

INVITATION

to tender and the proof of qualification for small-scale contract

Title of the public contract: SW for LOC and GP simulation SW - III

Contracting authority identification: Air Navigation Services of the Czech Republic

Registered address: Navigační 787, 252 61 Jeneč

Customer's identification number: 49710371

Customer's tax identification number: CZ69900474

General web address of the contracting authority: www.rlp.cz

Contact person for administration of this tender: Mrs. Lenka Zimmerova, zimmerova@ans.cz,
Telephone: +420 22037 2062

Contents:

- 1. Information about the type of public contract**
- 2. Information about the subject of the public contract**
- 3. Period for submitting tenders**
- 4. Place for submitting tenders**
- 5. Formal requirements for the tender**
- 6. Method of compiling the price offer**
- 7. Tenderer's qualification**
- 8. Contract conditions**
- 9. Bid evaluation**
- 10. Other**

1. Information about the type of public contract

The small-scale contract in question is an order for services.

The public procurement procedure has been started on the day when this invitation was published on profile and as well as it was sent.

2. Information about the subject of the public contract

Subject of performance of this public contract is delivery of *SW for LOC and GP simulation SW*.

For more details see Annex no 1 to this Invitation.

3. Period for submitting tenders

The Tenderer shall deliver its offer by **31 st August 2024 to 10:00 a.m.** central European time at the latest. The offer is considered to be submitted in time if it is received by the Contracting authority according to art. 4 below within the time period specified in art 3.

4. Place for submitting tenders and form of submitting tenders

The Tenderer shall deliver its tender to the Contracting authority by e-mail to e-mail address: zimmerova@ans.cz. Filled Contract in **Word** version is **also required as an separate document**.

5. Formal requirements for the tender

The tender shall contain all parts and documents as required by this invitation. The tender shall be written either in Czech or in English language.

The tender has to contain the following information, the structure shown is recommended:

Cover page signed by an authorized representative of the Tenderer with the Tenderer's identification, i.e. company name, address, ID, tax ID, phone No., fax No., e-mail address, contact person authorized to act on behalf of the Tenderer, bank account details, offer price, date.

- a) Documents proving the fulfillment of the qualification according to paragraph 7 of this call.
- b) Filled Contract no. 057/2024/IS/096.
- c) Solemn declaration that the Tenderer agrees with the public procurement conditions.
- d) Offer price according to paragraph 6 of this call.
- e) Guarantee of the validity of the offer for at least 3 months.

6. Method of compiling the offer price

The Tenderer is required to fill in the offer price as a total price. Offer price shall be stated as a total

price in EUR, excluding VAT including all charges and all other expenses related to the performance of the contract.

7. Tenderer's qualification

The contracting authority requires proof of the following qualifications:

a) An extract from the Commercial Register or other similar records proving the legitimacy of business in the area related to the subject of this small-scale public contract, if it is entered in it. The statement must not be older than 90 calendar days.

The Tenderer shall prove the fulfillment of the qualification precondition by submitting a copy of this statement, the contracting authority also accepts an extract from the list of qualified suppliers.

8. Contract conditions

The business conditions are specified in more detail in the draft contract No. 057/2024/IS/096, which is Annex No. 1 to this call (hereinafter referred to as the "Contract"). The Contracting Authority does not allow the tenderer to deviate from the business conditions defined in the attached Contract.

The Tenderer is not entitled to change or supplement any parts of the text of the Contract, except for data for which it is possible to change or supplement directly (text highlighted in yellow or prepared blanks). In the event that the tenderer does not meet the conditions for processing the Contract, ie changes the parts that the contracting authority did not explicitly allow, or provides data that are in conflict with the contracting authority's requirements, the tender does not meet the tender conditions and will be rejected.

9. Bid evaluation

Tenders that meet all the requirements of the contracting authority set out in this call will be evaluated.

The evaluation will be based on the economic advantage of the offer. The evaluation criteria are:

Offer price in EUR without VAT - weight 100%

The tender with the lowest bid price will be evaluated best by the contracting authority. Other bids will be sorted in ascending order from the lowest bid price to the highest bid price. In this way, the final order of bids will be determined. The tenderer with the lowest tender price, if he meets all the requirements of the contracting authority set out in the invitation, will be invited to sign the contract and subsequent performance.

The tenderer's tender that does not meet the requirements of the contracting authority will be rejected.

10. Other

If there is a change to the details given in the offer before the conclusion of the contract with the chosen Tenderer, the Tenderer shall immediately notify the Contracting authority of this change in writing.

The tender shall be unequivocal and must not contain any variants or options.

The Contracting authority reserves the right to verify the information contained in the Tenderer's offer with third parties. Negotiations before the conclusion of the contract are possible.

The Contracting authority reserves the right to cancel this public procurement procedure at any time before signing the contract without giving any reason.

All costs associated with composition and presentation of the tender shall be born by the Tenderer.

Annex: Annex no.1 to Invitation to tender: Contract no.: 057/2024/IS/096

Mr. Jan Prokopec
Head of Project and Investments Implementation Section