of the contract	https://zakazky.czechglobe.cz/vz00000196
Public contract type	Services
Contracting proceedings type	Unpublished negotiation proceedings pursuant to section 23 (4) (a) (technical reasons)
Estimated value	CZK 5,000,000 excl. VAT
Financial source	National program of sustainability



MINISTERSTVO ŠKOLSTVÍ,
MLÁDEŽE A TĚLOVÝCHOVY

III. BASIC CONDITIONS

Contracting documentation	This call includes all the particulars required for contracting documentation
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ITRES Hyperspectral System Administration

Start of fulfilment	Immediately after the contract is concluded
End of fulfilment	31 August 2016 Details are specified in the text of the contract which is an annex of this call
Place of fulfilment	Registered office of the contracting authority, unless the parties agree otherwise
Business terms	They are enclosed to this call in the form of the text of the contract

IV. MEETINGS

First meeting	4 December 2015, 10 a.m. CET (UTC + 1), phone number +420 511 192 220
Last possible meeting	9 December 2015, 10 a.m. CET of local time, phone number +420 511 192 220, unless the contracting authority specifies a later date

The subject matter of the negotiations will be mainly the price offered by the contractor and the way of fulfilment of the contracting terms. In the course of the negotiations, the requirements of the contracting authority mentioned in this call can be specified more accurately or changed. The contractor may submit a concept of the bid during the negotiations. The results of the negotiations will be recorded and approved by the present participants. The results of the negotiations are binding for the contractor.

Only a statutory representative or a person with authorisation or power of attorney enabling them to act in a sufficient extent can act on behalf of the contracting authority or contractor.

The negotiations will be held in Czech, Slovak or English language.

The negotiations can be implemented as a teleconference. In such a case a bidder will contact the contact person minimum 1 working day in advance. The contact person will provide technical information for the connection minimum 2 hours before the teleconference is commenced. Before the teleconference is commenced, a bidder is obliged to submit the authorisation or power of attorney to act on behalf of the bidder issued for the person who will take part in the teleconference. This does not apply if the statutory representative of the bidder will take part in the teleconference.

Submitting a bid is not conditioned by the contractor's presence at the negotiations.

V. QUALIFICATION

The bidder is obliged to meet the following qualification requirements:

1. Basic qualification requirements

The bidder is obliged to meet the basic qualification requirements pursuant to the provisions of section 53 (1) of Act No 137/2006 Coll. on public contracts, as amended (hereinafter referred to as APC) and pursuant to section 62 (2) of APC by means of a sworn statement. In order to prove that the basic qualification requirements were fulfilled, the bidder can use the sample sworn statement enclosed to this contracting documentation. The bidder will

submit the original or a verified copy of the sworn statement. The sworn statement may not be older than 90 days as of the day on which the bid is submitted (delivered).

2. Professional qualification requirements

The bidder is obliged to meet the qualification requirements pursuant to the provisions of section 54 (a) and (b) of APC by submitting the following documents:

- 2.1. Either an extract from the Commercial Register if the bidder is registered there, or an extract from a similar register if the bidder is registered there, or a statutory of the contractor that it is not registered in any such register. The extract may not be older than 90 days as of the day of submitting (delivery) of the bid. It is sufficient to submit a copy of the extract. A possible sworn statement must be submitted in original or its verified copy.
- 2.2. A document proving the authorisation to conduct business activities pursuant to special legal regulations in the extent corresponding to the subject matter of the public contract, or a sworn statement that no such authorisation is issued in the country of the registered office of the contractor. It is sufficient to submit a copy of this document. A possible sworn statement must be the original or a verified copy.

In the extent in which the recorded data cover the requirements of the contracting authority, the documents can be replaced with an extract from a list of qualified suppliers (mainly section 127 of New Civil Code) or a certificate from the system of certified suppliers (mainly section 134 of New Civil Code).

VI. ASSESSMENT

Assessment criterion The lowest bid price

The bid price excluding VAT for all fulfilment specified in the contract draft will be assessed.

VII. CONTRACT DRAFT

The contract draft must be signed by a person entitled to act on behalf of the bidder.

The contract draft will be prepared on the basis of the text of the contract which is enclosed to this call. When preparing the contract draft, the bidder is not entitled to change the text of the contract, except for the following cases:

1. Specification of the required data concerning the price (article IV. par. 1 of the text of the contract)
2. Specification of the person authorised to act on behalf of the bidder (article IX. par. 2 of the text of the contract)

VIII. BID CONTENT

A bid must include minimum the following:

1. Identification data of the bidder (name; registered office; identification number).
2. Documents proving fulfilment of qualification requirements (see part V of the contracting documentation).
3. Obligatory parts of the bid pursuant to section 68 (3) of Public Procurement Act:
 - 3.1. A list of the statutory bodies or members of the statutory bodies who have been in the employment, functional or similar relationship with the contractor in the past 3 years from the end of the deadline for submitting bids.

3.2. If the bidder is a joint-stock company, a list of the owners of the shares whose total nominal value exceeds 10 % of the registered capital, prepared within the deadline for submitting bids.

3.3. A declaration from the bidder that in connection with the assigned public contract it did not conclude and will not conclude a prohibited agreement pursuant to Act No 143/2001 Coll. on protection of economic competition, as amended.

For submitting of the obligatory parts of the bids, it is possible to use the enclosed sample declarations Pursuant to the Act on Public Procurement.

4. Three contract drafts signed by the person authorised to act on behalf of the bidder.

5. Documents proving authorisation of a person who signed the contract draft (or declaration etc.) to sign the contract draft (or declaration etc.) unless it is a statutory representative (such a document can also be a power of attorney).

IX. BID SUBMITTING

Deadline **14 December 2015, 2 p.m. CET** unless a different deadline for bidding and for opening of the envelopes with bids is determined by the contracting authority during the negotiations

Place Registered office of the contracting authority

Method The bids are submitted in writing, either in paper or electronic form

Submitting a bid in paper form

By mail or in person on working days 8 a.m. – 11:30 a.m., 1 p.m. – 2:30 p.m. at the secretariat of the director of the contracting authority or at David Schüch or Mgr. Michal Minařík.

The bidder is obliged to submit a bid in a closed enveloped marked as follows:

- a) With the text DO NOT OPEN
- b) With the name of the public contract
- c) With the name of the bidder
- d) With an address to which it is possible to send a notification that the bid was submitted after the deadline for submitting of offers or notification of the fact that only one bid was submitted

The contracting authority recommends stapling of the individual sheets of the offer in order to prevent any manipulation with them.

Submitting bids in electronic form

To the address <https://zakazky.czechglobe.cz/vz00000196> by means of the electronic tool of the contracting authority, while:

- a) The size of any of the files of the bid may not exceed 16 MB.
- b) The documents which are to be signed by a person authorised to act on behalf of the contractor (mainly the contract draft and sworn statements) must be signed with a secured electronic signature.
- c) The bid files must be submitted in commonly used formats (*.pdf; *.jpg, *.png, *.rtf formats of Microsoft Office (Word, Excel) or Open Office).

To ensure the tool functionality, it is necessary to use a browser supporting JavaScript, JavaScript must be enabled and saving of Cookies must be enabled. For work with the electronic signature which is used when sending messages and electronic bids, it is necessary to have

Sun(Oracle) Java installed and enabled in the browser, minimum version 1.5. For more information about using the electronic tool, visit the profile of the contracting authority under URL <https://zakazky.czechglobe.cz/data/manual/EZAK-Manual-Dodavatele.pdf>.

X. OPENING OF ENVELOPES WITH OFFERS

Deadline **14 December 2015, 2 p.m. CET** unless a different deadline for bidding and for opening of the envelopes with bids is determined by the contracting authority during the negotiations

Place Registered office of the contracting authority

XI. OTHER CONDITIONS

1. The contracting authority determines a contracting deadline of 60 days.
2. Bids containing variants are not permitted.
3. The contracting authority only accepts offers in Czech language, English language or Slovak language.
4. The contracting authority reserves the right not to conclude a contract with any of the bidders, refuse all the bids and cancel the public contract assignment.
5. The contracting authority reserves the right to change or supplement the contracting terms or specify them in more detail within the deadline for bidding.
6. Annexes of the tender documentation
 - a) Text of the contract
 - b) Sworn statement
 - c) Declaration Pursuant to the Act on Public Procurement

Brno, on 2 December 2015

prof. RNDr. Ing. Michal V. Marek DrSc., dr. h. c.
Director of
Global Change Research Centre AS CR