

Tender documents for the selection of equipment suppliers of an autoclave for composite material processing (reinforcement)

prepared in accordance with the rules for the selection of suppliers as laid down by the Ministry of Industry and Trade of the CZECH REPUBLIC for the selection of suppliers within in the framework of the Operational Programme Enterprise and Innovation for Competitiveness (OPPIK).

This selection procedure is not a public contract and the contracting authority is not an entity subject to Act No. 137/2006 Coll., on Public Procurement.

Project name: ‘Increase in Production Capacity PRO-CARBON‘

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1. Contracting Authority of Tender (Selection) Procedure

Company name	PRO-CARBON, s.r.o.
Headquarters/Registered office – company address	Loučská 503/31, 75131 Lipník nad Bečvou - Lipník nad Bečvou I-Město
Company registration number	26874458
Tax registration number	CZ26874458
Website	www.pro-carbon.com
Contact person	Jaroslav Fuksa, Mgr. A.
Telephone	+420 603 266 784

Company, PRO-CARBON, s.r.o. is private entity with 10-year tradition of manufacturing parts from composite materials. The company was founded in 2005 and since then it succeeded in building a strong base for dynamic growth. The company's aim is to achieve high quality within required deadlines and competitive prices.

Our production focuses, above all, on design, development and production of complicated car-body parts and other technical components made of composite materials reinforced with carbon, Kevlar and glass fibre. Among our customers are in particular studio makers/manufacturers of racing cars and motorbikes, prototypes in terms of technical development and design, customers from health care, sport area as well as shipbuilding, aviation industries where extreme physical properties (strength, weight) of composites are required.

Tender documents were published within the contracting authority's profile: <https://profil-zadavatelu.cz/profil/26874458>.



2. Subject Matter of Tender

The subject of the contract includes delivery of an autoclave for composite material reinforcement.

Details of technical specifications are stated in **Attachment No. 2**. This attachment forms an integral part of the offer. The tenderer shall complete the attachment and state the values of the offered equipment (machinery).

Provided particular trade (brand) names are used in the tender documents or their attachments, it means they are used only to describe required standard and the contracting authority allows even other techniques as well as comparable solutions in terms of the quality!

All technical requirements (prerequisites) stated in attachment No. 2 of these tender documents are defined as the minimum. Tenderers are obliged to meet the requirements or possibly offer the contracting authority even better. Failure to meet the minimum requirements shall be considered as failure to meet tender terms and conditions, thus the tenderers offer shall be excluded from the tender.

Order lead time

The estimated date for delivery is 22 weeks from signing the contract.

Provided, as a result of circumstances beyond the control of the contracting authority or supplier, it happens that the estimated start date of contract performance cannot be met, then the start date shall be postponed by the time period the obstacle, for which the performance could not start, lasted. Under these conditions, both parties may change particular dates.

The place of performance of the contract

PRO-CARBON, s.r.o., Loučská 503/31, 75131, Lipník nad Bečvou – Lipník nad Bečvou I-Město

Estimated value of the contract

The estimated value of the contract is CZK 3,200,000 excluding VAT (including installation work and putting into operation and training).

The contracting authority advises the tenderer that the total price quotation shall not exceed CZK 3,500,000 excluding VAT. Provided tenderer's price quotation exceeds the stated amount, the offer shall be excluded from the tender.



3. Requirements for Suppliers

If more than one person applies jointly with others, then each person must separately demonstrate meeting the qualification requirements in full extent.

In the event that the tenderer does not meet the qualifying conditions within a specified range, a subcontractor may help to demonstrate these. The subcontractor is not authorized to prove the basic qualifications and provide an extract from the commercial register for the tenderer, it must be presented by the tenderer (contender)! In the case of the use of the subcontractor to prove the qualification, the tenderer shall supply a document proving the legal relation between the tenderer and the subcontractor (a contract for work done, a preliminary contract, a statutory declaration, etc.), in which the subcontractor undertakes to implement the respective contract, in addition an extract from the commercial register of the subcontractor needs to be provided.

Basic qualification requirements (prerequisites)

Tenderers must prove the fulfilment of the basic qualification requirements through a statutory declaration. The statutory declaration must clearly state that the tenderer meets the basic qualifications required by the contracting authority. The declaration must be signed by the person authorized to act on behalf of the tenderer.

Basic qualification requirements shall be satisfied by the tenderer that:

a) has not been finally convicted of a criminal offence committed for the benefit of a organized crime group, of a criminal offence of participation in a organized crime group, legalisation of proceeds of criminal activity, complicity, accepting bribes, bribery, indirect bribery, fraud, loan fraud, including the cases of preparation for and attempts of accessoryship in such a criminal offence, or if the conviction on committing such a criminal offence has been expunged; this prerequisite shall be met by the statutory body or by each member of the statutory body in the case of a legal person, and where a legal person acts as a statutory body or a member of the statutory body of an tenderer (supplier), this prerequisite shall be met by the statutory body or by each member of the statutory body of such a legal person; if a tender or request to participate is submitted by a foreign legal person by means of its organisational branch, the prerequisite pursuant to this subparagraph shall be met, besides the stated persons, also by the head of the organisational branch (business unit); such a basic qualifications prerequisite shall be met by the tenderer (supplier) both in relation to the territory of the Czech Republic and to the country of registered office, place of business or residence thereof,

b) has not been finally convicted of a criminal offence, where the facts of the case are related to the object of business activities of the tenderer (supplier) under separate legal regulations or where the conviction on committing such a criminal offence has been expunged; this condition shall be met by the statutory body or by each member of the statutory body in the case of legal person, and where a legal person acts as a statutory body or a member of the statutory body of a tenderer (supplier), this prerequisite shall be met by the statutory body or by each member of the statutory body of such a legal person; if a tender or request to participate is submitted by a foreign legal person by means of its organisational branch (business unit), the prerequisite pursuant to this subparagraph shall be met, besides the stated persons, also by the head of the organisational branch; such a basic qualifications prerequisite shall be met by the tenderer



(supplier) both in relation to the territory of the Czech Republic and to the country of registered office, place of business or residence thereof,

c) in the last 3 years has not committed the offence of unfair competition in the form of bribery under special legislation

d) is not or has not been subject to insolvency proceedings involving its assets, in which the declaration of bankruptcy has been issued or insolvency petition has not been rejected due to lack of assets on the part of the tenderer (supplier) to cover the costs of insolvency proceedings, or the declaration of bankruptcy has not been set aside because of the tenderer's (supplier's) insufficient property or in respect of which the receivership has been imposed on under separate legal regulation,

e) is not in liquidation (in not being wound up)

f) has no outstanding tax arrears registered in tax records, both in the Czech Republic and in the country of registered office, place of business or residence,

g) has no outstanding arrears in respect of payments and penalties of public health insurance, both in the Czech Republic and in the country of registered office, place of business or residence,

h) has no outstanding arrears in respect of payments and penalties of the social security insurance and contribution to the State employment policy, both in the Czech Republic and in the country of registered office, place of business or residence,

i) is not enrolled on the black list of tenderers (suppliers) banned to participate in the performance of public contracts,

j) that has not been fined upon final judgement in the last 3 years for allowing the conduct of illegal employment under special regulation.

For the statutory declaration (affidavit), the tenderer is to use the Attachment No. 3 of these tender documents.

Professional qualification requirements

To meet professional qualifications the tenderer shall present:

a) an extract from the commercial register or extract from any similar register in case of being registered,

The mentioned documents shall be presented in the form of document photocopies and they don't have to be officially certified.

4. Other conditions of contracting authority

- The contracting authority does not accept various versions of offers.



5. Tender Requirements

The tender documentation must be submitted in the Czech or English language.

Documents that prove meeting qualification requirements shall be presented by a foreign supplier in the original language with enclosed Czech or English translation, which does not have to be certified. The requirement to attach Czech or English translation does not apply to the documents in Slovak language.

The offer shall be printed in good quality so that it can be clearly legible without any corrections and overwriting, which could be misleading.

The preparation of the offer as well as attachments shall be in one file. It shall not be possible to manipulate with sheets (with a string and stick on labels with tenderer's stamp), and that even applies to an offer in a ring binder.

The offer shall be submitted in written form – 1 original and if possible even in electronic form on CD. The offer shall be in sealed envelope and clearly marked: "DO NOT OPEN – TENDER".

Tender documents are to be submitted to the address: PRO-CARBON s.r.o., Loučská 503/31, 75131, Lipník nad Bečvou – Lipník nad Bečvou I-Město

Structure of the offer

1. Title (front page)
2. Tender cover page – according to document specimen (see Attachment No. 1)
3. Meeting technical requirements (see Attachment No. 2)
4. Documents proving tenderer's qualification
5. Tender price
6. Other details
7. Draft contract
8. Other (leaflets, brochures and such materials)

Tender Price

In the offer, the tenderer shall include final price of the completed contract in Czech currency or EUR excluding VAT.

Price quotations in EUR shall be converted at an exchange rate of the Czech National Bank (CNB) valid on the last day of the tender term (period). In case of the evaluation taking place on the day when the daily exchange rate has not been published yet, the exchange rate that was published on the closest day preceding the evaluation day shall apply.



The tenderer shall make sure that the offer and the tender price includes all work, deliveries, services which are subject of the tender procedure. In addition, all related costs, such as fees, packaging etc.

The contracting authority shall cover transport cost from the manufacturer to the installation place as well as other related costs.

Tender price shall be stated as follows:

- excluding Value Added Tax (VAT), separately VAT amount including rate in %, and tender price including VAT.

The tender price shall stated as the maximum, cannot be exceeded.

The amount of tender price shall be guaranteed throughout the implementation of the contract.

6. Manner of Offer Evaluation

The basic evaluation criterion shall be the lowest tender price.

The offers shall be put in order from the most to the least suitable, where the most suitable offer shall the offer with the lowest total tender price excluding VAT.

7. Contractual Terms and Condition

A signed draft contract shall form part of the offer. This contract must comply with Section (§) 2586 et seq. Act 89/2012 Coll., of the Civil Code as amended.

The contract shall not in any way limit the contracting party's rights. The tenderer is not entitled to include in draft contract any stipulations related to contractual fines, only those set out by this tender documents or relevant regulations shall apply!

Payment terms:

30% advance payment of the equipment price after signing the contract of sales.

30% advance payment of equipment price after the vessel (chamber) tightness test at the manufacturer has been carried out and the certificate obtained.

30% advance payment of equipment price when announced that delivery is prepared.

10% of equipment price, installation and training costs at the contracting authority after the equipment has been put into operation and handed over on the basis of signed handover (acceptance) protocol.



The draft contract shall include a clause where the tenderer undertakes to be the person obliged to provide cooperation in the course of performance of the financial control pursuant to Section (§) 2 e) of Act No. 320/2001 Coll., on Financial Control in Public Administration.

The contracting authority has on the grounds of mutual agreement the right to change other parts of the draft contract, while the evaluation parameters must remain the same.

The draft contract shall be on the part of the tenderer signed by a statutory body or by a person empowered/authorized by a statutory body in compliance with the manner of acting on behalf of the tenderer; the original or officially certified copy of authorization shall form part of tenderer's draft contract. Submitting a contract draft that is not signed or not presenting the authorization in accordance with the previous sentence, is considered as failure to present a proper draft contract and then the tenderer's offer is deemed incomplete.

8. Tender term (period)

The tender term (period) refers to the period when the tenderer may submit its offer. The tender term ends as of 23rd February 2016 at 12:00 o'clock. Offers submitted after this deadline shall not be included in the tender procedure!

Envelope opening:

The envelope opening shall take place IMMEDIATELY after the submission deadline of the offers. It shall be held in the meeting room of the contracting authority.

Representatives of the tenderer who submitted the offer in due course can be present at the envelope opening. These representatives shall present powers of attorney awarded by the statutory representative and in case of statutory representative of the tenderer an extract from the commercial register as well as identity card (for verification).

9. Additional information (answers to questions)

Every tenderer may in written form request from the contracting authority additional information on tender terms and condition. For further requests and for more specific information the contact address is as follows:

Address: PRO-CARBON s.r.o., Loučská 503/31, 75131, Lipník nad Bečvou – Lipník nad Bečvou I-Město.

Contact person: Jaroslav Fuksa, Mgr.A., telephone +420 603 266 784, e-mail: cede@cedea.cz.

The written request shall be delivered to the contracting authority 6 days at the latest before the deadline for the submission of offers. The requests delivered later do not oblige the contracting authority to respond.



Further details including the exact version of the request shall be sent to all known suppliers within 4 work days from the delivery at the latest. Additional information will be also presented in terms of the profile of the contracting authority <https://profil-y-zadavatel.u.cz/profil/26874458>.

The contracting authority may provide additional information even without any prior request.

10. Other provisions

The contracting authority is entitled to cancel the tender under the conditions laid down in the relevant Rules for the Selection of Suppliers in the OPPIK.

The tenderers are familiar with the fact that their participation in the selection procedure, does not give rise to any claim to have their expenses covered for any such participation.

The contracting authority reserves the right not to return any tender offer made by any tenderer.

Interested parties are entitled to request additional information from the contracting authority regarding the tender documents.

The contracting authority assumes that tenderers will personally inspect the place of contract execution and become acquainted with local conditions, access options, scope and the nature of the current conditions (status quo), the risk of damage, any possible disturbing influences over the surroundings and with any other conditions under which the contract shall be executed. The contracting authority shall allow tenderers to tour (inspect) the place of execution of the contract at the time arranged by mutual agreement.

In Lipník nad Bečvou, 27 January 2016

Signature

Attachments:

- Attachment No. 1: TENDER COVER PAGE
- Attachment No. 2: MEETING TECHNICAL REQUIREMENTS (SPECIFICATION)
- Attachment No. 3: STATUTORY DECLARATION (AFFIDAVIT) OF COMPLIANCE WITH BASIC QUALIFICATIONS

