**TENDER DOCUMENT**

**WELDING JIG FOR BUS BODY ASSEMBLY MANUFACTURING LINE**

**THIS DOES NOT CONSTITUTE A TENDER ACCORDING TO ACT NO. 137/2006 COLL. ABOUT PUBLIC PROCUREMENT**

**Ing. MARKÉTA KOPECKÁ – Financial director**

In Vysoké Mýto, date 26.2 .2016

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# INTRODUCTION AND IDENTIFICATION OF CLIENT

* 1. The Client of this tender (hereinafter referred to SP) and the prospective contractor is:

Name of Client: IVECO Czech Republic, a.s.

ID: 48171131

Registered office: Dobrovského 74, Pražské předměstí, 566 01 Vysoké Mýto

Authorized person to act on behalf of the Client:

Ing. Markéta Kopecká, on basis of Power of Attorney

Contact Person:

Ing. Milan Kysela, tel.: +420 465 451 405, e-mail: [milan.kysela@cnhind.com](mailto:miloslav.sterba@cnhind.com) for technical matters

Ing. Adam Koudela, tel. +420 465 452 759, e-mail : [adam.koudela@xternal.cnhind.com](mailto:adam.koudela@xternal.cnhind.com)

For technical matters

Ing. Josef Habart tel.: +420 465 451 603, e-mail: [josef.habart@cnhind.com](mailto:josef.habart@cnhind.com) for contract matters

* 1. Tender documents are processed as a basis for bid submission of candidates in pursuance of tender for delivery of “**WELDING JIG FOR BUS BODY ASSEMBLY MANUFACTURING LINE** “ acquired under the program of **„INNOVATION – CHALLENGE 1 – OPERATIONAL PROGRAM OF BUSINESS AND INOVATION FOR COMPETITIVNESS**“, project “**IMPLEMENTATION OF PRODUCTION OF NEW TYPE OF BUSES**“.

A specification detail of tender subject is included in the Annex no. 1 of this tender document.

# REQUIREMENTS FOR MEETING THE QUALIFICATION OF CANDIDATES

* 1. Basic qualification prerequisites

A candidate will present basic qualification prerequisites by a declaration of honor – Annex no. 2 of this Tender document.

* 1. Professional qualification prerequisites
     1. A candidate proves the fulfilment of professional qualification prerequisites that :

1. submits the certificate of incorporation if it is registered, or an extract from other similar register, if it is registered;
2. submits a document of authorization to do business under the special law to the extent corresponding subject of tender, especially a document proving the relevant trade license.
   * 1. The Certificate of Incorporation, if a candidate is registered, or the extract from the similar evidence, if a candidate is registered and document for authorization to do business is necessary to submit in such a way that the certificate of incorporation, or the extract of other similar register may not be to the last date on which it is to be demonstrated the fulfilment of qualification, older than 90 calendar days.
     2. Documents proving the professional qualifications can be demonstrated in a simple copy, that the Client reserves the right to request original or certified copy of those documents before concluding the contract.

# When according to the laws applicable in country of domicile, place of business or residence of a foreign contractor certain document does not issued, a foreign contractor is obliged to demonstrate the fulfilment of such part of qualification with use of the declaration of honor.

* 1. Technical qualification prerequisites
     1. Technical qualification prerequisites meet the candidate who has implemented at least 3 similar contracts in terms of the subject of execution, each worth min. 310 000, - EUR, in the past three years.
     2. The candidate proves the fulfillment of technical qualification requirements by submitting a list of relevant contracts, indicating their type, size, price, time and place of execution and signed by the representative of the candidate.
  2. Declaration of honor on economic and financial eligibility.

As a part of bid the candidate submits the declaration of honor according to a template that is attached in the Annex no. 5 of this Tender document.

# Tender features

* 1. Subject of tender execution

Delivery of **WELDING JIG FOR BUS BODY ASSEMBLY MANUFACTURING LINE** for the project under the program of **INNOVATION – CHALLENGE 1 – OPERATIONAL PROGRAM OF BUSINESS AND INNOVATION OF COMPETITIVENESS**, project “**IMPLEMENTATION OF PRODUCTION OF NEW TYPES OF BUSES”.** Detailed specification is included in the Annex no. 1 of this Tender document.

* 1. Price  
     1. The bid price will be stated in EUR.
     2. In its bid the candidate indicates the bid price into a table in the following categories:
* Total price without VAT,
* Amount of VAT,
* Total price inclusive of VAT.
  + 1. The bid price of tender has to be indicated in the bid as final, the maximum allowable for the entire subject of tender. Price increases can be accepted only with regard for increasing the statutory rate of value added tax.
    2. Assumed value of tender is 620 000, - EUR without VAT.
    3. The Client does not allow the partial execution.
  1. Schedule of Work

Assumed date of delivery and putting jigs into trial operation: 06-07/2017

Assumed date of putting jigs into permanent operation: 08/2017

*Assumed schedule is shown in the Annex no. 1.*

* 1. Technical conditions   
     The technical conditions of tender subject are shown in the Annex no. 1 of this Tender document. Each candidate is obliged to complete the technical conditions of tender subject.
  2. The place of delivery:

The place of delivery is the registered office of the Client: Dobrovského 74, Pražské předměstí, 566 01 Vysoké Mýto, Česká Republika.

# EVALUATION OF BIDS

* 1. The bids received after the deadline of bid submission will not be evaluated and the bids of candidates that do not contain full and proper documents and documents demonstrating the qualification of the candidate.
  2. The publication of results of evaluation is expected within 2 weeks after the expiration of deadline for bid submission.
  3. Criterion of evaluation:

|  |  |  |  |
| --- | --- | --- | --- |
| ***No. of area*** | ***Area*** | ***Importance of Area (%)*** | ***Criterions*** |
| I. | Price | 100 | Price in EUR without DPH |

* 1. Method of bid evaluation:

|  |  |  |
| --- | --- | --- |
| ***No. of area*** | ***Area*** | ***Evaluation method*** |
| I. | Price | The amount of the bid price without VAT is evaluated. |

* + 1. Points will be calculated according to formula below.

**CRITERION OF PRICE**

The bid price of given part of tender will be evaluated as the total price for execution of the entire tender and as the criterion in which the minimum value is the best.

When evaluating the total bid price of given part of tender the amount without value added tax is decisive.

Formula for calculation of the price criterion:

the lowest reached bid price without VAT

Number of points = --------------------------------------------------------------------- x 100 x importance expressed by   
 decimal number

the evaluated bid price without VAT

* + 1. Point evaluation will demonstrate the total success of the candidate in the tender, max. value of reachable points is 100.
  1. The bid evaluation will be conducted on 8.4.2016 at 12:30 pm at the Dobrovského, 74, Vysoké Mýto, building GŘ IVECO Czech Republic, a.s., in the conference room of purchase management, on the 7th floor. The candidates those submitted the bid by the deadline for bid submission can take part in the opening of envelopes.

# CONTENT AND METHOD OF BID processing

* 1. A recommended content of bid
     1. The candidate submits the bid in following recommended categories:
* Cover sheet – Annex no. 4
* Content
* General data of the candidate
  + Identification data of the candidate
  + Contact person
  + Qualification
* Detailed description and specification of submitting execution
* Declaration of honor – Annex no. 2
* Declaration of honor – Annex no. 3
* Declaration of honor – Annex no. 5
* Agreement with the draft of work agreement in Annex no. 6
* Declaration of honor related to the acceptance of draft agreement – Annex no.7

All declarations of honor to bids have to be signed by statutory representative of the candidate, resp. person authorized to act on behalf of the candidate.

* 1. Method of the bid processing
     1. The bid will be processed in paper form in (1) original and in (1) one copy.  
        The binding of individual pages of bid, inclusive of documents and documents, has to be performed in such way that individual pages cannot be removed from the bid. Pages of bid will be marked with continuous ascending numerical series. The original bid will be accompanied by CD on which will be complete bid in electronical form scanned inclusive of signatures.
     2. The bid will be processed in English language; documents indicated in the part 2.2 can be in English or Czech language.
  2. Deadline for bid submission

Candidates have to submit their bids in written form no later than 8.4.2016 until 12:00 pm in a sealed envelope secured against tampering to address: IVECO Czech Republic, a.s., Dobrovského 74, Pražské Předměstí, 566 01 Vysoké Mýto, to the attention of ing. Josef Habart – purchase management, 7th floor.

The title of tender and contact **PERSON** and **ADDRESS** of the Client and the candidate and the inscription **“DO NOT OPEN**“ have to be indicated on the envelope. The deadline for bid submission is understood the day and hour until which the bid has to be at disposal on indicated address.

5.4 Common bid

If the subject of bid shall be executed by several contractors together and for this purpose they submit a common bid, each of contractors is obliged to demonstrate the fulfilment of assumption of the basic and professional qualification under this Tender document. All the contractors have to demonstrate the fulfilment of the qualification under the Art. 2.2.1, letter b), 2.3 and 2.4 together. Simultaneously with the documents demonstrating the qualification the contractors will submit an agreement containing the commitment that all these contractors are committed to the Client together and severally and for the whole period of order execution and for the whole period of duration of other obligations arising from this order.

* 1. If the candidate is not able to demonstrate the fulfilment of the certain part of qualification under the Art. 2.2.1, letter b) or 2.3 and 2.4, in its entirety, is entitled to demonstrate the fulfilment of missing qualification through subcontractor. In such event the candidate is obliged to submit the agreement concluded with the subcontractor to the Client, which shows the commitment of the subcontractor to provide execution intended for the execution of order by the candidate or to provide things and rights, with which the candidate is entitled to dispose under the execution of the order, at least in extent, in which the subcontractor has demonstrated the fulfilment of qualification.
  2. Subcontractors

The Client requires that the candidate shall specify parts of order in his bid that are intended to be assigned to one or several subcontractors, and indicate the identification data of each subcontractor.

# BUSINESS TERMS

* 1. Delivery terms

The place of delivery is the registered office of the Client.

* 1. Synergy of candidate

The winner of the tender acknowledges that the client is planning to co-finance the project from public funds in the form of grants. The winner of the tender will become the person obliged to cooperate in the performance of financial control pursuant to § 2 letter e, Act no. 320/2001 Coll., on financial control in public administration, as amended, especially the provision of information and documents relating to the execution of the work to relevant supervisory authorities.

* 1. Agreement

The candidate submits contract for work in accordance with annex number 6.

* 1. Warranty period

The client requires warranty period for min. 2 years on the subject of the contract. If offered a longer warranty period, the candidate indicates this length in his/her bid.

* 1. Payment terms
     1. 20% of the price of Work (say ……….EUR) after a signature hereof. The payment of this amount is subject to submitting of the bank guarantee by the Contractor with a Customer as beneficiary in the value equal to the amount of payment according to this letter a).
     2. 70% of the price of Work (say …………..EUR) after the signature of the protocol on putting the Work into testing operation.
     3. 10% of the price of Work upon signing the Final Handover and Acceptance Protocol of the complete Work.
     4. Implemented payments will be performed on basis of received invoices that meet the conditions of tax receipt. The tax receipt will be issued by the candidate within 15 days from the delivery date of order subject with maturity of 60 days. The price without VAT, rate of VAT and the total price inclusive of VAT will be indicated in the tax receipt.
     5. Payments will be in euros, as well as all the price data will be in that currency.
     6. The client does not allow exceeding the bid price.
     7. The client informs that it will not be required restraint.

# OTHER TERMS

* 1. By submitting the bid in tender procedure the candidate accepts, fully and unreservedly, the tender conditions contained in the notification of order and in the tender documents, including all annexes and any amendments to the tender documents.
  2. If the candidate does not provide all required information and documents in time, or if the offer will not match with tender conditions in every respect, it may result in removal of supply and subsequent disqualification from the tender.
  3. The client does not accept alternative solutions to the order subject.
  4. The client declares that the tender procedure is not a public tender or a public promise and not a public contract implemented pursuant to Act no. 137/2006 Coll. on public procurement.
  5. The client reserves the right to annul the tender procedure, and under the conditions set in the rules for supplier selection OPPIK.
  6. The client reserves the right not to return the submitted bid to candidates.
  7. The candidate is not entitled to require a reimbursement of costs associated with participation in the tender.
  8. The candidate is not entitled to require a reimbursement of damages, including lost profits if the client exercises its rights mentioned above (i.e. Cancellation of the contract).
  9. The Client reserves the right to verify the information contained in bids and possibly require for their clarification.
  10. The candidate shall demonstrate to declaration of honor confirming that all the requirements specified in the tender documents are obvious to him/her, Annex no. 3.
  11. If the tender documents or their annexes mentioned specific brand names it is only a definition of the required standard and the client allows other technically and qualitatively comparable solutions.
  12. The candidate is entitled to require additional information on the tender conditions from the client in writing. The written request must be received by the client not later than 6 working days before the deadline for bid submission. The client may also provide additional information without prior request.
  13. The client sends the additional information on the tender conditions, or related documents within 4 working days of receipt of the request under the preceding paragraph.
  14. The client shall publish on a profile of the client additional information, including the exact wording of the requirement pursuant to paragraph 7.11, as well as he/she shall promptly notify to all known candidates in writing.
  15. The candidate is required to accept the terms of the contract at least to the extent as specified in the draft of work agreement, which is the Annex no. 6 of this tender document. The candidate will supply a declaration issued in honor proving that he agrees with the text of the proposal - the Annex no.7.

**ANNEXES OF TENDER DOCUMENTS**

Annex no. 1: Scope of work

Annex no. 2: Declaration of honor to prove the basic qualification prerequisites

Annex no. 3: Declaration of honor

Annex no. 4: Cover sheet

Annex no. 5: Declaration of honor on economic and financial eligibility

Annex no. 6: The draft of work agreement

Annex no. 7: Declaration of honor with acceptance of draft agreement

Annex no. 1: Scope of Work

The technical specification of equipment procured under the program **INNOVATION – CHALLENGE 1 – OPERATIONAL PROGRAM OF BUSINESS AND INNOVATION FOR COMPETITIVENESS,** project **“IMPLEMENTATION OF PRODUCTION OF NEW TYPES OF BUSES“.:**

* **Title of annex no. (English version):**
* **WELDING JIG FOR BUS BODY ASSEMBLY MANUFACTURING LINE**
* **Title of annex no.1 (Czech version):**
* **Folder of documents – annexes of technical documents:**

Set technical specification is required at least, with regard to implementation and functionality of the whole project.

If there are in the technical specification or its annexes mentioned the specific brand names it is only a definition of the required standard and the client allows other technically interchangeable / fully compatible and comparable quality solutions.

Annex No 2: Solemn declaration to demonstrate the basic qualification requirements

The DECLARATION

Submitter: IVECO CZECH REPUBLIC, a.s.

Company registration number: 48171131

Registered office: VYSOKÉ MÝTO

Represented by: Ing. Markéta Kopecká

Business/company name:

Registered office:

ID no.: Represented by:

As a candidate for the contract „ WELDING JIG FOR BUS BODY ASSEMBLY MANUFACTURING LINE “ the equipment supplier for the project „ IMPLEMENTATION OF PRODUCTION OF NEW TYPE OF BUSES “

Hereby declare on my honor that:

* 1. the candidate has not been convicted for an offense committed for the benefit of an organized crime group, the offense of participation in an organized criminal group, money laundering activities, participation, acceptance of bribes, bribery, indirect bribery, fraud, credit fraud, including cases involving preparation or attempt or participation in such a crime, or been expunged conviction for committing such an offense; if it is a legal entity, this requirement must be met by the legal entity and its statutory body or each member of the statutory body, and if the statutory body or a member of the statutory body of a legal entity, this requirement must be met by the legal entity the statutory body or each member of the statutory body of this legal entity; lf an offer is submitted by a foreign legal entity through its organizational branch, the prerequisite pursuant to this subparagraph shall be met, besides the stated persons, also head of this branch; this basic qualification must be met by the supplier both in relation to the Czech Republic to the country of residence, place of business or residence;
  2. the candidate has not been convicted of a criminal offense whose merits are related to the subject of the contractor's business by special laws or been expunged conviction for committing such an offense; in the case of a legal person, this condition must be met by the legal entity and its statutory body or each member of the statutory body, and if the statutory body or a member of the statutory body of a legal entity, this requirement must be met by the legal entity the statutory body or each member of the statutory body of this legal entity; lf an offer is submitted by a foreign legal entity through its organizational branch, the prerequisite pursuant to this subparagraph shall be met, besides the stated persons, also head of this branch; this basic qualification must be met by the supplier both in relation to the Czech Republic to the country of residence, place of business or residence
  3. candidate in the last three years not accomplished elements of unfair competition by bribery pursuant to special legislation,
  4. against its property does not take place during the last three years has taken place, insolvency proceedings in which the decision on bankruptcy or insolvency petition was rejected due to insufficient assets to cover the costs of insolvency proceedings or bankruptcy has not been canceled because the property was completely insufficient or sequestration under special legislation,

1. the applicant is not in liquidation,
2. the applicant is not registered in tax arrears, both in the Czech Republic and in the country of residence, place of business or residence,
3. the applicant has no arrears on premiums and penalties for public health insurance, both in the Czech Republic and in the country of residence, place of business or residence,
4. the applicant has no arrears on premiums and penalties for social security and state employment policy, both in the Czech Republic and in the country of residence, place of business or residence,
5. the applicant has not been in the last 3 years on disciplinary punishment or has not been lawfully imposed disciplinary measures in accordance with special legislation, if it is according to § 54 letter. d) required to demonstrate competence by special laws; if the contractor performs this activity through an authorized representative or other person responsible for the activity of the supplier, this prerequisite applies to such persons,
6. the applicant is not in the register of persons prohibited from performing public contracts and
7. the applicant has not in the past 3 years , lawfully fined for allowing illegal work under special legislation .

signature of Applicant

(resp. Authorized persons to act on behalf of the applicant)

In ………………. , date …………………..

**Annex 3: solemn declaration**

**The DECLARATION**

Submitter: IVECO CZECH REPUBLIC, a.s.

Company registration number: 48171131

Registered office: VYSOKÉ MÝTO

Represented by: Ing. Markéta Kopecká

Business/company name:

Registered office:

IO no.:

Represented by:

As a candidate for the contract „ WELDING JIG FOR BUS BODY ASSEMBLY MANUFACTURING LINE “ the equipment supplier for the project „ IMPLEMENTATION OF PRODUCTION OF NEW TYPE OF BUSES “

hereby I declare on my honor that I am aware of all the conditions and obligations under this tender documentation .

Signature of the applicant

(or the authorized person to act on behalf of the applicant)

In ………………. , date …………………..

Annex No. 4: Cover sheet

**Cover sheet menu**

to order

**„ WELDING JIG FOR BUS BODY ASSEMBLY MANUFACTURING LINE “**

Submitter: IVECO Czech Republic, a.s., IČ: 48171131, sídlo: VYSOKÉ MÝTO, Česká Republika

THE CANDIDATE SHALL COMPLETE TABLE BELOW THOSE PREVAILING ON THE DATE OF SUBMISSION OF TENDERS

THE CANDIDATE IS: A LEGAL ENTITY X) NATURAL PERSON X)

**Identification data** (legal entity)**:**

|  |  |
| --- | --- |
| Business name: |  |
| Registered office: |  |
| Address for delivery of correspondence (if different from the registered office): |  |
| Legal form: |  |
| identification number (if assigned): |  |
| Tax identification number: |  |

**Identification data** (if a natural person):

|  |  |
| --- | --- |
| Business name or name and surname: |  |
| Place of business (place of residence): |  |
| Address for delivery of correspondence (if different from business address): |  |
| identification number (if assigned): |  |
| Tax identification number: |  |

**Other information:**

|  |  |
| --- | --- |
| Name and surname/member/s of the statutory body: |  |
| Bank connection: |  |
| Contact person: |  |
| Telephone connection: |  |
| Fax: |  |
| E-mail address, Web site: |  |

**Contract price**:

|  |  |
| --- | --- |
| The total price without VAT: |  |
| VAT: |  |
| The total price including VAT: |  |

I offer to the contract named **„ WELDING JIG FOR BUS BODY ASSEMBLY MANUFACTURING LINE “**  and I declared that I am bound by the entire contents of my offer.

In…………………. date…………………..

…………………………………………………..

Signature of authorized persons

to act on behalf of or for the applicant

Annex No 5: solemn declaration on the economic and financial capacity

**The DECLARATION**

Submitter: IVECO CZECH REPUBLIC, a.s.

Company registration number: 48171131

Registered office: VYSOKÉ MÝTO

Represented by: Ing. Markéta Kopecká

Business/company name:

Registered office:

IO no.:

Represented by:

As a candidate for the contract „ WELDING JIG FOR BUS BODY ASSEMBLY MANUFACTURING LINE “ the equipment supplier for the project „ IMPLEMENTATION OF PRODUCTION OF NEW TYPE OF BUSES “

hereby affirm that I am financially and economically competent to fulfill this order.

Signature of the applicant

(or the authorized person to act on behalf of the applicant)

In ………………. , date …………………..

Annex No 6 : see attached document “The draft of work agreement”

Annex 7: solemn declaration to accept contract proposal

**The DECLARATION**

Submitter: IVECO CZECH REPUBLIC, a.s.

Company registration number: 48171131

Registered office: VYSOKÉ MÝTO

Represented by: Ing. Markéta Kopecká

Business/company name:

Registered office:

IO no.:

Represented by:

As a candidate for the contract „ WELDING JIG FOR BUS BODY ASSEMBLY MANUFACTURING LINE “ the equipment supplier for the project „ IMPLEMENTATION OF PRODUCTION OF NEW TYPE OF BUSES “

hereby I declare on my honor that I fully agree with wording of the proposed contract for work

Signature of the applicant

(or the authorized person to act on behalf of the applicant)

In ………………. , date …………………..