

Ref. No. PPR-12120-22/ČJ-2013-990656

Number of sheets: 11  
Annexes: 3/34

## **TENDER DOCUMENTS**

(hereinafter referred to as "TD")

### **TO THE ABOVE-THRESHOLD PUBLIC CONTRACT NOTICE IN THE TENDER**

**according to § 21 paragraph 1, point a) of Act No. 137/2006 Coll., on  
Public Procurement, as amended (the "Act"),**

**conducted under the title**

**"Development of consolidated IT infrastructure of Police of Czech  
Republic – BACKUP CENTRE"**

Reg. project number: 7F-08094.01 CH-029

Ref. number: VZ 352308

#### **Attachments of specifications:**

Annex no. 1 – Technical specifications of subject (hereinafter „annex no. 1“)

Annex no. 2 – Contract proposal (hereinafter „annex no. 2“)

Annex no. 3 – Affidavit (hereinafter „annex no. 3“)

**Prague on the 14 November, 2013**

## **1. IDENTIFICATION OF CONTRACTING AUTHORITY**

Name of Contracting Authority: Česká republika – Ministerstvo vnitra  
Location: Nad Štolou 936/3, 170 34 Praha 7  
Represented by: Ing. Stanislav Loskot  
Deputy Director of the logistic support of the Police Presidium of  
the Czech Republic  
IN: 00007064  
TIN CZ00007064  
Bank: Česká národní banka, pobočka 701  
Account number: 5504881/0710  
(hereinafter „Contracting Authority“)

## **2. SUBJECT AND SCOPE OF THE CONTRACT**

The subject of the public contract is the supply of hardware and software products, their installation, integration into the existing environment and then related consulting services, whose output is a whole consolidated IT infrastructure of Police of the Czech Republic in the backup centre. Specific technical performance specification is given in Annex 1 of specifications.

## **3. CLASSIFICATION OF OBJECT OF THE CONTRACT**

CPV code:	48800000-6	Information systems and servers
	48600000-4	Database and operating programs
	30233141-1	Redundant Array of Independent Disks (RAID)

## **4. DATE AND PLACE OF PERFORMANCE**

### **4.1. PLACE OF PERFORMANCE**

Place of delivery is the location at the address: Department of Informatics and Information Technology Operation of the Police Presidium ČR, Bubenečská 20, Praha 6

#### **4.2. DATE OF PERFORMANCE**

within 3 calendar months from the signing of the purchase contract.

#### **5. TERMS AND CONDITIONS OF PAYMENT**

Annex 2 is a binding purchase contract, in which applicant will complete its identification data and other missing data. The draft contract must be signed by a person authorized to act for or on behalf applicant.

#### **6. REQUIREMENT FOR THE METHOD OF CALCULATION OF BID PRICE**

##### **6.1. BID PRICE**

Bid price for the purposes of the award procedure means the total cost of the entire deliverable. The estimated value of this contract in accordance with § 13 of the Public Procurement Act No. 137/2006 Coll. were published in the notice - Registration Number: VZ 352308.

Indicate the total bid price in CZK without value added tax and also including VAT for the whole subject and process its composition by items according to Annex No. 1.

The Contracting Authority requires that the total bid price includes all additional costs associated with the delivery of materials (such as duty, freight, bank charges, etc.).

The bid price will be determined as the maximum allowable price.

Exceeding or change of the bid price is only possible provided that during the execution of public contract there will be changes in the rates of value added tax. In this case, the bid price is adjusted according to changes in rates of value added tax in force at the time of the chargeable event, in an amount corresponding to change in the rate of value added tax.

#### **7. PROOF OF QUALIFICATION**

Applicant is required within the deadline for submission of bids to demonstrate its qualifications. By meeting the qualification is meant:

- a) meeting the basic qualification prerequisites (§ 53 paragraph 1 of the Act),
- b) meeting the professional qualification prerequisites (§ 54 letters a), b) of the Act),
- c) submitting of an affidavit about the economic and financial capability of the supplier to fulfil a contract (§ 50 paragraph 1 point. c) of the Act),
- d) meeting the technical qualification prerequisites under section 7.4.

## **7.1. MEANS OF PROOFING OF QUALIFICATION**

Applicant proves its qualification by the qualification documents stipulated by law and by documents required by the Contracting Authority in the tender documents.

## **7.2. DEMONSTRATING OF BASIC QUALIFICATION PREREQUISITES**

The Contracting Authority requires from applicant to demonstrate the basic qualification prerequisites in accordance with § 53, paragraph 1. a) to k) of the Act. Applicant demonstrate compliance with these basic qualification prerequisites by submitting documents issued in accordance with § 53 paragraph 3 of the Act. The required affidavits pursuant to § 53 paragraph 3 points b) and d) of the Act must be signed by a person authorized to act for or on behalf of the applicant.

## **7.3. PROOF OF PROFESSIONAL QUALIFICATION PREREQUISITES**

The Contracting Authority requires the professional qualification prerequisites under § 54 of the Act. Fulfilment of professional qualifications proves contractor who submits

a) the certificate of incorporation, if it is registered, or an extract from a similar register, if it is registered,

b) proof of authorization to do business under special laws to the extent of the subject contract, in particular the proof of the business license or permit.

## **7.4. PROOF OF TECHNICAL QUALIFICATION PREREQUISITES**

To demonstrate compliance with the technical prerequisites applicant submits in accordance with § 56 par. 1. a) of the Act:

- List of at least three important supplies in the amount of at least 10 million CZK for each supply realized by the supplier in the last 3 years with an indication of the scale and the time of deliveries. Attached to this list must be:

a) a certificate issued and signed by the Contracting Authority, if the goods were supplied to a public Contracting Authority, or

b) a certificate issued by another person, if the goods have been delivered to a person other than a public the Contracting Authority, or

c) a contract with another person and proof of the transactions contractor, unless at the same time be a certificate referred to in point b) of this person to obtain reason on its side.

As significant supply for the purpose of complying with technical qualifications is deemed supply, installation and configuration of hardware.

## **7.5. DEMONSTRATION OF COMPETENCE BY EXTRACT FROM THE LIST OF QUALIFIED SUPPLIERS**

Applicant is allowed to demonstrate qualification by submitting of a statement of qualified suppliers list issued by the operator (§ 127 of the Act). Submitting of this listing to the Contracting Authority by applicant before the deadline for demonstrating compliance with the qualification replaces the following demonstrating of compliance:

a) the basic qualification prerequisites in accordance with § 53 paragraph 1 of the Act

b) professional qualification prerequisites, pursuant to § 54 letter. a) and b) of the Act.

## **7.6. PROOFING OF THE COMPETENCE BY CERTIFICATE**

Applicant can demonstrate compliance with a valid certificate of qualification issued under the system of certified suppliers, which contains the particulars specified in § 139 of the Act, and if the information contained therein are valid for at least the last day of the period for demonstrating compliance with the qualification, this replaces the certificate the qualification in the range information contained therein.

Certificate of the Contractor will be submitted to the deadline for demonstrating compliance with the qualification. The certificate must be valid under § 140, paragraph 1 of the Act.

## **7.7. PROOF OF THE COMPETENCE OF FOREIGN CONTRACTOR**

Applicant proves its qualification by provisions of § 51 par. 7 of Act.

## **8. VALIDITY AND AGE OF DOCUMENTS**

Applicant is required to submit documents proving the qualification in accordance with § 57 of the Act.

## **9. SUBCONTRACTORS AND A COMMON BID OF MORE APPLICANTS**

Applicant is required to state in the bid that part of the contract that it intends to award one or more subcontractors including the identification details of these subcontractors.

If the subject of the contract has to be implemented by several suppliers together and to this end they submit or intend to submit a joint bid, each of the applicants has to prove the basic qualification prerequisites in accordance with § 50 paragraph 1 point. a) of the Act (i.e. the basic qualification prerequisites in accordance with § 53 of the Act) and the professional qualification prerequisites pursuant to § 54 letter. a) of the Act (i.e., the certificate of incorporation, if it is registered contractor, or an extract from a similar register, if it is registered) in its entirety. Proof of qualification according to § 50 paragraph 1 point. b) and d) of the Act must be demonstrated by all contractors.

If the object of the contract is to be implemented in accordance with § 51 paragraph 5 of the Act by several applicants, they are required to submit to the Contracting Authority together with documents proving compliance with qualification prerequisites also the contract, which contains a commitment that all these applicants will be bound against the Contracting Authority and third parties of any legal relations arising in connection with the contract jointly and severally, for the whole duration of the contract and for the duration of other obligations under the contract. The requirement for liability under the first sentence to applicants was jointly and severally, is valid, unless another law or the Contracting Authority provides otherwise.

If the supplier is not able to demonstrate compliance with certain qualifications required by the Contracting Authority pursuant to § 50 paragraph 1 point. b) and d) of the Act in its entirety, it is entitled to the qualification in the missing range through a subcontractor. Contractor is required to submit in this case to the Contracting Authority

a) documents proving the basic qualification prerequisites pursuant to § 53 paragraph 1 point. j) of the Act and the professional qualification prerequisites pursuant to § 54 letter. a) of the Act by a subcontractor and

b) contract concluded with the subcontractor, which shows the subcontractor's obligation to provide the performance intended for performance of the contract by an applicant or to provide goods or rights which the contractor is entitled to dispose of during the performance of a public contract, at least to the extent that the subcontractor has demonstrated compliance qualification according to § 50 paragraph 1 point. b) and d) of the Act.

Contractor shall not be entitled to demonstrate compliance with the qualification according to § 54 letter. a) of the Act through the subcontractor.

## **10. TERMS AND CONDITIONS OF PRESENTATION OF THE BID**

### **10.1. BID OF THE APPLICANT**

The bid must be submitted in paper form in Czech language or in a certified translation into Czech language, in a sealed envelope, which must be:

- a) entitled: DO NOT OPEN - Public procurement: Development of consolidated IT infrastructure of Police of Czech Republic - backup centre - VZ 352308;
- b) trade name of applicant;
- c) with the contact address of applicant, on which you can send a notice under § 71 paragraph 6 or 7 of the Act;
- d) adequately secured against accidental opening or opening due to handling during postal delivery.

The entire offer must be submitted in one original written copy (marked "original") and one copy in electronic form on a data carrier (CD) in PDF and DOC. The Contracting Authority also requires submission of two written copies (marked "copy"). Data bearer must be marked and identified by a name of applicant and contract. Original bids must be signed by a person authorized to act for or on behalf applicant.

An original of the bid must be securely stapled or bound to be secured against manipulation of individual leaves. A suitable security element considers the Contracting Authority conjunction lace leaf volume whose ends are sealed and stickers bear the signature of the person authorized to act on behalf applicant and a stamp dealer. All prints will be properly read, without cuts and transcripts.

The entire bid must be submitted in one original written copy (marked "original") and one copy in electronic form on a data carrier (CD) in PDF and DOC. The Contracting Authority also requires submission of two written copies (marked "copy"). Data bearer must be marked and identified by a name of the applicant and contract. Original bids must be signed by a person authorized to act for or on behalf applicant.

An original copy of the bid must be securely stapled or bound to be secured against manipulation of individual leaves. A suitable security element considers the Contracting Authority conjunction of volume of leafs by the lace, whose ends are sealed and stickers bear the signature of the person authorized to act on behalf applicant and a stamp dealer. All prints will be properly read, without cuts and transcripts.

### **10.2. DIVISION OF THE BID**

The Contracting Authority recommends conserving the form (structure) of the bid in the following division:

- a) Cover sheet which offers an identification of the contractor, if necessary, identification of suppliers, bidding jointly, stamped and signed by the person(s) of applicant and data identifying the public contract. Applicant also submit an affidavit, see annex no. 3,
- b) Bid content,
- c) documents proving the qualification,
- d) documents prepared in accordance with § 68 paragraph 3 of the Act,
- e) certification of the applicant by the point 11.2.,
- f) bid price\*),
- g) the prices of individual items by Annex 1\*),
- h) other - here applicant provides information related to the fulfilment of public contracts, which it considers necessary,
- i) draft contract signed by the person(s) authorized to act on behalf of the applicant and at the same time unsigned draft contract in electronic form in DOC format - accompanying CD,
- j) electronic form of bid in format.pdf – accompanying CD.

## **11. OTHER CONDITIONS OF THE TENDER**

### **11.1. BID CONTENT**

The part of the bid must also be the evidence in accordance with § 68 paragraph 3 of the Act.

### **11.2. OTHER PREREQUISITES OF CONTRACTING AUTHORITY**

The part of the bid must be certified copy of the certificate that the applicant is the manufacturer of the subject of the contract or that the manufacturer of the subject of the contract is authorized or certified supplier.

\*) applicant will use the table annexed to the draft purchase contract in Annex 2 Detailed calculation of the total price



### **11.3. CHANGING THE CONDITIONS OF TENDER DOCUMENTS**

The Contracting Authority reserves the right to change or modify the conditions laid down in the tender documentation, either on the basis of applications of applicants for clarification of the tender documents, or on its own initiative.

### **11.4. PREREQUISITES FOR BIDS VARIANTS**

The Contracting Authority does not allow variant bids.

### **11.5. CONDITIONS OF USE OF QUALITATIVELY AND TECHNICALLY SIMILAR SOLUTIONS**

In accordance with § 44 of the Act, paragraph 11 (first sentence) the Contracting Authority states that if the tender documents and annexes contain prerequisites or references to trade names, names, or first names and surnames, specific description of the goods ... etc., it is justified by the subject of the public contract, the outputs of which will be used in existing information systems of the Contracting Authority and in the existing ICT of the Contracting Authority and users, and putting them in the tender documents and annexes due to the reasons of the description of existing ICT of the Contracting Authority listed just for the purpose of processing fully compatible bid.

In accordance with § 44, paragraph 11 of the Act, the Contracting Authority therefore allows for the performance of this contract the use of other, technically and qualitatively similar solutions, but only if they meet all the prerequisites and conditions specified in the tender documentation, in particular the conditions guaranteeing full compatibility, especially unrestricted use of outcomes in existing information systems of the Contracting Authority and existing ICT of the Contracting Authority.

### **11.6. PUBLICATION**

By bidding the applicant acknowledges that the Contracting Authority after the contract is concluded with the applicant who has submitted the best bid or after the tender procedure is cancelled, publish on the Contracting Authority profile [www.softender.cz](http://www.softender.cz) report on the assessment and evaluation of bids, which will include, inter alia, the identification data of all applicants, who submitted a bid, information on tender prices of these applicants and purchase agreement with the winning applicant, and expresses the above agreement.

### **11.7. PUBLICITY, INFORMATION ABOUT PROGRAM FUNDING**

Parts are obliged to provide information about the project co-financing from the Swiss-Czech Cooperation Programme (including the use of the logo) in all promotional events

for the project/sub-project, at a media presentation on the project/sub-project and on all printed, electronic and audio-visual materials related to the project/sub-project.

Measures implemented with the support of the Swiss-Czech Cooperation Programme will include wording (in Czech and English):

The wording in the Czech language: *Podpořeno z Programu švýcarsko-české spolupráce;*

The wording in English language: Swiss-Czech Cooperation Programme

Logo, which is indicated in the heading hereof, shall be listed on all documents - download on [www.mfcr.cz/cs/zahranicni-sektor/podpora-ze-zahranici/program-svycarsko-ceske-spoluprace/publicita](http://www.mfcr.cz/cs/zahranicni-sektor/podpora-ze-zahranici/program-svycarsko-ceske-spoluprace/publicita).

## **11.8. AFFIDAVIT**

The part of the bid must also be an affidavit prepared in accordance with Annex 3 of this bid documentation.

## **12. METHOD OF EVALUATION OF BIDS UNDER EVALUATION CRITERIA**

### **12.1 BASIC EVALUATION CRITERION FOR AWARD OF THE CONTRACT**

The basic criterion for award is the lowest bid price including value added tax for the whole subject of the contract in accordance with § 78 paragraph 1 point. b) of the Act.

The order of bids will be assembled in ascending order from the lowest to the highest bid price.

## **13. DEADLINE FOR SUBMISSION OF BIDS**

Deadline for submission of bids is on the **9 January 2014 in 09:30 a.m.**

### **13.1 PLACE FOR PRESENTING OF BIDS**

Bids can be submitted:

a) in person on weekdays 8:00 a.m. to 2:00 p.m. (last day until 09:30 a.m.) by telephone arrangement (tel. 974 884 549, 477, 552, 595, 602, 563) on the address: Nádražní 16, Praha 5 – Smíchov, 2<sup>nd</sup> floor, offices 205, 206, 207, 208 and 209 or 4<sup>th</sup> floor, office 424, (or registry desk)

b) by registered mail to the contact address: Policejní prezidium ČR, Správa logistického zabezpečení, odbor veřejných zakázek, P. O. BOX 6, 150 05 Praha 5,

c) by courier service to the address: Policejní prezidium ČR, Správa logistického zabezpečení, odbor veřejných zakázek, Bc. Martina Chvátalová, (příp. podatelna), Nádražní 16, 150 05 Praha 5.

#### **14. DATE OF OPENING OF BID ENVELOPES**

The tender opening session will be held on **9 January 2014 at 09:35 a.m.** at the workplace of the Contracting Authority at the address: Policejní prezidium ČR, Správa logistického zabezpečení, Nádražní 16, Praha 5. When opening the tender members of the evaluation committee, representatives of the Contracting Authority, a representative of the National Coordination Unit at the Ministry of Finance, the Swiss representative and representatives of applicants (max. 1 per person for one applicant) shall have the right to be present. Meeting of the possible candidates in the reception of the building.

The Contracting Authority is entitled due to serious reasons to change the term of tender opening. Such a change will be delivered to applicants in writing within a period of at least five calendar days in advance.

#### **15. ADDITIONAL INFORMATION TO THE TENDER DOCUMENTATION**

The contractor and the Contracting Authority shall proceed in accordance with § 49 of the Act.

Contact of the Contracting Authority:

Bc. Martina Chvátalová, tel. 974 884 549, fax 974 884 409, e-mail: ovzslzpp@pcr.cz.

#### **16. CANCELLATION OF AWARD PROCEDURES**

Cancellation of the tender procedure is possible under the conditions set out in § 84 of the Act. If the Contracting Authority shall cancel the tender procedure the applicants do not have any claim against the Contracting Authority.

#### **17. PERIOD DURING WHICH CONTRACTORS ARE BOUND BY THEIR BID**

The tender period begins to run by the deadline for submission of tenders until the day of delivery of the notice of the Contracting Authority on selecting the best offer. The tender period is extended for applicants, with which the Contracting Authority in accordance with law can conclude the contract until the contract signing under § 82 or till cancelling the tender procedure. Duration of the awarding period is 90 calendar days.

Prague on the 14 November, 2013

Ing. Stanislav Loskot  
Representative of the Contracting  
Authority