

# TENDER DOCUMENTATION FOR A SUPPLY CONTRACT

**„Water savings of VETROPACK MORAVIA GLASS, akciová společnost - II“**

Contracting authority

**VETROPACK MORAVIA GLASS, akciová společnost**

Havlíčková 180/18, 697 01 Kyjov

IČO (ID): 41505191

Represented by: Ing. Boris Sluka, member of the Board of Directors and  
Ing. Milan Kucharčík, member of the Board of Directors

Representative of the contracting authority

**Deregio Tender, s.r.o.**

Viniční 2270/160, Židenice, 615 00 Brno

Mailing address: Starobrněnská 20, 602 00 Brno

IČO (ID): 02122855

Represented by: Ing. Jan Ševčík, Managing Director

## **1. PREAMBLE**

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**THIS TENDER DOCUMENTATION IS A TRANSLATED APPROXIMATION OF THE CZECH VERSION. If there is a contradiction in the English text of the documentation, the Czech version of the tender documentation is the decisive document.**

The tender documentation is prepared as a basis for the submission of bids by participants in the tender procedure according to the Rules for the Selection of Suppliers under the Operational Programme Technology and Applications for Competitiveness, taking into account the provisions of Act No.134/2016 Coll. on Public Procurement (hereinafter referred to as "the Act"), although the award of this contract itself is not governed by the Act.

The Contracting Authority declares that this tender procedure is not a public tender or a public promise and is not a public contract under the Act.

By submitting a tender, the Supplier accepts fully and without reservation the Tender Conditions, including all annexes and any amendments to the Tender Conditions.

## **2. CONTRACTING AUTHORITY**

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Company:	<b>VETROPACK MORAVIA GLASS, akciová společnost</b>
Reg. office:	Havlíčková 180/18, 697 01 Kyjov
IČO (ID):	41505191
VAT (ID):	CZ41505191
Registered:	in the Commercial Register maintained by the Regional Court in Brno, Section B, Insert 501
Represented by:	Ing. Boris Sluka, member of the Board of Directors and Ing. Milan Kucharčík, member of the Board of Directors

## **3. REPRESENTATIVE OF THE CONTRACTING AUTHORITY**

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Company:	<b>Deregio Tender, s.r.o.</b>
Reg. office:	Viniční 2270/160, Židenice, 615 00 Brno
Correspondence address:	<b>Starobrněnská 20, 602 00 Brno</b>
IČO (ID):	02122855
VAT (ID):	CZ02122855
Registered:	in the Commercial Register maintained by the Regional Court in Brno, Section C, Insert 80324
Represented by:	Ing. Jan Ševčík, Managing Director
Phone:	+420 605 404 237
E-mail:	<a href="mailto:zakazky@deregio.cz">zakazky@deregio.cz</a>

## **4. OBJECT OF THE CONTRACT**

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The object of the contract are supplies in connection with the implementation of the "**Water savings of VETROPACK MORAVIA GLASS, akciová společnost - II**". Specifically, it is the delivery of a new and unused washer for the interlining, described in detail in the Specification of the object of performance, which is part of this tender documentation.

*Tender documentation for the contract: „Water savings of VETROPACK MORAVIA GLASS, akciová společnost - II“*

Where references are made in the tender documentation or any of its annexes to trade names, business names or first and last names, specific designations of goods and services which are considered to be indicative of a particular person or organisational unit thereof, patents for inventions, utility models, industrial designs, trade marks or designations of origin, the contracting authority shall also allow the use of other qualitatively and technically similar solutions for the performance of the contract, provided that the nature of the requested performance does not indicate that the use of such a substitute would be contrary to the purpose of the request (for example, that the substitute would reduce the compatibility of the requested performance with existing means of production).

**Estimated value of the contract excluding VAT: CZK 19.794.746,40**

**The contracting authority does not allow partial performance of the contract**

## **5. TIME LIMIT AND PLACE OF PERFORMANCE OF THE CONTRACT**

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Estimated start date of the period of performance (dispatch of the order): **04/2025 - 05/2025**

The place of performance of the order is the contracting authority's establishment at:

**Havlíčková 180/18, 697 01 Kyjov**

The procurement period begins at the end of the deadline for submission of tenders and ends on the day of receipt of the contracting authority's notification of the selection of the most suitable tender. The length of the tendering period is 90 calendar days. The tendering period is the period during which the supplier may not withdraw from the tender.

## **6. TERMS AND CONDITIONS**

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The contracting authority submits the terms and conditions as part of the tender documentation. The terms and conditions set out for the contract are defined in the form of a binding model works contract, which is annexed to this tender documentation. The tenderer shall add to the terms and conditions the information necessary for the establishment of the draft contract (in particular, his own identification data and the tender price, the delivery date, if any, and other contact and identification data) and shall submit the terms and conditions so added as his draft contract.

The terms and conditions define the future framework of the contractual relationship. The tenderer shall use the terms and conditions and fill in only the spaces indicated. The tenderer's tender must comply with the terms and conditions and must not contain any provision that is contrary to the terms and conditions and that would put the contracting authority at a disadvantage.

## **7. OBJECTIVE CONDITIONS UNDER WHICH THE TENDER PRICE MAY BE EXCEEDED**

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Exceeding the tender price is possible under the conditions defined in the terms and conditions, in particular if there are changes to the value added tax rates during the course of

*Tender documentation for the contract: „Water savings of VETROPACK MORAVIA GLASS, akciová společnost - II“*

implementation. In this case, the tender price will be adjusted in accordance with the value added tax rates in force at the time of the taxable supply. The change in price will be at most an increase in value added tax.

## **8. REQUIREMENT FOR THE METHOD OF PROCESSING THE TENDER PRICE**

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For the purposes of the tendering procedure, the tender price shall be the total price for the supply of all the technologies and technological preparations specified in the tender documents, including their transport and commissioning, excluding value added tax (hereinafter referred to as 'VAT'), in each case for the tendering procedure in question only. The tender price must include all the costs necessary for the proper delivery of the goods, including all related costs (fees, transport costs, anticipated risks associated with the location, operation of the customer, exchange rate effects, general price developments, etc.). All related costs shall be included in the price of the equipment supplied.

The tender price shall be quoted in Czech or foreign currency, broken down into the total price excluding VAT, the VAT rate, the VAT amount and the total price including VAT. Tenders in foreign currency shall be converted at the CNB exchange rate valid on the last day of the deadline for submission of tenders.

## **9. OTHER REQUIREMENTS OF THE CONTRACTING AUTHORITY FOR THE PERFORMANCE OF THE CONTRACT**

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The contracting authority reserves the right to cancel the tender in accordance with the rules of OP TAK. The suppliers are obliged to accept this condition without any claim for damages or loss of profit for any of the future contracting parties.

The implementation of the contract is dependent on the receipt of EU funds. The contractors are obliged to agree to this condition without any claim for damages or loss of profit for any of the future contracting parties.

The contracting authority draws attention to the fact that the selected contractor is a person obliged to cooperate in the performance of financial control within the meaning of Section 2(e) of Act No 320/2001 Coll., on financial control in public administration, as amended.

## **10. QUALIFICATION REQUIREMENTS**

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The tenderer must prove its qualifications no later than the deadline for submission of tenders. Fulfilment of the qualification means:

- fulfilment of the basic eligibility
- professional competence

The tenderer shall prove that it meets the qualifications by the documents required by the contracting authority in the notice of the invitation to tender or in this part of the tender documentation. Plain copies of documents will also be sufficient to prove the qualification requirements.

The documents proving basic eligibility and professional competence pursuant to point 12(a) of the Tender dossier must prove compliance with the required eligibility criteria no later than 3 months before the date of the opening of the selection procedure.

## **11. BASIC ELIGIBILITY**

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A supplier is not eligible if it

- a) has been convicted of a criminal offence listed in Annex 3 to Act No. 134/2016 Coll., on public procurement, as amended, or a similar criminal offence under the law of the country of the supplier's seat in the country of its seat within the last 5 years prior to the opening of the tender procedure; any convictions that have been cancelled shall not be taken into account,
- b) has a tax arrears due in the Czech Republic or in the country of its registered office recorded in the tax records
- c) has an outstanding insurance premium or penalty payment due for public health insurance in the Czech Republic or in the country of its registered office,
- d) is in arrears in the Czech Republic or in the country of its registered office in respect of social security contributions and state employment policy contributions,
- e) is in liquidation, has been the subject of a bankruptcy order, has been placed under receivership under another legal provision or is in a similar situation under the law of the country of the supplier's seat.

The supplier shall prove that he meets the essential requirements by submitting an affidavit. A specimen of the affidavit is included in the tender documentation. Bidders may use this model.

## **12. PROFESSIONAL COMPETENCE**

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The professional competence shall be fulfilled by the supplier who presents:

- a) an extract from the commercial register or other similar register, if another legal regulation requires entry in such a register

The supplier shall provide documents proving that the professional qualifications are met in a plain copy.

## **13. REQUIREMENTS FOR THE PREPARATION OF THE TENDER**

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The supplier shall submit a tender for the contract containing the documents and supporting documents required by the contracting authority in the tender documentation. The tender shall include documents and information proving that the qualifications have been met. **The tenderer's bid and all other documents and information shall be in Czech or English** in written form and shall be signed by a person authorised to act and sign for the supplier according to an extract from the Commercial Register, or by a person authorised by the statutory body, whose power of attorney must be included in the tender.

The supplier's tender may be submitted either in a single bundle or in separate and distinct volumes, but must always be in writing and in a single sealed envelope marked with the name of the contract and bearing the identification data of the tenderer. The supplier's tender shall be submitted in a single copy.

Where the supplier uses a courier service for the delivery of its tender, it will ensure that the envelope used by the courier service to cover the tender envelope bears the same full lettering as the tender envelope itself (i.e. the name of the contract and the tenderer's identification data).

***Tender documentation for the contract: „Water savings of VETROPACK MORAVIA GLASS, akciová společnost - II“***

Otherwise, there is a risk that a tender sent in this way will not be registered as a tender in time and that the unmarked package will not be opened until after the deadline for submission of tenders. In this case, the tenderer's tender will be treated as if it had not been submitted.

**The envelope will be marked:**

**„DO NOT OPEN - offer „Water savings of VETROPACK MORAVIA GLASS, akciová společnost - II“**

The offer must contain:

- a) A completed "offer cover sheet" form containing the identification data of the bidder, signed by the authorised person(s) of the bidder in accordance with the method of signing indicated in the extract from the Commercial Register (or similar register) or by a representative authorised to do so by law (the power of attorney must then be included in the offer, stored behind the offer cover sheet).
- b) Draft contract - the draft contract must be signed by a person authorised to act and sign on behalf of the supplier in accordance with the method of signing indicated in the extract from the Commercial Register or, where appropriate, by an authorised representative of the tenderer. This proposal must comply with the Terms and Conditions submitted by the contracting authority to the tender documentation. The draft contract shall include a detailed specification of the object of the contract.
- c) Documents proving compliance with the qualifications
  - An affidavit of basic eligibility
  - Extract from the commercial register
- d) A specification of the object of the contract which clearly shows that the tender meets all the requirements of the contracting authority as set out in the tender documentation for each individual item. The specification shall indicate the values of the individual technical parameters of the object of the tender, so that it is possible to assess whether the object of the tender actually meets all the requirements of the contracting authority set out in the tender documents. Bidders shall supplement the specification with a technical data sheet of the offered performance
- e) Other documents, if any, resulting from the tender specifications.

## **14. OTHER CONDITIONS OF THE TENDER PROCEDURE**

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The Contracting Authority does not accept variants of tenders.

## **15. METHOD OF EVALUATION OF TENDERS ACCORDING TO THE EVALUATION CRITERIA**

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Tenders will be evaluated on the basis of their economic merit. The economic advantage of tenders will be evaluated on the basis of the best value for money, using the following **partial evaluation criteria**:

Lowest tender price excluding VAT	value 50 %
Operating costs per hour of operation	value 15 %
Washing capacity	value 10 %
Noise level	value 10 %
Installation time including commissioning in calendar days	value 10 %
Speed of service intervention	value 5 %

In the partial evaluation criteria - **Lowest tender price excluding VAT**, the tender containing the lowest tender price excluding VAT will be evaluated as the most advantageous.

In the partial evaluation criteria - **Operating costs per hour of operation**, the tender containing the lowest energy consumption per hour of full machine operation will be evaluated as the most advantageous. The energy intensity is calculated as the sum of the hourly costs of the three parameters monitored, namely: electricity consumption, compressed air consumption and water consumption.

For the purpose of the evaluation, the reference energy prices are set at: water - 93,22 CZK/m<sup>3</sup> and electricity 117,96 CZK/MWh / CZK/MWh

In the partial evaluation criteria - **washing capacity**, the tender with the highest hourly washing capacity will be evaluated as the most advantageous. The contracting authority requires that the **lowest washing capacity is 1250 pcs per hour**.

In case a bidder indicates a washing capacity lower than the minimum required value in its bid, this will result in the exclusion of the bidder from further participation in the tender procedure.

In the partial evaluation criteria - **noise**, the tender with the lowest noise limit will be evaluated as the most advantageous. The Contracting Authority requires the noise limit to be a **minimum of 75 dB and a maximum of 85 dB**.

If a tenderer indicates in its tender a noise level of the dishwasher exceeding the maximum required limit, this will result in the exclusion of the tenderer from further participation in the tender procedure. A tenderer may indicate a noise level lower than the minimum required limit in its tender, but the value of the minimum noise level will be taken into account for the purposes of evaluation.

In the partial evaluation criteria - **installation time including commissioning in calendar days**, the most advantageous tender shall be the tender containing the shortest installation time in calendar days (including the required cleaning performance) from the handover of the workstation. The contracting authority requires that the installation time in calendar days shall be a **minimum of 14 and a maximum of 28 calendar days** from handover of the workstation. If a tenderer specifies in its tender an installation time in calendar days exceeding the maximum required time, this will result in the exclusion of the tenderer from further participation in the tender. A tenderer may specify an installation time shorter than the minimum required time in its tender, but the value of the minimum required installation time will be taken into account for evaluation purposes.

## *Tender documentation for the contract: „Water savings of VETROPACK MORAVIA GLASS, akciová společnost - II“*

In the partial evaluation criteria - **Speed of service intervention in hours**, the most advantageous tender will be the tender containing the shortest possible time to start the repair in hours from the reporting of the defect in working days. **The contracting authority shall require that the start of the repair be ensured within a maximum of 72 hours from the time of reporting the defect in working days (rounded to the nearest whole hour).**

If a tenderer specifies in its tender a service response time longer than that required by the tenderer, the tenderer shall be excluded from further participation in the tender procedure.

The method of evaluation of tenders shall be as follows:

The sub-evaluation criterion for which the minimum value is the most favourable shall be evaluated by assigning 100 points to the lowest value. The other evaluated tenders shall be awarded a score by multiplying 100 by the ratio of the value of the most advantageous tender to the value of the evaluated tender.

The sub-evaluation criterion for which the maximum value is the most favourable shall be evaluated by assigning 100 points to the highest value. The other evaluated tenders shall be awarded a score by multiplying 100 by the ratio of the value of the evaluated tender to the value of the most advantageous tender.

The point value of the tender calculated as described above will be multiplied by the weight of the criterion and a reduced point value of the criterion will be calculated for each sub-criterion for each tender.

The sum of the reduced point values of all the sub-criteria will determine the final point value of the tender.

The overall ranking of the tenders shall be determined by the absolute value of the tender's point value, so that the tender with the highest overall score is the most advantageous overall.

Where two or more tenders are equal in points, the ranking of the tenders in the tender price criterion shall determine the overall ranking of the tenders.

## **16. TENDER DOCUMENTATION**

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The tender documentation consists of a summary of the data and documents necessary for the preparation of the tender. The following documents (annexes) are also an integral part of the tender documentation:

1. Tender Cover Sheet Form
2. Terms and Conditions (Binding Model Works Contract) including the Annex (Requirements for Project Documentation)
3. Model affidavit of basic competence
4. Specification of the object of performance
5. Situation drawing - location of technology

The Supplier is entitled to request clarification of the tender documentation in writing from the Contracting Authority, exclusively through the Contracting Authority's representative. The contact address for electronic submission of a request for additional information is [zakazky@deregio.cz](mailto:zakazky@deregio.cz). The request for additional information must be received by the contracting authority no later than 4 working days before the deadline for submission of tenders. The contracting authority shall provide the additional information within 2 working days after receipt of a timely and duly submitted request for additional information.

If a request for clarification of the specifications is received in time and the contracting authority fails to publish the clarification within the time limit referred to in the preceding paragraph, it

*Tender documentation for the contract: „Water savings of VETROPACK MORAVIA GLASS, akciová společnost - II“*

shall extend the time limit for the submission of tenders by at least as many working days as the time between receipt of the request for clarification of the specifications and publication of the clarification exceeds the time limit referred to in the preceding paragraph.

The contracting authority shall have the right to provide suppliers with additional information on the tender documentation even without a prior request from the supplier. The contracting authority shall deliver such additional information to all suppliers who have requested the tender documentation and publish it on the contracting authority's profile.

The complete tender documentation is published in electronic form on the contracting authority's profile:

[https://zakazky.rpa.cz/profile\\_display\\_2004.html](https://zakazky.rpa.cz/profile_display_2004.html)

## **17. PLACE AND DEADLINE FOR SUBMISSION OF TENDERS**

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The place for submission of tenders is the address of the seat of the contracting authority's representative

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

**The deadline for submission of tenders is 31 March 2025 at 10:00 a.m.**

Tenders may be submitted in person or by registered mail. If submitted in person, the tender must be handed in at the office of the contracting authority's representative at the address given above on working days from 8:00 to 14:00, on the last day of the deadline for submission of tenders by 10:00.

## **18. OPENING OF TENDER ENVELOPES**

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Tender envelopes will be opened on 31 March 2025 at 10:05 a.m. at the correspondence address of the contracting authority's representative: Deregio Tender, s.r.o., Starobrněnská 20, 602 00 Brno, Czech republic.

**The contracting authority points out that the opening of tender envelopes will be open to the tenderers' representatives.**

## **19. COMMUNICATION BETWEEN THE SUPPLIER AND THE CONTRACTING AUTHORITY**

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All acts of the contracting authority vis-à-vis the suppliers or acts of the suppliers vis-à-vis the contracting authority in the tendering procedure must be in writing. However, it shall be sufficient if the act is done electronically.

In exercising its rights and obligations under Act No. 134/2016 Coll., on public procurement, as amended, the contracting authority is represented by Deregio Tender, s.r.o., Viniční 2270/160, 615 00 Brno. This person is authorised to receive and send documents and to perform all acts related to the tender procedure with the exception of:

- awarding the contract

*Tender documentation for the contract: „Water savings of VETROPACK MORAVIA GLASS,  
akciová společnost - II“*

- the exclusion of the supplier from participation in the tendering procedure
- cancellation of the tendering procedure
- the decision to select the most suitable tender

Letters delivered to the contracting authority shall be sent by the supplier to the contracting authority's representative. Delivery to the contracting authority's representative shall be deemed to be delivery to the contracting authority.