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PROGRAM ROZVOJE VENKOVA

TENDER DOCUMENTATION FOR SUBMISSION OF TENDERS

Jiří Sláma
Chlístov 11, 580 01 Okrouhlice
IČ: 72000112

declares

tender

for a public contract of small value awarded in an open call outside the regime of the law No. 134/2016 Coll. on public procurement, in accordance with the Rules laying down the conditions for the provision of subsidies for projects from the Rural Development Program 2014 - 2020

with name:

**"Purchase of technology for cold stabilization of
beverages"**

The tender documentation, the text part of which is prepared as a basis for the submission of tenders by tenderers within the framework of a low-value contract awarded in an open call outside the regime of Act No. 134/2016 Coll. on public procurement, in accordance with the Rules laying down the conditions for the provision of subsidies for projects from the Rural Development Program 2014 - 2020. Rights, obligations or conditions not specified in this documentation are governed by law.

This project will be co-financed by the Rural Development Program for the period 2014-2020



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1. Identification data of the contracting authority

Submitter:	Jiří Sláma
Address:	Chlístov 11, 580 01 Okrouhlice, Czech Republic
IČ:	72000112
DIČ:	CZ8301032982
Telephone:	+420 777 242 826
E-mail:	info@vcelarstvi-slama.cz
Reg. No. of application:	20/004/19210/563/151/000150
Contact person:	Jiří Sláma
Telephone:	+420 777 242 826
E-mail:	info@vcelarstvi-slama.cz

2. Subject of the public contract and estimated value of the public contract

The subject of the public contract is **the supply** of technology intended for the production of sugar syrups with the addition of a fruit component in connection with the project "Modernization of the company" lead under the registration number: 20/004/19210/563/151/000150 administered by the State Agricultural Intervention Fund (SAIF), within the operation 19.2.1. **Support for the implementation of operations within the framework of community-led local development**, priority area 6B, registered MAG: Královská stezka o.p.s.

Estimated value of the contract: **1,500,000 CZK without VAT (54,500 EUR)**

Classification of the subject of the public contract:	
Name	Code CPV
<i>Devices for cleaning, filling, straightening or packing bottles and other containers</i>	42921000-8

In connection with the method of financing, the supplier is obliged to enable the control of the funds spent pursuant to Act No. 320/2001 Coll., On Financial Control in Public Administration, on the Amendment of Certain Acts, as amended.



3. Technical specification of the subject of performance of the public contract

The selected bidder will deliver the following goods on the basis of the concluded Purchase Agreement:

- **Technology for cold stabilization of beverages - 1 pc**

The tenderer declares that he guarantees the full functionality of the offered machine/assembly for the required use, as described in the tender documentation (see Annex No. 3 - Technical specification of the delivery). The delivered goods will be new, not yet used, or used for demonstration with a maximum of 50 hrs. The year of manufacture of the machine stated on the nameplate must not be older than 3 years from the announcement of the Invitation.

The tenderer guarantees that he will supply the machine with all technical documentation, the Declaration of Conformity and other documents necessary for proper operation and maintenance.

The contracting authority does not allow partial performance of the contract within the submission of tenders. The order must be priced as a whole, which will then be delivered to the contracting authority on the basis of the concluded Purchase Agreement.

The bidder also guarantees **the provision of operational warranty and post-warranty service and also that it has direct contact with the manufacturer, when arranging warranty or post-warranty events.**

The winning tenderer must prove in writing that he is an authorized representative of the offered machine brand or directly of the machine manufacturer.

4. Time and place of performance of the public contract

The contracting authority expects the commencement of the performance of the public contract after the conclusion of the purchase contract with the selected tenderer, within the period agreed in the purchase contract.



The place of implementation of the public contract is the premises of the contracting authority at the address:

**Manufacturing plant
Chlístov, 580 01 Okrouhlice
p.č. 1619/76, v k.ú. Chlístov u Okrouhlice**

Deadline for delivery of technology: The tenderer guarantees that the delivered technology will be delivered to the contracting authority no later than 31st December 2020, including putting technology into operation.

5. Deadline and place for submission of the bid

Tenderers must submit a tender and documents proving the fulfilment of the qualification in writing, either in person, by post or courier to the contracting authority's address or a person authorized to act on behalf of the contracting authority in a sealed envelope marked with the contract title **"Purchase of cold beverage stabilization technology"** and **"DO NOT OPEN"**.

Date and time for submission of tenders:	19. 6. 2020, 12:00 p.m.
Address for delivery of offers:	Jiří Sláma Chlístov 11 580 01 Okrouhlice Czech Republic

The consignment must be secured in an appropriate manner against unauthorized manipulation, signed at the place of affixing, stamped by the tenderer or his address.

The time limit for the submission of tenders shall begin on the day following the event which is decisive for its commencement. The decisive event is the publication of the notice of the commencement of the tender/sending of the invitation to tender, including the publication/sending of the tender documentation.



Bids received after the deadline for submission of bids or incomplete bids will be automatically excluded from further evaluation.

6. Qualification requirements for candidates

The tenderer shall prove his qualification to the extent of:

- **The basic qualification requirements are met by the supplier according to § 74 of the Act**
 - Fulfilment of basic qualification preconditions (in the form of numerous statements - original) signed by at least one person authorized to act on behalf of the applicant (*e.g. Chairman of the Board Ltd., CEO of a limited liability company, etc., this is only a demonstrative list*). The solemn declaration is attached to these tender conditions.
 - Suppliers registered in the list of qualified suppliers can prove the fulfilment of the qualification of the basic qualification criteria by an extract from the list of qualified suppliers.
- **Fulfilment of professional preconditions shall be proved by the supplier according to § 77 of the Act. Professional qualifications are met by the supplier, who submits:**
 - Extract from the Commercial Register (OR), if he is entered in it, or an extract from another similar register, if he is entered in it - a simple copy.
 - Proof of authorization to conduct business in accordance with special legal regulations to the extent corresponding to the subject of the public contract, in particular a document proving the relevant trade license or license - a simple copy.
 - *In the case of a foreign applicant, he shall provide an extract from similar records, if he is entered in them - a simple copy.*

The qualification is not fulfilled by the tenderer who did not provide data and information on the qualification to the extent specified in the tender conditions or the tender procedure, or to the extent specified by the contracting authority, or provided incomplete or false data. Candidates who do not meet the qualification must be excluded from the procurement procedure.



Changes in qualifications

If there is any change in the tenderer's qualification by the time of the decision on the selection of the most suitable tender, which would otherwise mean non-fulfilment of the qualification according to § 88 of the Act, the tenderer is obliged to notify the contracting authority in writing within 10 days and submit the necessary documents proving full scope.

This obligation applies similarly to the tenderer with whom it is possible to conclude a contract in accordance with the decision of the contracting authority, until the conclusion of the contract. In this case, the tenderer must submit the necessary documents proving the fulfilment of the qualification in full at the latest when concluding the contract.

7. Requirements for a uniform method of processing the offer price

The offer price means the price for the complete supply of technology for the production of syrup (including transport and commissioning, operator training) for the company: **Jiří Sláma, Chlístov 11, 580 01 Okrouhlice, Czech Republic.**

The Supplier is obliged to set the offer price in the absolute amount in **Euros (EUR)** broken down without VAT, the amount of VAT and including VAT, which will be stated in the draft contract.

For the purposes of this public contract, VAT means a monetary amount, the amount of which corresponds to the amount of value added tax calculated in accordance with Act No. 235/2004 Coll., On value added tax, as amended. VAT will be stated in the offer in the amount valid on the day of submission of the offer.

The tender price must be set as the maximum allowable, which cannot be exceeded or changed, unless expressly provided for in these tender conditions.

The price stated by the tenderer is the final price and must include all costs related to the performance of the subject of the public contract.

The offer price may be changed only due to an amendment to Act No. 235/2004 Coll., On Value Added Tax, as amended, in which case the price including VAT will be partially or completely reduced or increased exactly according to the effectiveness of the relevant amendment to Act No. 235/2004 Coll. 235/2004 Coll., On value added tax, as amended.



8. Content of the tender and documentation of the tenderer

The term tenderer's tender and documentation means the tenderer's tender, documents required by the tender conditions and other data required in the tender procedure.

The tenderer may submit only one tender in paper form in the tender procedure.

A supplier who has submitted a tender in a procurement procedure may not at the same time be a subcontractor through which another supplier demonstrates qualification in the same procurement procedure. If a supplier submits several tenders individually or together with other suppliers, or is a subcontractor through which another supplier demonstrates qualification in the same procurement procedure, the contracting authority shall reject all tenders submitted by such a supplier. The contracting authority shall immediately exclude the supplier whose tender has been rejected from participation in the procurement procedure. The contracting authority shall immediately notify the tenderer in writing of the exclusion of the tenderer, including the reason.

The contracting authority does not allow variant solutions of the offer.

Offer:

- will be processed in **one copy**, (1x original in paper form),
- the offer will be prepared in the Czech language, English language or German language
- it will be signed by a person authorized to act on behalf of the tenderer and to sign according to the extract from the Commercial Register, or by a person authorized by the statutory body, whose power of attorney must be part of the tenderer's documentation,
- it will be submitted in a properly sealed envelope marked with the name of the contract, which must state the address,
- it must not contain transcripts and corrections which could mislead the contracting authority,
- will contain a draft Purchase Contract for the implementation of the contract, including annexes, signed by a person authorized to act on behalf of the tenderer,
- will contain documents by which the supplier proves the fulfilment of the qualification.



The tender and the documents proving the qualification must be submitted in the following structure:

- 1. Title page of the offer**
- 2. Cover sheet of the offer (Annex No. 1)**
- 3. Evidence of qualification fulfilment:**
 - a) Basic qualification prerequisites (Appendix No. 2)**
 - b) Professional qualification prerequisites**
- 4. Offer including technical parameters (according to Appendix No. 3)**
- 5. Draft contract for work, including annexes (Annex No. 4)**
- 6. Attachments (*optional*)**

9. Payment Terms

All invoices must be marked with the full name of the subject of performance of the contract in the concluded work contract and must also contain the requisites of a tax document stipulated by relevant legislation, especially the Value Added Tax Act and the Accounting Act as amended. The invoice will also include an itemized budget, where the work and deliveries will be described in detail. All price data will be stated in EUR; payments will also be made in EUR.

The due dates of invoices will be at least 30 calendar days from the date of their delivery to the contracting authority.

10. Evaluation criteria and method of evaluation of tenders

Pursuant to Section 115 (1) of the Act, the contracting authority shall assess the bids of tenderers in terms of meeting the legal requirements and requirements of the contracting authority specified in the tender conditions and in terms of whether the tenderer has not submitted an unacceptable tender. A tenderer whose tender has been rejected by the contracting authority during the assessment of tenders shall be excluded by the contracting authority from participation in the procurement procedure.

Only tenders for which the supplier proves the qualification in full and which meet the requirements of the contracting authority for the subject of the contract will be evaluated.



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A tenderer who does not meet the qualification to the extent required by the Contracting Authority in this Tender Documentation (Invitation) will be excluded from participating in the tender procedure.

In accordance with Section 48 of the Act, the contracting authority shall immediately notify the tenderer of the decision to exclude the tenderer. At the time of publication, the decision to exclude the tenderer is considered delivered.

The basic evaluation criteria for awarding the contract is:

"LOWEST OFFER PRICE"

The evaluation of bids will take place according to the criterion "lowest bid price", so the winning bid will be from the bidder who in the tender will propose the bid with the lowest bid price without VAT.

In accordance with § 123 of the Act, the contracting authority notifies the selection of the most suitable tender within 5 working days after the contracting authority's decision on the selection of the most suitable tender. At the time of publication of the notice, this shall be deemed to have been delivered to all the tenderers concerned.

11. Additional information to the tender conditions

Suppliers may request additional information in writing on the tender specifications. Pursuant to Section 98 of the Act, a written request must be delivered to the contracting authority by post or in person no later than 4 working days before the deadline for submission of tenders to the address of the contracting authority or a person authorized to act on behalf of the contracting authority.

The contracting authority will send additional information to the tender conditions, or related documents, no later than 2 working days from the date of delivery of the application.

Additional information may be provided by the contracting authority without prior request.



12. Opening envelopes

The opening of the envelopes with the offers, including the control of all attached documents, will take place:

Date and time of opening the envelopes:	19. 6. 2020, 13:00 p.m.
Address for opening the envelopes:	Jiří Sláma Chlístov 11 580 01 Okrouhlice Czech Republic

Tenderers whose tenders have been delivered to the contracting authority within the deadline for submission of tenders have the right to participate in the opening of envelopes.

The applicant must be represented at the meeting by a person authorized to act on behalf of the applicant, either on the basis of a power of attorney or by a person named on behalf of the applicant to act according to the entry from the Commercial Register.

13. Other conditions and reserved rights of the contracting authority

- The Contracting Authority reserves the right to additionally change or supplement the Tender Conditions of the public contract in compliance with the principles set out in § 6 of the Act.
- The contracting authority reserves the right not to negotiate with the tenderers about the submitted tenders.
- Tenderers are not entitled to reimbursement of costs associated with participation in the contract.
- Tenders are not returned to tenderers and remain with the contracting authority as part of the public procurement documentation.
- The contracting authority reserves the right to cancel the procurement procedure.



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- The contracting authority reserves the right to cancel the procurement procedure if the reasons for continuing the procurement procedure cease to exist due to a substantial change in circumstances that have occurred since the commencement of the procurement procedure and which the contracting authority could not anticipate or cause.
- The contracting authority reserves the right to cancel the procurement procedure if, during the procurement procedure, there were reasons worthy of special consideration, after which the contracting authority cannot be required to continue the procurement procedure.

In Chlístov date 1. 6. 2020

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Jiří Sláma