



## **Tender documentation for a public contract for supplies**

**„Introduction of new a product at UNICOM servis, spol. s r.o.“**

Contracting Authority:

**UNICOM servis, spol. s r.o.**  
U Elektrárny 4019/4a, 695 01 Hodonín  
Company ID No.: 18825290  
Represented by: Libor Grmolec, CEO

Contracting Authority Representative:

**Deregio Tender, s.r.o.**  
Starobrněnská 20, 602 00 Brno  
Company ID No.: 02122855  
Represented by: Ing. Jan Ševčík, CEO

## 1. PREAMBULE

The contractual documentation has been prepared as the material providing information for submission of bids for tender in accordance with the Rules for choosing a supplier in the Operational Programme Business and Innovation for Competition, taking into account the provisions of Act no. 134/2016 Coll. on assigning public job orders (hereinafter referred to as „the Act“), though assignment of this project alone does not follow the Act. The Contracting Authority declares that this tender is not a public trading tender or a public promise and it is not a public job order realized according to the Act. On submitting a bid in the tender the supplier accepts the tender terms fully and without any objections, including all attachments and possible supplements to these tender terms.

## 2. INFORMATION ON CONTRACTING AUTHORITY

Company: **UNICOM servis, spol. s r.o.**  
Registered office: U Elektrárny 4019/4a, 695 01 Hodonín  
Co. ID No.: 18825290  
Represented by: Libor Grmolec, CEO

## 3. CONTRACTING AUTHORITY REPRESENTATIVE

Company: **Deregio Tender, s.r.o.**  
Registered office: Starobrněnská 20, Brno 602 00  
Represented by: Ing. Jan Ševčík, CEO  
Co. ID No : 02122855  
Tax Reg. No.: CZ02122855  
Telephone: +420 542 211 083  
E-mail: [zakazky@deregio.cz](mailto:zakazky@deregio.cz)

## 4. CONTRACT SUBJECT

The tender subject is performance of deliveries related to „**Introduction of new a product at UNICOM servis, spol. s r.o.**“. In particular, it is a supply of a new and unused *Laser*, new and unused *Equipment for bottling and welding rings* and new and unused *Forklift*, all described in detail in their respective Tables of Specifications which are an integral part of this tender documentation.

If any references to trade firms, names, surnames or titles, specific goods or services markings valid for a specific person or their organisational unit, patents for inventions, utility designs, industrial designs, trademarks or marks of origin, occur in the tender documentation or any of its annexes, that does not mean specifically those mentioned have to be used. The Contracting Authority allows use of other solutions in the project, too, if they are of similar quality and engineering characteristics. However, such solutions must not be in clash with the project scope, i.e. use of such a substitute would

not comply with the purpose of the inquiry (for instance, the substitute would diminish the compatibility with the existing manufacturing means).

The expected project value without VAT:

**CZK 22.772.769, 29**

**The Contracting Authority enable partial performance of the project.**

**Part 1 - Laser**

The detailed specification of the subject of performance is given in the document Table of Specification of the subject of performance - part 1, which is a part of the tender documentation.

Estimated value of this part:

13.783.790, 80, - CZK without VAT

**Part 2 - Equipment for bottling and welding rings**

The detailed specification of the subject of performance is given in the document Table of Specification of the subject of performance - part 2, which is a part of the tender documentation.

Estimated value of this part:

6.936.606, 52, - CZK without VAT

**Part 3 - Forklift**

The detailed specification of the subject of performance is given in the document Table of Specification of the subject of performance - part 3, which is a part of the tender documentation.

Estimated value of this part:

2,052,371.97 CZK without VAT

## **5. PROJECT TIME AND FACILITY LOCATION**

Expected time of contract signing: **06-07/2022**

### **Time of performance**

**Part 1 - Laser**

The supplier is obliged to deliver the goods including ensuring full functionality, commissioning and training of the operator at the place of delivery of the goods no later than 10 months after conclusion of the contract.

**Part 2 - Equipment for bottling and welding rings**

The supplier is obliged to deliver the goods including ensuring full functionality, commissioning and training of the operator at the place of delivery of the goods no later than 10 months after conclusion of the contract.

**Part 3 - Forklift**

The supplier is obliged to deliver the goods including ensuring full functionality, commissioning and training of the operator at the place of delivery of the goods no later

than 10 months after conclusion of the contract.

The place of performance is the registered office of the Contracting Authority: **U Elektrárny 4019/4a, 695 01 Hodonín.**

The project assignment period starts at the moment of deadline for bid submission and it terminates on the day when the Contracting Authority announces the results of the tender, i.e. serves the notification of award of tender. The assignment period is 90 calendar days. The assignment period is the period of time binding the supplier to keep their offered bid conditions.

## **6. TERMS AND CONDITIONS**

The Contracting Authority submits business conditions as part of the tender documentation. The business conditions set for the contract are defined in the form of a binding model purchase contract, which is attached to this tender documentation. The interested party shall add to the business conditions the data necessary for the creation of the draft contract (especially his own identification data and offer price, or delivery date and other contact and identification data) and submit the amended business conditions as his draft contract.

The terms and conditions define the future framework of the contractual relationship. The participant is obliged to use the business conditions and fill in only the marked places. The bid must respect the established business conditions and must not contain in any part a provision that would be in conflict with the business conditions and which would disadvantage the contracting authority.

## **7. OBJECTIVE CONDITIONS UNDER WHICH IT IS POSSIBLE TO EXCEED THE BID PRICE**

It is possible to exceed the bid price only under conditions defined in the trading terms, particularly if any changes occur in VAT rates in the course of project implementation. In such a case the bid price shall be modified according to the value added tax rates in the time the taxation liability arose. The price can only differ by the possible VAT amount increase.

## **8. REQUIREMENT FOR BID PRICE PROCESSING**

The bid price for the purpose of this tender is meant to be the total price for the delivery of all technological items specified in the tender documentation including their transport and commissioning where the price shall not include VAT (hereinafter referred to as „VAT“). The bid price must include all necessary costs for the delivery of goods, including all costs related to it (all fees, transport costs, expected risks related to the installation and operation by the user, rate of exchange deviations, general development of prices, etc.). All related costs shall be included in the bid price of the delivered equipment.

The bid price shall be stated in Czech crowns (CZK) or a foreign currency, but always stating the price in total without VAT, the VAT rate, VAT amount and the total price

including VAT. Bidding prices submitted in a foreign currency are calculated using the rate of exchange of the Czech National Bank (ČNB) valid as at the last day on which the bid could be submitted.

## **9. OTHER REQUIREMENTS OF THE CONTRACTING AUTHORITY**

The Contracting Authority reserves the right to cancel the tender, in accordance with the rules of OPPIK. The tenderers are obliged to accept this condition without any claim for compensation or lost profit for either of the contractual parties-to-be.

The Contracting Authority warns that the selected supplier is a person obliged to cooperate at financial audits in sense of provisions of Section 2 e) of Act no. 320/2001 Sb., on financial inspection in public administration, as amended.

## **10. REQUIREMENTS FOR BID PREPARATION**

The supplier shall submit a bid for the project in the tender where the bid shall contain documents and certificates required by the Contracting Authority in the tender documentation. The bid shall contain also documents and information proving the tenderer's qualification. The bid and all other documents and data shall be in the Czech language and in a written form and the bid shall be signed by a person authorised to act and sign on behalf of the supplier as stated in the Commercial Register Extract or by a person authorised by the statutory body to do so in which case his power of attorney must be included in the bid.

The bid of the supplier can be submitted in a single file or in individual separate folders, but always in written and in a single sealed envelope marked with the tender title. The envelope shall also include the address of the tenderer. The bid shall be submitted in a single counterpart.

If the supplier decides to use third party delivery services, it remains their duty to properly mark the containing envelope as follows:

**The envelope containing the bid shall be marked with the following:**

**“DO NOT OPEN – a bid for “Introduction of new product production at UNICOM servis, spol. s r.o. “**

**The envelope will also clearly state in which part (s) of the contract the tenderer is submitting his bid.**

**The bid must contain:**

- a) A completed **Bid cover sheet**
- b) **A draft contract** respecting all and every tender conditions which were prepared in

accordance with the instructions included in this tender documentation, and signed by the person authorised to act on behalf or for the supplier.

c) A filled-in table titled **Table of Specification of the subject of performance** which forms an integral part of this tender documentation, according to the instructions stated in table Project specifications.

## **11. OTHER CONDITIONS OF THE TENDER**

The Contracting Authority does not admit any variants to the bids.

## **12. WAY OF BID ASSESSMENT ACCORDING TO EVALUATING CRITERIA**

The bid shall be assessed according to their economic competitiveness. The economic competitiveness shall be assessed according to the lowest bid price without VAT. This means, that the assessment criterion **“The lowest bid price without VAT” has a weight of 100 %**.

The assessment committee or the contracting authority shall determine the order of the individual tenders in such a way that the bid with the lowest bid price without VAT will be determined as the most suitable.

## **13. TENDER DOCUMENTATION**

The tender documentation consists of a set of data and documents necessary for tender processing. The tender documentation also includes:

- 1) Bid cover sheet form
- 2) Table of Specification of the subject of performance

The tenderer has a right to request explanation to the tender documentation in written, explicitly through the Contracting Authority representative. The contact address for electronic submission of requests for additional information is [zakazky@deregio.cz](mailto:zakazky@deregio.cz). The letter of request for additional information must be delivered to the Contracting Authority 4 (four) working days prior to the deadline for bid submission. The Contracting Authority provides additional information within 2 working days from the day on which the request for additional information was properly and duly submitted.

The Contracting Authority has a right to provide additional information to the tender documentation even without a prior request of the supplier. The Contracting Authority shall deliver such additional information to all the tenderers who have requested the tender documentation. At the same time such additional information shall be published on the profile of the Contracting Authority.

The complete tender documentation soft copy is published at the following link of the Contracting Authority profile:

If the request for an explanation of the tender conditions is delivered on time and the

Contracting Authority does not publish the explanation within the deadline according to the previous paragraph, The Contractual Authority extend the deadline for submission of bids by at least as many working days as the time from the delivery of the request for explanation of the tender conditions to the publication of the explanation exceeds the deadline according to the previous paragraph.

## **14. SITE TOUR**

Due to the scope of the project it is not necessary to see the facility for the bid processing.

## **15. PLACE AND DEADLINE FOR BID SUBMISSION**

The place for submitting your bid is the address of the Contracting Authority representative's registered office:

**Deregio Tender, s.r.o.**  
**Starobrněnská 20, 602 00 Brno**

**The deadline for submitting bids is on 27. 6. 2022 at 10:00 a.m.**

The bids can be submitted in person or by means of registered mail. If handing over in person, the bid has to be submitted in the Contracting Authority representative's office at the address stated above on working days between 8:00 and 15:00, by 10:00 a.m. at the latest on the last tender day, though.

## **16. OPENING ENVELOPES WITH BIDS**

The envelopes containing bids shall be opened on 27. 6. 2022 at 10:05 a.m. at the address of the office of the Contracting Authority representative: Deregio Tender, s.r.o., Starobrněnská 20, 602 00 Brno.

**The opening of the envelopes is public.**

## **17. COMMUNICATION BETWEEN A SUPPLIER AND THE CONTRACTING AUTHORITY**

All communication of the Contracting Authority towards tenderers and/or communication of suppliers towards the Contracting Authority in this tender must be in written. However, it is acceptable if the communication happens electronically only.

At the enforcement of rights and duties according to the Act the Contracting Authority is represented by company Deregio Tender, s.r.o., Starobrněnská 20, 602 00 Brno. This person is authorised to take over and send written instruments and to execute all deeds related to the tender except for:

Tender documentation for a project „Introduction of new a product at UNICOM servis, spol. s r.o.“

- Assignment of the project
- Exclusion of a supplier from participating in a tender
- Tender cancelling
- Deciding on the winner, a supplier presenting the most competitive bid

The Contracting Authority shall forward all written communication delivered to them to their representative. Delivery to the Contracting Authority representative is considered the same as to the Contracting Authority.

In Hodonín, 24. 5. 2022



UNICOM servis, spol. s r.o.  
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695 01 Hodonín  
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**UNICOM servis, spol. s r.o.**  
Libor Grmolec, CEO