

Invitation to tender for a small-scale public contract

The announced tender is a small-scale public contract (hereinafter referred to as "the public contract") within the meaning § 27 of Act No. 134/2016 Coll., Public Procurement Act (hereinafter referred to as „PPA" or „Act"). This small-scale public contract is not, in accordance with § 31 of the PPA, awarded pursuant to the Act.

1. Identification of the Buyer

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|------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| Buyer: | National Stud Kladruby nad Labem (Národní hřebčín Kladruby nad Labem) |
| Registered office: | Kladruby nad Labem 1, 533 14 Kladruby nad Labem, CZ |
| Legal form: | state contributory organisation |
| Represented by: | Ing. Jiří Machek, director |
| IČ (Id. No.): | 72048972 |
| DIČ: | CZ72048972 |
| Buyers profile for public contracts: | https://zakazky.eagri.cz/profile_display_1026.html |
| Contact person for the tender procedure: | Mgr. Cyril Koky, e-mail: koky@nhkladruby.cz |

2. Subject of the public contract

Name of public contract: **Purchase of 4 Victoria type carriages**

Specification of the subject:

The subject of the tender is the purchase of 4 Victoria type carriages with the following technical specifications:

- ♦ The exterior of the carriages will be painted with acrylic or metallic paint
- ♦ The retractable roof and upholstery of the carriages will be made of leather or imitation leather
- ♦ Wheel size - 90 cm front x 110 cm rear
- ♦ Front and rear elliptical springs
- ♦ Hydraulic brakes
- ♦ Mechanical brake
- ♦ A yoke for two horses
- ♦ Carriage lamps
- ♦ Wooden suitcase
- ♦ The design and technical condition of the carriages must meet the requirements for regular horse hitching and road travel.
- ♦ Illustration of a carriage see Annex n. 4 – The Buyer states that it allows to offer a carriage with similar or higher aesthetic value (design).

The aim of The Buyer is to use the performance of high quality and aesthetic value by **professional riders in the presentation of The Buyer** as the National Stud Kladruby nad Labem and the Landscape for Breeding and Training of Ceremonial Carriage Horses in Kladruby nad Labem, which was inscribed on **the UNESCO World Heritage List** in 2019.

3. Time and place

No later than 6 months after the contract is published in the Register of Contracts

Detail information see Annex n. 2 – Draft contract

The place of performance of the public contract is Kladruby nad Labem.

4. Terms and Conditions

The commercial and payment terms of performance are defined in the binding text of the draft contract contained in Annex n. 2- Draft Contract

5. The Buyers requirements for demonstrating qualifications

A supplier who meets the following conditions is qualified to perform the public contract:

Basic competence

A supplier is not eligible who:

- a) has been convicted of a criminal offence listed in Annex n. 3 to the PPA as amended, or a similar criminal offence under the law of the country of the supplier's domicile in the country of its domicile within the last 5 years prior to the commencement of the tendering procedure; spent convictions shall not be taken into account,
- b) has a tax arrears payable in the Czech Republic or in the country of its registered office recorded in the tax records,
- c) is in arrears on insurance premiums or penalties for public health insurance in the Czech Republic or in the country of his/her residence,
- e) is in liquidation, has been the subject of a bankruptcy order, has been placed under administration under another legal provision or is in a similar situation under the law of the supplier's country of residence.

Professional competence

Authorisation of the supplier to do business in the scope corresponding to the subject of the public contract (trade licence) in the field of: production of transport means and equipment (production of transport means pulled by animals) or Wholesale and retail etc.

Proving qualifications obtained abroad

If the qualification was obtained abroad, it shall be proved by documents issued in accordance with the legal system of the country in which it was obtained, to the extent required by the contracting authority.

The supplier may satisfy all qualification requirements by submitting a signed n. 3 Annex – Declaration of Honour.

6. Explanations, amendments or changes of conditions of the public contract

The Buyer reserves the right to amend or modify the conditions set out in the public contract, either on the basis of a request for additional information from the participants or on its own initiative.

The request must reach The Buyer no later than 4 working days before the deadline for the submission of tenders.

7. Inspection of the place of performance

Inspection of the place of performance of the public contract will not be comited.

8. Conditions and requirements for the processing of the offer

The supplier's offer must be prepared in accordance with the conditions of this public contract. In preparing its offer, the supplier must comply with the requirements and

conditions laid down by The Buyer in the invitation to tender, including the specification of the subject-matter of the contract, in particular the binding text of the draft contract, and this complete offer must be duly delivered to The Buyer within the time limit for the submission of offers.

The Buyer applies socially responsible procurement. The procuring entity has defined the responsible procurement element and the obligations of the supplier in Annex n. 3 – Declaration of Honour

The offer will be submitted only in electronic form to the e-mail address **koky@nhkladruby.cz** and will include:

Annex n. 1 – Cover sheet of the offer: dated, duly completed and signed by a person authorised to act on behalf of the supplier

Annex n. 3 – Declaration of Honour: dated, duly completed and signed by a person authorised to act on behalf of the supplier

Evaluation criteria

9. Evaluation criteria

The evaluation criterion is the lowest total offer price in CZK (price without value added tax). The ranking of the bids will be based on the amount of the bid price, with the lowest bid in first place, followed by bids with a higher price, and the highest bid in last place.

10. Requirements for the preparation of the offer price

For the purposes of the tender procedure, the tender price means the total price for the performance of the subject of the public contract incl. VAT.

The tender price will include all costs related to the implementation of the public contract. The tender price shall also include the tenderer's profit and all costs of works and activities resulting for the tenderer from the terms of the tender (in particular packaging and transport costs).

11. Conditions and deadline for submission of offers

A supplier may submit only one offer in Czech, Slovak or English in electronic form.

The deadline for submission of offers ends on **9. 12. 2024 at 9:00 a.m.**

12. Final provisions, rights and reservations of The Buyer

The Buyer reserves the right to cancel the tender procedure without giving any reason or to reject all offers submitted.

The Buyer does not accept variations of offers.

The Buyer reserves the right to verify and check the information provided by the participants in their offers. The Buyer shall exclude a participant from the tender procedure if the participant provides false information in its offer. The participant should note that The Buyer may ask the successful participant to submit original or certified copies of documents or evidence of his qualifications if it does not already have them.

If the participant considers that any of the information contained in his offer cannot be provided under the FOI procedure, the participant shall indicate this fact in his offer, mark the relevant part prominently and briefly justify the fulfilment of the legal conditions for excluding the provision of information under the FOI procedure.

By submitting an offer, the participant agrees to provide all the information contained in the offer and that which will subsequently be provided by the supplier, in accordance with

Act No. 106/1999 Coll., Act on Free Access to Information, as amended, unless this consent is expressly withheld with reference to trade secrets or other facts required by law.

By submitting an offer, the participant consents to the publication of all information and documents from the tender procedure, in particular on the profile of The Buyer, unless this consent is expressly withheld with reference to business secrets or other facts required by law.

In accordance with § 1724 of Act No. 89/2012 Coll., Civil Code, The Buyer hereby expresses his will not to apply § 1729 of Civil Code to the tender procedure.

If the conditions of this tender are not met, The Buyer reserves the right not to include the participants's offer in the evaluation of offers.

The participant has no right to object.

The person authorized to decide on the selection of the most suitable participant and to conclude the contract with him is Ing. Jiří Machek, Director.

13.List of Annexes

- 1) Annex n. 1 – Cover sheet of the offer
- 2) Annex n. 2 – Draft contract
- 3) Annex n. 3 – Declaration of Honour
- 4) Annex n. 4 – Illustration of the carriage