

TENDER DOSSIER



EVROPSKÁ UNIE
Evropský fond pro regionální rozvoj
Operační program Podnikání
a inovace pro konkurenceschopnost

Prepared for suppliers choice for commissions co-financed from EU Operation Program (OPPIK)

for delivery named

Supply of Sewing machine

Program Name

Potential



The contracting authority:

Name of contracting authority:	Adient Czech Republic s.r.o.
Legal form:	112 – limited liability company
Located at:	Dubická 1800/54, Česká Lípa
Company ID:	46711953
Tax ID:	CZ 46711953
Represented by:	Tomáš Šimůnek
Contact person:	Aleš Bartošek, Vlastimil Drázký
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1. TENDER DOSSIER

Tato zadávací dokumentace (dále též jen „ZD“) je soubor dokumentů, údajů, požadavků a podmínek zadavatele vymezujících předmět zakázky v podrobnostech nezbytných pro zpracování nabídky.

Jsou-li v zadávací dokumentaci nebo jejích přílohách uvedeny konkrétní technické nebo obchodní názvy, jedná se pouze o vymezení požadovaného standardu. **Zadavatel deklaruje, že umožní pro plnění zakázky použití i jiných, kvalitativně a technicky srovnatelných řešení.**

Pokud je dodavatelem právnická osoba, jedná prostřednictvím svých zástupců. V takovém případě výkon zástupčího oprávnění náleží do působnosti jejího statutárního orgánu. K výkonu zastoupení je oprávněna dále i osoba, kterou statutární orgán určí. Pokud je této osobě, kterou určil statutární orgán, udělena k jednání za dodavatele plná moc, musí být v nabídce doložen originál nebo úředně ověřená kopie plné moci.

2. EXPLANATION FOR TENDER CONDITIONS

Účastníci jsou oprávněni požadovat dodatečné informace k zadávacím podmínkám. Písemná žádost musí být zadavateli doručena nejpozději do 4 pracovních dnů před uplynutím lhůty pro podání nabídek.

Zadavatel odešle dodatečné informace k zadávacím podmínkám nejpozději do 2 pracovních dnů po doručení žádosti.

Dodatečné informace může zadavatel poskytnout i bez předchozí žádosti.

Dodatečné informace, včetně přesného znění požadavku, zveřejní zadavatel na profilu zadavatele a zároveň je neprodleně písemně oznámí všem dosud známým účastníkům.

V rámci dodržení principu rovného zacházení se všemi účastníky nemohou být dodatečné informace poskytovány telefonicky.

Contact for any questions related to the tender is: Jaroslav.krejci@adient .com

3. PRECISE SPECIFICATION OF TENDER SUBJECT

3.1 Order specification

Subject of the tender is „ Suuply of sewing machine“ for **Adient Czech Republic s.r.o., Dubická 1800/54, 47001, Česká Lípa**, Jezerní 101, 471 27 Stráž pod Ralskem with delivery, unloading, instalation, commissioning and training of service of technical machinery described below:

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3.2 Technical specification:

Technical specification of supply:

Parameter	Value
Dimensions of mounting/assembly hole	Max. 647 x 183 mm
Stand set complete	yes
Air connector	yes
I/O card	16x input 24V a 16x output (4x max 2Amp, 12x max 0,1Amp)
Bobbin control	ano
Sewing speed	Max. 3.400 stitches/min
Thread trimmer	Max. 30 mm

Basic technical specification of proposed machinery will be mentioned in the table „Basic Technical Specification“, **Annex Nr. 4** of this Tender Dossier.

Účastník ve své nabídce jednoznačným popisem prokáže, že nabízené zařízení plně odpovídá uvedeným požadavkům zadavatele a splňuje každý požadovaný parametr.

Nabídka, která by nesplnila kterýkoli z požadovaných bodů specifikace základních (minimálních) parametrů výše uvedených, bude považována za nabídku nevhodnou, která nesplňuje požadavky zadavatele na předmět plnění zakázky; taková nabídka bude vyřazena z dalšího průběhu výběrového řízení.

4. SUPPOSED VALUE OF THE CONTRACT

Supposed value of contract is 27.500,- EUR. (4x sewing machines)

5. PLACE AND TERMS OF PERFORMANCE

The place of performance is Adient Czech Republic s.r.o. :

- Dubická 1800/54, 47001, Česká Lípa
- Jezerní 101, 471 27 Stráž pod Ralskem

6. DEADLINE

The deadline for tender submission is 2 month after contract signature.

7. REQUIREMENTS ON QUALIFICATION PROVING

The tenderer shall be obliged, in the framework of the tender submission, to prove meeting the qualification criteria mentioned below:



7.1 Proving meeting basic qualification criteria

Basic qualification requirements are met by the supplier who:

- a) has not been convicted of a criminal offence committed in favour of a criminal society, a criminal offence of accessory to a criminal society, money laundering, receiving and handling of such money, accepting bribes, bribery, indirect bribery, fraud, credit fraud, including the cases of preparation or attempt or accessory to such a criminal offence, or the sentence for committing such a criminal offence has been obliterated; being a legal person, the statutory body or each member of the statutory body has to meet the requirements; if a legal person is the supplier's statutory body or a member of such statutory body, the requirement must be met by the statutory body and/or each member of the statutory body of the legal person; if a tender or an application for participation is submitted by a foreign legal person via its organizational part, the head of the organizational part, in addition to the above-listed persons, has to meet the requirements as per this clause; this qualification requirement has to be met by the supplier both in relation to the area of the Czech Republic and to the country of his/her registered office, place of business or residence;
- b) he/she has not been convicted of a criminal offence, whose state of facts is in relation to the supplier's subject of business according to special legal regulations, or the sentence for committing such a criminal offence has been obliterated; being a legal person, the statutory body or each member of the statutory body has to meet the requirements; if a legal person is the supplier's statutory body or a member of such a statutory body, the requirement must be met by the statutory body or each member of the statutory body of the legal person; if the tender or application for participation is submitted by a foreign legal person via its organizational part, the head of the organizational part, in addition to the above-listed persons, has to meet the requirements as per this clause; this qualification requirement has to be met by the supplier both in relation to the area of the Czech Republic and to the country of his/her registered office, place of business or residence;
- c) he/she has not accomplished the elements of unfair competition in the form of bribery according to a special legal regulation;
- d) there is no insolvency proceedings on his/her property, in which decision on bankruptcy has been issued, or the bankruptcy order has not been dismissed due to the fact that the supplier's property is insufficient to cover costs of the bankruptcy proceedings, or bankruptcy has been cancelled because the property is completely insufficient, or receivership has not been instituted according to special legal regulations;
- e) he/she is not in liquidation,
- f) he/she has no tax arrears recorded in the tax record, both in the Czech Republic and in the country of the supplier's registered office, place of business or residence;
- g) he/she has no health insurance premium and penalties arrears, both in the Czech Republic and in the country of the supplier's registered office, place of business or residence;
- h) he/she has no social security premium and penalties arrears and state employment policy contribution arrears, both in the Czech Republic and in the country of the supplier's registered office, place of business or residence; and
- i) he/she has not been chastened, or disciplinary measure has not been inflicted on him/her according to special legal regulations within the last 3 years, if proving qualification as per

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Section 54d) is required according to special legal regulations; if the supplier carries out the activity through a responsible representative or any other person responsible for the activity of the supplier, the requirement also applies to these persons.

A supplier can meet basic qualification requirements by a **statutory declaration signed by an authorized person** stating that he/she meets basic qualification requirements (refer to Annex no. 2).

7.2 Proving meeting professional qualification requirements

Meeting professional qualification requirements is deemed to be proved by a supplier who provides:

- a) abstract of the trade register, if the supplier is registered in it, or abstract of any other similar register, the supplier may be registered in;
- b) business authorization certificate according to special legal regulations matching the subject of the public contract in extent; in particular, a document proving respective trade certificate or licence.

Documents proving meeting the qualification can be submitted in a non-certified copy.

A foreign supplier shall prove meeting the qualification according to the laws in force in the country of his/her registered office, place of business or residence. Documents proving meeting the qualification shall be submitted by the foreign supplier in the original language together with their Czech translations.

8. TENDER DOSSIER AND THE INFORMATION ON THE CONTRACT

The offer will be prepared in English in 1 original, 1 copy and 1 electronic form on USB disc. Electronic version has to contain exact copy of original documentation including signed cover sheet and other annexes.

All pages of the tender has to be tightly connected.

The tender shall be submitted in writing in a closed envelope with “NEOTEVÍRAT!” (DO NOT OPEN) sign on it. The envelope shall be clearly marked with “Tender – Supply of Sewing machine. The envelope shall contain tenderer’s name and address, where the tender can be returned.

All offers has to be delivered by using postal services or personally in requested deadline.

8.1 Tender Content

- completed Cover Sheet, which binding model is Annex Nr. 1 of this Tender Dossier,
- participant declaration about acceptance of terms of reference, Annex Nr. 2,
- documents proving acceptance of qualification proving according to point Nr. 7 of this Tender Dossier (exemple is Annex Nr. 3),

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- specification of proposed solution according to point Nr. 3 of this Tender Dossier and completed table „Basic technical specification“, which binding model is Annex Nr. 4 of this Tender Dossier,
- binding force specified in point 8.2 of this Tender Dossier,
- proposal of the contract, including service conditions,
- any other documents related to the offer.

8.2 Binding force of the tender:

Payment terms are preferred as follow, but it is not binding. Final version will be subject of negotiation with supplier.

All accounting documents shall contain appendages of a tax document as per the respective act on value added tax. Failing that, the contracting authority is entitled to send the documents back for completion before the due date without getting into arrears with paying. The period for payment shall re-start from the date of delivery of properly filled or corrected documents.

9. ZPŮSOB ZPRACOVÁNÍ NABÍDKOVÉ CENY

Nabídková cena musí být zpracována (a následně plnění zakázky fakturováno) **v eurech (EUR)**.

Cena bude zahrnovat veškeré náklady nezbytné k řádnému, úplnému a kvalitnímu plnění předmětu zakázky včetně všech rizik a vlivů souvisejících s plněním předmětu zakázky. Nabídková cena musí rovněž zahrnovat pojištění, garance, daně, cla, poplatky, inflační vlivy a jakékoli další výdaje nutné pro realizaci zakázky. Nabídková cena je konečná a není přípustné ji v průběhu realizace zakázky navyšovat (případně, že ji lze navyšovat pouze při zákonné změně sazby DPH).

Nabídková cena bude uvedena na krycím listu nabídky, jehož závazný vzor tvoří Přílohu č. 1 této zadávací dokumentace, a v návrhu kupní smlouvy v členění: **nabídková cena bez DPH, samostatně DPH s příslušnou sazbou (případně informaci o osvobození od DPH) a nabídková cena včetně DPH.**

10. TENDER CRITERIA AND EVALUATION:

The basic criterion for the tender evaluation and contract awarding is the economic profitability of the tender.

The evaluation committee shall evaluate the tenders using a scale range from 1 to 100. Each tender shall be scored based on partial criteria; the score reflects the successfulness of the respective tender within partial criteria. For numerically expressible criterion, within which the most suitable tender shall achieve maximum value, the score of the tender evaluated is made up of the ratio of the tender value to the value of the most suitable tender times 100. For numerically expressible criterion, within which the most suitable tender shall achieve minimum value, the score of the tender evaluated is made up of the ratio of the most suitable tender value to the tender value times 100.

Partial criteria, meeting of which is to be evaluated, are as follows:

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Evaluation criterion	Weighting v %
Tender Price	55
Compability	25
Programming and delivery 1 st sewing sample	20

Criterion "Tender price" means the initial costs for purchase and delivery of sewing machines. It has to be announce in money-costs. The most suitable offer will be evaluated the lowest offer.

Criterion "Compability" means the costs, in which will be necessary for installation, commissioning and se-up communication between sewing machine and other devices. It has to be announce in money-costs. The most suitable offer will be evaluated the lowest offer.

Criterion "Programming and delivery 1st sewing samples" means the time, in which the supplier deliver, install and programm device and will be able provide 1st sewing samples (on complet device-means after compability with other diveces)to the place of realization of supply. It has to be announce in weeks.

11. DEADLINE AND PLACE FOR TENDER SUBMISSION

The deadline for tender submission is **2.4.2020, 2:00 p.m.**

All tenders shall be delivered to the following address:

Adient Czech Republic s.r.o., Dubická 1800/54, 47001, Česká Lípa

prior to the deadline, in case of personal delivery, against a receipt signed by the tenderer's company representative.

12. OPENING ENVELOPES

The opening of the tender envelopes will také place without the participation of the participants after the closing dat efor submission of tenders on **2.4.2020, 2:00 p.m.** at the address of the contracting authority's office:

Adient Czech Republic s.r.o., Dubická 1800/54, 47001, Česká Lípa

The tenderers who hhave submitted the tender within the time limit for submitting tenders may participate in the opening of tenders.



12.1 Binding by offer

The period for which participant is bound by its tender ends 90 days after the deadline for submitting the tender.

13. TERMS AND CONDITIONS

In accordance with the provision of § 2 e) of Act No. 320/2001 Coll., on financial control in public administration, the supplier shall be a person obliged to cooperate in carrying out financial control. This obligation is contracted by the selected supplier in the purchase contract.

The advertise requires that all of the Business Terms and Conditions (see chapter 8 ZD) be included in the draft contract submitted by the Participant

A bid that would not meet any of the above requirements of the contracting authority may be considered an offer that is inappropriate and does not meet the terms of reference in terms of the contracting entity's other requirements than the subject of the contract; such a bid may be excluded from the course of the award procedure.

14. OTHER CONDITIONS AND RIGHTS OF THE APPLICANT

The Contracting Authority does not allow variants of offers or additional performance offered beyond the requirements specified in the tender dossier.

The Contracting Authority reserves the right to retain all tenders received, duly received within the deadline for submission tenders, as part of the tender dossier.

The Advertiser reserves the right to verify or clarify the information declared by the participant in the offer and, in the event of confusion, to invite the participant to specify the tender. The clarification or removal of formal shortcomings must not relate to the content of the bid submitted, in particular, it is not possible to supplement or change the offer offered, the bid price or the facts decisive for the evaluation of the bid. The Advertiser reserves the right to verify the information contained in the Subscriber's offer to third parties.

Participantss should not be entitled to any reimbursement of the costs associated with participation in the procurement procedure.

The Advertiser reserves the right to cancel the Tender.

The Contracting Authority declares that the tender procedure is not a public contract realized pursuant to **Act. No. 134/2016 Coll., on Public Procurement, as amended. Pursuant to § 2e of Act No. 320/2001 Coll., On Financial control in public administration**, the selected supplier is a person obliged to cooperate in the performance of financial control.

In Česká Lípa 20.2.2020


.....
Tomáš Šimůnek

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Annexe Nr. 1

Tender cover sheet

„Delivery of SEWING MACHINE“

Tenderer:

Registered office/place of business:

Company ID:

Tax ID:

Person authorized to act on behalf of the tenderer ¹

Name:.....

Function:

Contact person:

Tel. / Mobil phone:

Fax:.....

E-mail:.....

Proposed price:

	Prices excluding VAT in EUR	VAT in %	VAT in EUR	Prices including VAT in EUR
Total price				

Other criterion:

Parametre	Value
Compability	Costs EUR
Programming and delivery 1st sewing sample	Weeks

In....., date:

.....
Name and signature¹

¹ Osobou oprávněnou se rozumí statutární orgán účastníka (v případě, že za účastníka mohou jednat členové statutárního orgánu pouze společně, je nutné uvést všechny takové členy statutárního orgánu) nebo statutárním zástupcem písemně pověřená osoba (v případě takového pověření musí být součástí nabídky plná moc nebo jiný obdobný dokument).

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Annexe Nr.2

HONORARY DECLARATION BY THE PARTICIPANT ON THE ACCEPTANCE OF TERMS AND CONDITIONS

„Delivery of SEWING MACHINE “

I honestly declare that:

- all the data and information I have listed in my tender as a participant in the contract in question are true and true;
- all the documents and documents to which I am demonstrating my qualifications as a participant are credible, true and true;
- I accept time limit set by the Contracting Authority in point 11.2 of the tender dossier,
- I am not a subcontractor through which another contractor demonstrates the qualification in the same procurement procedure;
- I am aware of the fact that by giving false information or by submitting false documents in the offer I could commit an administrative offense .
- I further declare on oath that I have fully acquainted myself with the tender dossier and the terms of reference that I have clarified all the disputed provisions or technical uncertainties before submitting the tender and that I agree with the terms of the award in the tender dossier I do not make any reservations and I consideris binding for the eventual conclusion of a contract with the contracting authority..

In, date:

.....
name and signature of the person authorized to act for the participant²

² Authorized person means the statutory body of a participant (in the case that the participant can only be members of the statutory body jointly, all such members of the statutory body must be mentioned) or by the statutory representative, a person authorized to act in writing (in the case of such authorization, a power of attorney or other similar document).

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Annexe Nr.3

HONORARY DECLARATION BY THE PARTICIPANT

„Delivery of SEWING MACHINE“

I, the undersigned (name and surname),
(function), I declare that the Supplier (name of the Supplier) fulfills the
essential capability because

- a) neither a legal person nor any of the other members of the statutory body has been legally sentenced in the country of its registered office for the criminal offense committed for the benefit of an organized criminal group or the offense of participating in an organized criminal group for the criminal offense of dealing with (fraud, credit fraud, subsidy fraud, participation, negligence, money laundering, legalization of proceeds from negligence), for economic crimes (misuse of information and position in the business, negotiation of an advantage in awarding a public contract, a public tender, pleads at public auction, damage to the financial interests of the European Union), for crimes of general danger, ins against law and order (crimes against the exercise of public powers and public officers, crimes of public officials, bribery, interference to other activities of public authority); this supplier fulfills this basic capacity both in relation to the territory of the Czech Republic and to the country of his seat, place of business or residence of members of statutory bodies;
- b) the supplier does not have a tax arrears due in the Czech Republic or in the country of his registered office;
- c) the supplier does not have a default in the Czech Republic or in the country of his registered office for arrears or penalties for public health insurance;
- d) the supplier does not have a default in the Czech Republic or in his country of residence for insurance or social security penalties and a contribution to the state employment policy;
- e) the contractor is not in liquidation, a bankruptcy order has not been issued against the supplier, or a forced administration has been ordered against him under another legal regulation or in a similar situation under the law of the supplier's country of residence...

In, date:

.....
name and signature of the person authorized to act for the participant³

³ Authorized person means the statutory body of a participant (in the case that the participant can only be members of the statutory body jointly, all such members of the statutory body must be mentioned) or by the statutory representative, a person authorized to act in writing (in the case of such authorization, a power of attorney or other similar document).

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Annexe Nr. 4 (corresponding to point 3)

BASIC TECHNICAL SPECIFICATION

„Delivery of SEWING MACHINE “

Item	Requirement	Tenderer value
Dimensions of mounting/assembly hole	Max. 647 x 183 mm	
Stand set complete	yes	
Air connector	yes	
I/O card	16x input 24V a 16x output (4x max 2Amp, 12x max 0,1Amp)	
Bobbin control	ano	
Sewing speed	Max. 3.400 stitches/min	
Thread trimmer	30 mm	

In....., date:

.....

Name and signature¹

¹ Authorized person means the statutory body of a participant (in the case that the participant can only be members of the statutory body jointly, all such members of the statutory body must be mentioned) or by the statutory representative, a person authorized to act in writing (in the case of such authorization, a power of attorney or other similar document).