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Number of pages: 7
Attachments: 1/9

TENDER DOCUMENTATION

FOR THE AWARD OF THE ABOVE-THRESHOLD PUBLIC CONTRACT IN THE NEGOTIATION PROCEDURE

**in accordance with § 21, paragraph 1 letter a) of Act No. 137/2006
Coll., on Public Contracts, as amended (the "Act"),
for above-threshold procurement with the title**

**„Selection of a supplier for the supply of spare parts, repairs and
services for EC 135 helicopters“**

In Prague on 2nd April 2014

1. IDENTIFICATION OF CONTRACTING AUTHORITY

- 1.1** Name of contracting authority: Czech Republic– Interior Ministry
Address: Nad Stolou 936/3, 170 34 Prague 7
Represented by: Ing. Stanislavem Loskotem, Director Department of
Logistic Administration of Police Presidium Czech
Republic
Identification number (ID): 00007064
Tax identification no.: CZ00007064
Bank details: Czech National Bank, branch 701
Account number: 5504881/0710
(hereinafter referred to as „Contracting Authority“)

2. SUBJECT AND SCOPE OF PUBLIC CONTRACT

The subject of the public contract is the selection of a supplier of spare parts, repairs and services for EC 135 helicopters.

The contract will be concluded for an indefinite period and will be terminated when then financial volume of CZK 50,000,000.00 excl. VAT is reached.

The chosen supplier must ensure delivery of products (aeronautical spare parts – hereinafter referred to as “ASP”) and related services for ensuring operation of EC135T2+ helicopters.

ASP include (with the exception of spare parts for Turbomeca engines, with the exception of spare parts for the main gear box – MTB, with the exception of spare parts for the power unit, with the exception of spare parts for air navigation systems and display systems) among others:

- Delivery of new spare parts,
- delivery of spare parts after overhaul, parts provided under standard exchange,
- delivery of equipment, tools and materials necessary for helicopter maintenance,
- delivery of technical publications and their updates in the course of their validity,
- delivery of training items, e.g. aids and other related material.

Services shall include, among others:

- Delivery of repairs and/or modifications of equipment,
- delivery of training services,
- delivery of engineering services and other technical support services.

The spare parts must always be original spare parts with the relevant certificates.

3. CLASSIFICATION OF THE SUBJECT MATTER OF THE PUBLIC CONTRACT

CPV code:	34731700-7	Helicopter parts
	50212000-4	Helicopter repairs and maintenance
	80510000-2	Technical training

4. PLACE OF FULFILMENT

4.1. PLACE OF FULFILMENT

Place of fulfilment is:

The address of the aircraft operator of the Interior Ministry, the Czech Police Aviation Department, Prague Ruzyne Airport, hangar D.

Place of fulfilment of services are the premises of the supplier or a training centre offered by him.

5. TERMS AND CONDITIONS AND PAYMENT TERMS AND CONDITIONS

Attachment no. 1 of the tender documentation is the draft framework purchase contract, in which the applicant shall enter the required data. The draft contract must be submitted in the offer. The draft contract must be signed by the person(s) authorised to act on behalf of the applicant.

6. REQUIRMENT FOR THE METHOD OF THE OFFER PRICE

6.1. OFFER PRICE

The offer price for purposes of the award procedure is the maximum amount of the percentual surcharge or discount to the invoice of the manufacturer or European distributor of spare parts intended for EC 135 helicopters, in the case of services ensuring training of aviation personnel (hereinafter only services) and agreed prices of individual repairs of EC 135 helicopters to the final invoice of the supplier of the service (the basis for determining the percentual surcharge or discount shall be the catalogue price of the manufacturer).

The maximum percentual surcharge or discount must include all other costs connected with the delivery (e.g. customs, shipping costs, insurance costs, bank charges etc.) to the place of fulfilment which is: the address of the aircraft operator of the Interior Ministry, the Czech Police Aviation Department, Prague Ruzyne Airport, hangar D.

The contracting authority assumes that in terms of this contract the proportion of orders will be: 80% spare parts and repairs and 20% services.

The applicant shall indicate the total offer price.

The offer price for the whole subject matter will be in EUR.

7. OTHER CONDITIONS FOR THE REALISATION OF THE AWARD PROCEDURE

Included in the offer shall be the original or certified copy of the certificate that the applicant is a manufacturer of the subject matter of the public contract or a certified distributor by the manufacturer of the subject matter of the public contract.

The applicant must submit his foreign vendor invoice with each invoice when making deliveries. This fact must be included in the draft contract.

8. PROOF OF QUALIFICATION

The applicant is obliged to demonstrate qualification within the period for submitting offers. By the fulfilment of qualification is understood:

- a) Fulfilment of basic qualification requirements (§ 53 paragraph 1 of the Act),



- b) Fulfilment of professional qualification requirements (§ 54 letter a), b) of the Act),
- c) Submitting an affidavit about the economic and financial capability of the supplier to fulfil the public contract (§ 50 paragraph 1 letter c) of the Act).

8.1. MEANS OF PROOF OF QUALIFICATION

The applicant demonstrates qualification with the documents stipulated by the law and documents required by the contracting authority in this section of the tender documentation.

8.2. BASIC QUALIFICATION REQUIREMENTS

The contracting authority requires that the applicant demonstrates the basic qualification requirements in accordance with § 53, paragraph 1. a) to k) of the Act. The applicant shall demonstrate fulfilment of these basic qualification requirements by submitting documents issued in accordance with § 53 paragraph 3 of the Act. The required affidavits according to § 53 paragraph 3 point. b) and d) of the Act must be signed by the person authorised to act on behalf of the applicant.

8.3. PROFESSIONAL QUALIFICATION REQUIREMENTS

The contracting authority requires fulfilment of the professional qualification requirements according to § 54 of the Act. The supplier shall furnish proof of professional qualification requirements by submitting

- a) a copy of the Abstract of the Companies Register, if it is registered, or an abstract of a similar register, if it is registered.
- b) a document of authorisation to do business under special laws to the extent of the subject matter of the contract, in particular a document proving the business license.

8.4. DEMONSTRATING QUALIFICATION WITH AN ABSTRACT FROM THE REGISTER OF QUALIFIED SUPPLIERS

The applicant may demonstrate qualification by submitting an abstract from the Register of Qualified Suppliers issued by the operator of the register (§ 127 of the Act) as proof of qualification. Should the applicant submit an abstract from the register in the period for furnishing proof of qualification, this abstract replaces demonstrating

- a) basic qualification requirements in accordance with § 53 paragraph 1 of the Act,
- b) professional qualification requirements in accordance with § 54 letter a) and b) of the Act.

8.5. DEMONSTRATING QUALIFICATION WITH A CERTIFICATE

The applicant may demonstrate qualification with a valid certificate issued in the System of Certified Suppliers, which contains the particulars specified in § 139 of the Act and the information contained therein is valid at least until the last day of the period for demonstrating qualification, then this certificate replaces fulfilment of qualification to the extent of the information specified therein.

The supplier shall submit the certificate within the period for demonstrating qualification. The certificate must be valid in the sense of § 140, paragraph 1 of the Act.

8.6. FURNISHING PROOF OF QUALIFICATION OF FOREIGN PERSONS

The applicant shall furnish proof of qualification in accordance with § 51 paragraph 7 of the Act.

9. AUTHENTICITY AND AGE OF DOCUMENTS

The applicant is obliged to submit the documents demonstrating qualification in accordance with § 57 of the Act.

10. CONDITIONS AND REQUIREMENTS FOR PROCESSING THE OFFER

10.1. THE APPLICANT'S OFFER

The offer must be submitted in paper form in the Czech or English language, or as a certified translation into the Czech language, in a sealed envelope, which must be:

- a) labelled: DO NOT OPEN – Public contract: 21874/2013;
- b) labelled with the business name of the applicant;
- c) labelled with the contact address of the applicant, to which we can send the notification in accordance with § 71 paragraph 5 or 6 of the Act;
- d) adequately secured against accidental opening or opening due to handling during postal delivery.

The entire contract must be submitted in one original written copy (labelled as „original“) and one copy in electronic form on a data carrier (CD) in PDF or DOC format. The contracting authority further requires submission of two written copies (labelled as „copy“). The data carrier must be labelled with the identification data of the applicant and the name of the contract. The original of the offer must be signed by the person authorised to act on behalf of the applicant.

The original copy of the offer must be firmly stapled or bound to be secured against manipulation with the individual pages. The contracting authority considers a suitable security element connection of pages with a string lace with sealed ends and stickers bearing the signature of the person authorised to act on behalf of the applicant and supplier's stamp. All copies will be properly legible, without cut-outs and overwriting.

10.2. STRUCTURING THE OFFER

The contracting authority recommends keeping the form of the offer in the following structure:

- a) Cover sheet containing identification of the supplier, if necessary identification of suppliers who are bidding jointly, stamped and signed by the authorised person(s) of the applicant and information identifying the public contract,
- b) contents of the offer,
- c) documents demonstrating qualification,
- d) documents issued in accordance with § 68 paragraph 3 of the Act,
- e) offer price, i.e. amount of percentual surcharge or discount,



f) copy of a valid contract with the producer of EC135 helicopters should the applicant not be the producer of EC 135 helicopters himself,

g) draft contract signed by the person(s) authorised to act on behalf of the applicant and an unsigned draft contract in electronic form in DOC format - attached CD,

h) others – here the applicant shall provide information related to the fulfilment of the public contract, which he considers essential, ,

i) electronic form of the offer in .pdf format - attached CD.

11. OTHER CONDITIONS OF THE AWARD PROCEDURE

11.1. CONTENTS OF THE OFFER

Part of the offer shall also be documents in accordance with § 68 paragraph 3 of the Act.

11.2. CHANGE OF CONDITIONS OF THE TENDER DOCUMENTATION

The contracting authority reserves the right to change or modify the conditions defined in the tender documentation, either based on a request of the applicants for clarification of the tender documentation or on its own initiative.

11.3. REQUIREMENTS FOR OFFER VARIATIONS

The contracting authority does not allow offer variations.

11.4. PUBLICATION

By handing in the offer, the applicant acknowledges that the contracting authority will publish a report on the examination and evaluation of the offers, including identification numbers of all applicants that submitted an offer and information on the offer price of these applicants and the contract with the applicant that won the award procedure, on the contracting authorities profile www.softender.cz, after concluding the contract with the most suitable supplier or after cancellation of the tender procedure and agrees with the above mentioned.

12. METHOD FOR EVALUATING OFFERS ACCORDING TO EVALUATION CRITERIA

12.1. BASIC EVALUATION CRITERION FOR AWARDING THE PUBLIC CONTRACT

The basic evaluation criterion for awarding the public contract is the lowest offer price including value added tax for the whole subject matter in accordance with § 78 paragraph 1 letter b) of the Act.

The order of the offers will be compiled in descending order of the offer price.

13. DATE FOR SUBMITTING OFFERS

The period for submitting offers ends on **27th May 2014 at 09:30 am**.

13.1. PLACE FOR SUBMITTING OFFERS

Offers can be submitted:



a) in person on working days from 8:00 am to 2:00 pm (on the last day until 9:30 am) at the address: Nadrazní 16, Prague 5 – Smichov, 2nd floor, offices no. 208, 205, 206 and 207 (or registry),

b) by registered mail to the address: Policie Presidium Czech Republic, Department of Logistic Administration, Public Contract Division, P. O. BOX 6, 150 05 Prague 5,

c) messenger service to the address: Policie Presidium Czech Republic, Department of Logistic Administration, Public Contract Division, Roman Nemecek, (or registry), Nadrazní 16, 150 05 Prague 5.

14. DATE OF OPENING ENVELOPES WITH OFFERS

The opening of envelopes with offers will take place on **27th May 2014 at 10:00 am** at the workplace of the contracting authority at the address: Police Presidium Czech Republic, Department of Logistic Administration, Nadrazní 16, Prague 5. Members of the evaluation commission, representatives of the contracting authority and representatives of the applicants (max. 1 member per applicant) may be present at the opening of envelopes. Meeting point of the interested representatives is at the reception of the building.

The contracting authority is entitled to change the opening of envelopes date. The applicants will be notified of such a change in writing at least 5 calendar days in advance.

15. ADDITIONAL INFORMATION TO THE TENDER DOCUMENTATION

The supplier and contracting authority shall proceed in accordance with § 49 of the Act.

Contact person of the contracting authority:

Bc. Roman Nemecek, tel. +420 974 884 595, fax +420 974 884 409, e-mail: ovzslzpp@pcr.cz.

16. CANCELLATION OF AWARD PROCEDURE

Cancellation of the award procedure is possible under conditions set out in § 84 of the Act. Should the contracting authority cancel the award procedure, no claims arise to the applicants.

17. PERIOD IN WHICH THE SUPPLIERS ARE BOUND BY THEIR OFFER

The award period is determined in accordance with § 43 of the Act and is 90 calendar days.

18. LIST OF ATTACHMENTS

Attachment č. 1: Draft framework purchase contract

In Prague on 2nd April 2014

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Ing. Stanislav Loskot
Representative of the
contracting authority