

# Specifications for the selection of a machine for sewing the toe parts of medical stockings supplier

*Processed in accordance with the Supplier Selection Rules, established by the Ministry of Industry and Trade of the Czech Republic for the selection of suppliers within the Operational Programme Enterprise and Innovation for Competitiveness (OP PIK)*

*This selection procedure is not a public contract and the Client is a person who is not subject to Act No. 137/2006 Coll., on public contracts.*

## Name of project: „New technologies MAXIS“

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## 1. Introduction of the Client

Corporate name:	MAXIS a.s.
Registered office:	Francouzská 171/28, Praha 2, 120 00
ID No.:	25675893
VAT No.:	CZ25675893
Website:	www.maxis-medica.com
Contact person:	Ing. Martin Solanský
Tel.:	571 633510
E-mail:	msolansky@maxis-medica.com

MAXIS a.s. is the largest Czech manufacturer of medical compressive goods. The company has been in business for over 10 years, offering their customers a comprehensive range of products for SUCCESSFUL COMPRESSION THERAPY: medical compression stockings and arm sleeves, support stockings preventing the formation of varicose veins, special assortment for varicose ulcers and lymphoedema treatment, and anti-thrombotic stockings for bedridden patients.

The specifications were published on the profile of the client: <https://profily-zadavatelu.cz/profil/25675893>.



## 2. Subject-matter of the bidding procedure

The subject-matter of the bidding procedure is the delivery of 2-needle 3-thread machine for sewing toe parts of medical stockings with a flat stitch.

A detailed technical specification is given in the Appendix No. 2. This appendix will be an inseparable part of the bid. The bidder will fill in compliance with technical requirements in the appendix and will state the parameters of the offered machinery.

**If there are particular trade names stated in the specifications, they only define the required standard and the client allows also for other solutions which are comparable from the technical and qualitative point of view!**

All technical parameters stated in the Appendix No. 2 of these specifications are only minimal. The bidders are bound to comply with them, or, alternatively, offer such which are of more benefit to the client. Not complying with the minimal requirements stated by the client will be considered as not fulfilling the tender conditions and such a bid will be disqualified from the selection procedure.

### Term of performance of the contract

The expected equipment delivery date is 31st December 2016.

If it is not possible to meet the anticipated date of the commencement of the performance of the public order due to circumstances which cannot be influenced by the client or the bidder, the date of the commencement of the performance will be postponed by the period of the impediment duration because of which it is not possible to commence the performance of the public order. Under these conditions, the individual dates can be changed by both parties.

### Place of Performance

MAXIS a.s., production facility Na Potůčkách 163, 757 01 Valašské Meziříčí

### Expected contract value

The expected contract value is CZK 500 000,- exclusive of VAT.

The client will inform the bidder that the total bid price must not exceed 600 000 CZK exclusive of VAT. In case the bid price of the bidder exceeds the stated amount, the bid of the bidder will be disqualified from the selection procedure.

## 3. Requirements for Suppliers

Should a bid be submitted jointly by multiple persons, each person must individually demonstrate full satisfaction of the basic qualification requirements.



If the bidder does not satisfy the qualification requirements within the specified range, the satisfaction of such requirements may be demonstrated by a subcontractor. A subcontractor is not entitled to demonstrate the basic qualification requirements and provide an excerpt from the Commercial Register on behalf of the bidder; they must be demonstrated and provided by the bidder! If the satisfaction of the qualification requirements is demonstrated by a subcontractor, the bidder has to attach a document to his bid which will clearly describe the legal relationship between the bidder and the subcontractor (contract for work, preliminary contract, affirmation, ...) and in which the subcontractor will undertake to participate in the performance of the contract concerned, as well as a copy of the subcontractor's entry in the Commercial Register.

### **Basic qualification requirements**

The bidder will demonstrate the satisfaction of basic qualification requirements by submitting an affirmation. The affirmation must clearly show that the bidder satisfies the relevant basic qualification requirements specified by the client. The affirmation must be signed by a person authorized to act on behalf of the bidder.

The basic qualification requirements will be satisfied by a bidder:

- a) Who has not been lawfully convicted of a criminal offense committed for the benefit of an organized criminal group, criminal offense of participation in an organized criminal group, money laundering activities, complicity, acceptance of a bribe, bribery, indirect bribery, fraud, credit fraud, including cases of preparation or an attempt or participation in such criminal offense; if he is a legal person, such requirement must be satisfied by such legal person as well as by his statutory body, or every member of the statutory body, and if a legal person is the supplier's statutory body or a member of the supplier's statutory body, such legal requirement must be satisfied by the legal person, his statutory body, and every member of the statutory body of such legal person; if the bid or application for bidding is placed by a foreign legal person through his organizational unit, the requirement pursuant to this Clause must be met by the above mentioned persons as well as by the manager of the organizational unit; the supplier must meet such basic qualification requirement in relation to both the Czech Republic and the country of his registered office, place of business, and residence;
- b) Who has not been lawfully convicted of a criminal offense whose facts are related to the supplier's scope of business pursuant to special legal requirements or the conviction of such criminal offense has been expunged; if he is a legal person, such requirement must be satisfied by such legal person as well as his statutory body, or every member of the statutory body; if a legal person is the supplier's statutory body or a member of the supplier's statutory body, such legal requirement must be satisfied by the legal person, his statutory body, and every member of the statutory body of such legal person; if the bid or application for bidding is placed by a foreign legal person through its organizational unit, the requirement pursuant to this Clause must be met by the above mentioned persons as well as by the manager of the organizational unit; the supplier must meet this basic qualification requirement in relation to both the Czech Republic and the country of his registered office, place of business, and residence;
- c) Who, during the last 3 years, did not accomplish the elements of unfair competition in the form of bribery pursuant to a special legal regulation;



- d) Whose assets are not or have not, during the last 3 years, been subject to insolvency proceedings in which a decision of bankruptcy was rendered or in which insolvency petition was not rejected because of insufficient assets to cover the costs of insolvency proceedings or bankruptcy was not cancelled because the assets were completely insufficient or official receivership was imposed thereon under special legislation;
- e) Who is not in liquidation;
- f) Who has no tax arrears, both in the Czech Republic and in the country of the registered office, place of business, and residence of the bidder;
- g) Who is not in arrears on premiums and penalties for public health insurance, both in the Czech Republic and the country of the registered office, place of business, and residence of the bidder;
- h) Who is not in arrears on premiums and penalties for social security contributions to the state employment policy, both in the Czech Republic and the country of the registered office, place of business, and residence of the bidder;
- i) Who is not listed in the register of people banned from public contracts.
- j) Who, during the last 3 years, wasn't lawfully imposed a penalty for enabling illegal work under special legislation.

**For the statutory declaration (affidavit), the bidder will use the Appendix No. 3 of these specifications.**

#### **Professional qualification requirements:**

Professional and qualification requirements will be satisfied by a bidder who will submit the following:

- a) Excerpt from the Commercial Register if he is registered therein, or an excerpt from a similar register in which he is registered;

The above documents will be submitted in authenticated copies.

#### **4. Other requirements of the Client**

- The Client does not allow variant bids.

#### **5. Requirements for creation of bids**

The bid must be made in the Czech or English language; booklets and similar additional materials may also be in English.

The bid will be printed to a high standard so as to be legible and will not include corrections and overtyping which could mislead the Client.

The bid and appendices thereto must constitute a single file. The bid must be sufficiently prevented against manipulation with individual sheets (e.g. using string or stickers with the bidder's seal); even if the bid is submitted in the form of a ring binder.



The bidder will submit his bid in the form of 1 original copy and, as the case may be, also in the electronic form on a CD. The bid will be placed in a closed envelope inscribed with the following text:

„NEOTVÍRAT – VÝBĚROVÉ ŘÍZENÍ - Stroj na šití špic zdravotních punčoch“

or

„DO NOT OPEN – SELECTION PROCEDURE - Machine for sewing the toe parts of medical stockings“.

Bids may be sent to the following address: MAXIS a.s., production facility Na Potůčkách 163, 757 01 Valašské Meziříčí

### **Structure of Bid**

1. Title page
2. Cover page – according to the fixed specimen (see the appendix No. 1)
3. Overview of compliance with the technical requirements – see the Appendix No. 2
4. Documents demonstrating the bidder's qualification
5. Bid price
6. Other data
7. Draft contract
8. Others (leaflets and similar materials)

### **Bid price**

The bidder will specify the final price for the performance of the contract in CZK exclusive of VAT, or in EUR exclusive of VAT into cover page.

Bids in EUR will be converted using the ČNB exchange rate prevailing on the last day of the bidding period. If the evaluation is carried out before the publication of the exchange rate or if it takes place on a date on which the current daily exchange rate is not published, then the exchange rate published on the closest earlier date before the evaluation day will apply.

The bidder will be responsible for ensuring that his bid and the bid price covers all works, supplies, and services which constitute the subject-matter of the bidding procedure. It will also cover all related costs such as transportation, packaging etc.

The bid price will be established as the maximum and NTE (not-to-exceed) price.

The bid price must be guaranteed by the bidder for the entire period of performance.

## **6. Bid Evaluation Method**

The only criterion for granting the contract is the lowest bid price.

Bids will be ordered from the most to the least suitable one and the most suitable bid will be the one with the lowest total bid price exclusive of VAT.



## 7. Business terms and conditions

A signed draft contract will also be a part of the bid. This contract has to be in accordance with § 2586 and the following ones of the Act No. 89/2012 Sb., Civil code, as amended.

The contract mustn't limit the rights of the client in any way. The bidder isn't authorized to state any other stipulations on contractual penalties than those which are defined by these Specifications or relevant statutory regulations!

**The draft contract has to contain the following business conditions:**

### Payment conditions

On the basis of the completion certificate, an invoice for 100 % of the price will be issued after the installation and handing over of the machine with the due date of 30 days after the invoice date.

### Warranty

The minimum required warranty is 12 months.

The client reserves the right to adjust other parts of the draft contract after a mutual agreement, at the same time the evaluated parameters have to be retained.

The draft contract must be signed, at the part of the bidder, by his statutory body or by a person so authorized by the statutory body on behalf of the bidder; in such case, an original or authenticated copy of the authorization certificate must constitute a part of the bidder's draft contract. Submission of an unsigned draft contract or failure to submit the above mentioned authorization certificate will not be considered a submission of a proper draft contract and the bidder's bid will be considered incomplete.

## 8. Bidding Period

The bidding period will be understood as a period during which the bidder may submit his bid. The bidding period will end on 20th July 2016 at 9:00 a.m. Bids submitted after such period will not be included in the bidding procedure!

### Opening of the envelopes:

Opening of the envelopes will take place IMMEDIATELY after the deadline for submitting bids.

## 9. Answers to enquiries

Every bidder is entitled to ask the client, in writing, for additional information on the tender conditions. The contact address for potential enquiries is:

Address: MAXIS a.s., production facility Na Potůčkách 163, 757 01 Valašské Meziříčí

Contact person:

Ing. Martin Solanský, tel: 571 633510, e-mail: msolansky@maxis-medica.com.

The written enquiry has to be delivered to the client 6 business days before the deadline for submitting bids. The enquires which will be delivered later will not be answered by the client.



The additional information including the exact wording of the enquiry will be sent to all known suppliers. The additional information will be at the same time published on the profile of the client <https://profily-zadavatelu.cz/profil/25675893>.

The client can provide additional information even without a prior enquiry.

## 10. Other Provisions

The Client is entitled to cancel the bidding procedure under the conditions defined by relevant Rules for the selection of suppliers within the OPPIK.

The bidder has been informed of the fact that his participation in the bidding procedure does not create any right for compensation of his expenditures associated with such participation.

The Client reserves the right not to return the bids submitted by individual bidders.

Bidders are entitled to request additional information regarding the specifications.

In Valašském Meziříčí, on 21th June 2016

Signature

### Appendices:

- Appendix No. 1 – Cover page of the bid
- Appendix No. 2 – Compliance with the required technical parameters
- Appendix No. 3 – Statutory declaration (affidavit) on compliance with the basic qualification requirements

