



File no. LOM/2020/ŘP-2248

## INVITATION TO TENDER AND TENDER DOCUMENTATION

to a small-scale public contract called

### PROMOTION OF LOM PRAHA s.p. BY PARTICIPATING IN THE HELIRUSSIA 2020 FAIR

Contracting Authority:

**LOM PRAHA s.p.,**

Acting: JUDr. Jan Rouček

Registered Office: Tiskařská 270/8, Prague 10, Malešice, Postal Code 108 00

Company ID: 00000515

Tax ID: CZ00000515

Registration in Commercial Register: Municipal Court in Prague, Section ALX, File 283

Contact Person of the Contracting Authority for the Tender:

Name and surname:

Ing. Lucie Černá

Position with the Contracting Authority:

Head of the Marketing Department

Phone:

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[lucie.cerna@lompraha.cz](mailto:lucie.cerna@lompraha.cz)

The Contracting Authority announces its intention to award the above small-scale public contract and hereby invites you to tender in this public contract.

This public contract is not a procurement procedure within the meaning of the Act No. 134/2016 Coll., on Public Procurement, as amended (hereinafter the “Act”); it is a tender under the exception in accordance with provisions of Article 31 of the Act. It is not a procurement procedure within the meaning of prov. of Article 3 of the Act.

A contractor may submit an offer within this tender on its own or together with one or more other contractors. A contractor shall be entitled to fulfil the subject of this public contract through subcontractors, however, in such case, the contractor shall be liable towards the Contracting Authority as if it fulfilled the subject of this public contract itself.

## 1. PUBLIC CONTRACT TYPE

**Public contract title:**

**PROMOTION OF LOM PRAHA s.p. BY  
PARTICIPATING IN THE HELIRUSSIA 2020  
FAIR**

**Public contract type:**

Small-scale public contract

**Contract threshold:** the tender price may not exceed the limit stipulated by law for small-scale contracts, i.e. CZK 2,000,000 excluding VAT

## 2. PUBLIC CONTRACT SUBJECT

The subject of the public contract is the design, implementation, exhibition set-out, construction and support services related to the provision of a stand, including its assembly and disassembly at the HeliRussia 2020 fair (Moscow - Russia). **A detailed specification of the stand appearance and support services requested is attached as Annex No. 2 to this Invitation.**

## 3. PLACE AND TERM OF PUBLIC CONTRACT PERFORMANCE

The Contracting Authority requests the contractor to build the stand at the following address:  
- **HeliRussia fair, Crocus Expo IEC (pavilion 1, hall 3, 4), Moscow, Russian Federation.** Hall plan and specification are included in the tender documentation as *Annex no. 3* to this Invitation.

**The fair will take place from: 21. to 23. 5. 2020**

## 4. PROOF OF QUALIFICATION REQUESTED BY THE CONTRACTING AUTHORITY

Within the deadline for the submission of tenders, the Contracting Authority requires proof of qualification in the following extent:

- **Extract from the Business Register**, if the contractor is registered there, or an extract from another similar register;
- Relevant business licence, in particular an **extract from the trade register**; the trade shall correspond to the tender subject.

### **Authenticity and age of documents:**

The extract from the Business Register shall not be older than 90 calendar days as of the date of tender. Documents proving the fulfilment of qualification prerequisites shall be submitted by the participants in a simple copy. However, the Contracting Authority shall be entitled to require the winning contractor to submit the originals or officially certified copies of these documents before the conclusion of the contract for inspection.

## 5. TENDER PRICE

The estimated value of the contract is CZK 800,000 excluding VAT.

The total tender price shall include the costs of design, graphic preparation, implementation, printing, assembly, exhibition set-out, transport to the place of performance, packing, customs or other surcharges, or any other costs necessary to perform the subject of performance.

All data and values of the tender price, including all partial prices and related price data, shall be stated by the contractor in the draft contract, price calculation and on the offer cover page. The Contracting Authority requires submission of quotation in CZK excluding VAT.

## 6. CRITERIA AND MANNER OF OFFER EVALUATION

The evaluation criterion for the evaluation of offers is their economic advantage consisting of the following sub-criteria:

- |   |            |
|---|------------|
| A) Total tender price in CZK excluding VAT  | 70% weight |
| B) Quality and value of exhibition solution | 30% weight |

*Within this sub-criterion, the fulfilment of minimum requirements/specifications of the Contracting Authority for the exhibition will be evaluated, as well as functionality and quality of the material. With regard to ensuring the functionality and actual usability of the proposed exhibition.*

### Method for evaluating offers in terms of individual evaluation criteria

- A) Within the sub-criterion “Total tender price in CZK excluding VAT”, the most advantageous offer, i.e. the offer with the lowest tender price, gets 100 points. Every other evaluated offer gets a number of points calculated by multiplying the ratio of the most advantageous offer to the evaluate offer by 100.
- B) Within the sub-criterion “Quality and value of exhibition solution”, the Contracting Authority assigns 0 – 100 points to each individual offer. The Contracting Authority shall justify the score in the protocol. The Contracting Authority shall further proceed according to the following formula:

Number of points = (evaluated offer / most advantageous offer) x 100

### Total evaluation

Total evaluation shall be determined based on the sum of results of individual partial evaluations. Finally, individual offers shall be ranked in terms of success by the highest-scoring offer being designated as the most advantageous one.

### Procedure in case of identical price

In case of identical tender prices in the offers that placed first based on evaluation, the Contracting Authority shall determine the winning offer by a draw. Draw will be carried out in accordance with the principles specified in Article 6 para. 1 and 2 of the Act. Participants of the tender whose offers are subject to the draw are entitled to be present to the draw. The day and time of the draw shall be announced by the Contracting Authority in writing, no later than 3 business days before the draw.

## 7. DRAFT CONTRACT

In its offer, the contractor shall include a draft contract in Czech language.

A draft contract submitted by a contractor in its offer within this tender shall include all tender and business terms and conditions as set forth in the tender terms and conditions. These tender and business terms and conditions shall be binding for the contractor.

The Contracting Authority reserves its right to comment on a draft contract submitted by a contractor within the tender.

A draft contract must not exclude or in any way limit the authorities or requirements of the Contracting Authority stated in this public contract tender terms and conditions. In terms of its content and form, the draft contract submitted by the contractor shall comply without reservation with all the terms and conditions for this public contract and with the other content of the contractor's offer, however, the contractor is entitled to submit a draft contract containing more favourable conditions for the Contracting Authority.

The following conditions are binding for the contractor and must be incorporated into the contract:

- Invoice – a tax document issued by the contractor must have all the essentials of a tax document within the meaning of the Act No. 235/2004 Coll., on Value Added Tax, and the Act No. 563/1991, on Accountancy, each as amended. An invoice shall be due within 30 days following its delivery to the Contracting Authority.
- If the invoice issued by the contractor does not contain the aforementioned essentials, states wrong essentials or if defective performance is invoiced, the Contracting Authority shall be entitled to return it to the contractor for correction within the due date. The Contracting Authority shall indicate the reason for return in any invoice returned. New due date shall start to run after delivery of a corrected or newly issued invoice. The payment date is the day on which the relevant amount was debited from the Contracting Authority's account in favour of the contractor's account.
- Listed tender prices are the highest admissible; these prices shall be valid for the whole term of the contract and shall include all fees and other costs associated with the performance of the public contract until its performance in full.
- The contract shall be governed by Czech law.
- If a contract refers to the contractor's general terms and conditions, these shall be attached to the contract.
- The contractor is entitled to offer the Contracting Authority business and payment terms which are more favourable for the Contracting Authority.
- The contract shall come into force on the date of its signature by the contracting party that signs it last. The contract becomes effective on the day of its publication in the contract registry pursuant to Act No. 340/2015 Coll., on special conditions of

effectiveness of some contracts, the publication of those contracts, and the registry of contracts (the Contracts Registry Act), as amended. The Contracting Authority shall publish the contract in the contract registry.

- After the contract becomes effective, the Contracting Authority shall send all required texts and logos to the Contractor. Before the actual production of the exhibition graphics, the Contracting Authority shall approve graphic previews prepared by the selected contractor.
- Any changes or amendments to the contract may be made only in the form of written and numbered amendments to the contract approved by both parties.
- The contract is made in three counterparts with the validity of the original, two of which for the Contracting Authority and one for the Contractor.

## 8. OTHER RIGHTS AND REQUIREMENTS OF THE CONTRACTING AUTHORITY

### **Change of terms and conditions, tender cancellation**

The Contracting Authority reserves the following rights:

- to extend the deadline for offer submissions, even without stating reasons,
- to alter the terms of this call, including its annexes, within the deadline for submission of offers; taking into account the nature of such alteration, the deadline shall be extended appropriately; the Contracting Entity shall send the altered conditions to all invited contractors,
- to cancel this tender until contract is concluded, even without stating reasons.

### **Contract conclusion**

The Contracting Authority sets these binding terms and conditions:

- a contract shall not be concluded by the contractor submitting its offer to the Contracting Authority,
- a contract shall not be concluded by the Contracting Authority submitting draft contract to the contractor,
- the winner of this tender shall be decided by the Contracting Authority who shall send its decision to all contractors who submitted their offers in this tender and were not excluded,
- the winning contractor shall cooperate with the Contracting Authority in order to conclude the contract in accordance with the draft contract submitted by the Contracting Authority, including any subsequent alterations agreed with the Contracting Authority; should the winner fail to do so immediately, the Contracting Authority may conclude a contract with the contractor who placed second; such contractor shall cooperate with the Contracting Authority under the same terms.

### **The Contracting Authority reserves the following rights:**

- the winning contractor shall immediately submit to the Contracting Authority a draft contract in paper form signed by a person authorized to act for or on behalf of the

contractor; such draft contract shall be in accordance with the offer submitted by the contractor; the Contracting Authority reserves the right to negotiate on the draft contract submitted by the winning contractor and agree on its final wording. If the winning contractor fails to submit a new draft contract respecting the Contracting Authority's comments within 2 (two) working days following the day on which it received the Contracting Authority's comments on the draft contract, the Contracting Authority reserves the right to approach the contractor who placed second; in such case, the contractor's obligation to submit a draft contract, the Contracting Authority's right to negotiate on the draft contract and make comments on it, as well as consequences of failing to submit a new draft contract respecting the Contracting Authority's comments shall apply accordingly to the second contractor.

- to use only part of the submitted offer,
- not to conclude a contract with any contractor.

#### **Other rights:**

The Contracting Authority reserves the following rights:

- not to return submitted offers to contractors,
- not to reimburse costs incurred by a contractor in order to participate in this tender.

## **9. CONTRACTING AUTHORITY'S REQUIREMENTS CONCERNING FORM AND CONTENT OF THE OFFER**

- The offer shall be processed in Czech language.
- Required content of the offer:
  - Offer cover page** – sample in *Annex no. 1*
  - Proof of qualification** (see Article 4 of this Invitation)
  - Draft price calculation** – sample in *Annex no. 6*
  - Draft design and graphic processing**
  - Draft contract** (see Article 7 of this Invitation)

## **10. DEADLINE AND PLACE FOR SUBMITTING OFFERS AND MANNER OF SUBMITTING OFFERS**

**Offers shall be submitted by 6 March 2020, at 23:00.**

An offer can only be submitted electronically. A contractor shall submit its offer to [zakazky@lompraha.cz](mailto:zakazky@lompraha.cz); the subject of the e-mail shall be the public contract title, **“PROMOTION OF LOM PRAHA s.p. BY PARTICIPATING IN THE HELIRUSSIA 2020 FAIR“**. The Contracting Authority warns the contractor that sending of the offer may be problematic due to the 10MB maximum size of e-mail attachments. Should the applicant's offer be larger, the applicant may divide it into more e-mail messages and state in the subject of individual e-mails that these are individual parts of a single offer (such as **“PROMOTION OF**



**LOM PRAHA s.p. BY PARTICIPATING IN THE HELIRUSSIA 2020 FAIR – part 1”).**  
Any offers, or part of offers if sent separately, which are delivered after the deadline for submission of offers, shall not be accepted!

**Offers shall be processed in English language.**

## 11. ANNEXES

- Annex No. 1 – Offer Cover Sheet
- Annex No. 2 – Tender Documentation
- Annex No. 3 – Hall Plan and Specification
- Annex No. 4 – LOM PRAHA s.p. logo manual
- Annex No. 5 – LOM PRAHA TRADE a.s. logo manual
- Annex No. 6 – Price Calculation
- Annex No. 7 – CLV logo manual
- Annex No. 8 – VR Group logo manual
- Annex No. 9 – TSC logo manual
- Annex No. 10 – Graphic manual

Prague, 13 February 2020

A handwritten signature in blue ink, appearing to be "Lucie Černá", written over a horizontal line.

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LOM PRAHA s.p.  
Ing. Lucie Černá  
Head of the Marketing Department