



CALL FOR TENDER RELATED TO SMALL-SCALE PUBLIC CONTRACT (Tender documentation)

as per provisions of § 18 section 5 Act no. 137/2006 Coll., on Public Contracts, as amended
(hereinafter referred to as the „Act“)

This small-scale public contract is being tendered out of scope of the Act in compliance with provisions of § 18 section 5 of the Act, following the principles of § 6 of the Act; based on a procedure stipulated by Minister Order no. 22/2015 out of the electronic marketplace.

External cooperation with a Moldovan entity/entities in scope of the project „Capacity Enhancement of Ministry of Labour, Social Security and Family in Moldova“

SECTION 1: Selection of a coordinator

SECTION 2: Selection of a consultant

(hereinafter referred to as the „public contract“)

Contract type:	services
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CONTRACTING AUTHORITY:	
Title:	Czech Republic – Ministry of Labor and Social Affairs
Registered office:	Na Poříčním právu 1/376, 128 01 Prague 2
Identification number:	00551023
Representative (entitled on behalf of the contracting authority):	Vlastimil Váňa, Vice-Director of Department for EU and International Cooperation
Contact person:	Organizer: Eva Němečková Administrator: Petra Ingerová
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Date:	6.4.2016
Signature of the person entitled on behalf of the contracting authority:	

1. SUBJECT MATTER OF THE PUBLIC CONTRACT

The subject matter of the public contract is provision of coordinating and consulting services related to an implementation of the Ministry of Labor and Social Affairs of the Czech Republic project titled as the „Capacity Enhancement of Ministry of Labor, Social security and Family in Moldova“.

The objective of the activities performed by the Ministry of Labor and Social Affairs of the Czech Republic (hereinafter referred to as the „Ministry“) in Moldova will be provision of technical support to national authorities in area of social work and support of activities of National Educational Center for employees in area of social affairs in Moldova. As its outcome are assumed: an analysis of needs for training of employees in area of social work, establishment of a methodology and modules for education in this field, training of trainers for educational workshops, support of legislation anchoring of education for social workers, incl. financing of education system, introduction of monitoring and evaluation system for education in this field.

Representatives of the Ministry will be traveling to Moldova 2 – 4x a year always for a week, which is not sufficient to cover all the project activities. Therefore, a coordinator present directly in Moldova shall ensure smooth and continuous fulfillment of project activities in absence of representatives of the Ministry, so as to achieve all the above mentioned outcomes at the lowest possible costs.)

The public contract has been sub-divided in two sections:

SECTION 1: SELECTION OF A COORDINATOR

SECTION 2: SELECTION OF A CONSULTANT

An applicant is entitled to submit his/her tender for any section of the contract, as well as for both sections. A separate agreement shall be signed for each section of the public contract. The tender shall explicitly imply which section of the public contract it relates to. An applicant shall submit the tenders in envelopes separately for each section. Content of a tender shall be related only to the section which it is submitted for.

Information and details stipulated in individual sections of this Call specify binding requirements of Contracting Authority for fulfillment of the public contract or for individual sections of the public contract.. An applicant shall respect these requirements entirely when elaborating the tender or tenders.

Unless specified otherwise, it is assumed, that tender conditions apply for all the sections of the subject matter of the public contract equally.

1.1. SPECIFICATION ON SUBJECT MATTER OF THE PUBLIC CONTRACT FULFILLMENT

SECTION 1: Coordination of project activities in Moldova

- To assist project manager with project coordination within the territory of Moldova, including: submission of regular monthly-based reports on implementation of project activities in English and regular monitoring activities;
- To organize meetings of work groups (communication with work group members, communication with Ministry of Labor, Social Security and Family in Moldova (MMPST) in relation to provide conference rooms, technical equipment and refreshment), to organize additional activities, i.e. workshops, trainings;

- To participate in meetings of all the work groups – elaboration of meeting minutes (in Romanian and English), to submit report on outcomes of work group meetings in English, when attending this meetings in absence of Ministry representatives;
- To assist with planning of all the activities in scope of the project (i.e. logistic support for Ministry representatives when travelling to Moldova), to assist experts of the project contractor in scope of fulfillment of their tasks;
- To mediate communication between the Ministry and its Moldovan counter-part (MMPSF), event. other Moldovan authorities (i.e. translation of e-mail communication with Moldovan counter-part from Romanian to English);
- To ensure interpreting services upon request from English to Romanian/Russian (out of work group meetings, where an interpreter is to be present).

More precise description of the public contract fulfillment subject matter has been incorporated into the Draft Agreement, which forms an attachment to the tender documentation.

SECTION 2: Consulting activities in scope of project activities in Moldova

- To perform primary survey research (May 2016) and secondary survey research (year 2018), including in-depth data evaluation and elaboration of detailed report both in English and Romanian, focused on:
 - a) System and needs in area of education of employees assigned to different types of social service facilities in different regions of Moldova;
 - b) Quality of social work and social services provided;
- eventual analysis on Moldovan legislation etc.;
- Analytical activity upon request for work groups established in scope of the project (outcomes elaborated in English and Romanian language).

More precise description of the public contract fulfillment subject matter has been incorporated into the Draft Agreement, which forms an attachment to the tender documentation.

1.2. DUE DATE AND LOCATION OF FULFILLMENT

Due Date April 2016 - December 2018
Location Moldova

1.3. ESTIMATED VALUE OF PUBLIC CONTRACT FULFILLMENT

Estimated value	In EUR
Total	59 428,-
SECTION 1	33 000,-
SECTION 2	26 428,-

The tender price on implementation of given section of the public contract shall not exceed the amounts stipulated above. The contracting authority has established this requirement due to limited financial resources provided by the Ministry for implementation of the public contract. Exceeding the estimated value will cause exclusion of the applicant from further participation in tender proceeding.

2. ADDITIONAL REQUIREMENTS OF CONTRACTING AUTHORITY

2.1. REQUIREMENTS ON ELABORATION OF TENDER PRICE

- 2.1.1 An applicant shall specify the tender price in Draft Agreement in EUR always by its full (rounded) amount.
- 2.1.2 The tender price specified by the applicant is final, the highest acceptable and inextendable.
- 2.1.3. The tender price shall **contain all the works and activities necessary** for appropriate fulfillment of the public contract subject matter. The tender price shall include **all the costs related** to the services provided for given section of the public contract (incl. VAT, employee costs, operational costs, administration costs and other eventual costs).

	Tender price in EUR	Estimated performance range	Note
SECTION 1	Monthly fixed fee for activities performed	33 months (approx. 60 hours/month)	Monthly fixed fee for activities performed during 33 months <u>shall not exceed</u> the amount specified in estimated value for Section 1 in EUR.
SECTION 2	Hour rate for activities performed	approx. 1480 hours	Hour rate for activities performed assuming total value of 1480 hours <u>shall not exceed</u> the amount specified in estimated value for Section 2 in EUR.

2.2. BINDING COMMERCIAL AND PAYMENT TERMS

Binding commercial and payment terms has been incorporated to the Draft Agreement, which forms an annex to the tender documentation. An individual Draft Agreement shall be submitted for each Section of the Public Contract (Section 1, Section 2).

Contracting authority hereby points out the obligation of selected applicant stipulated in Art. 8.1. of the Draft Agreement:

An applicant is exclusively liable to comply with any tax legal regulations and rules regulating statutory levies from income applicable to him. Should he fail to comply with them, the relevant invoice becomes invalid.

2.3. ADDITIONAL REQUIREMENTS OF THE CONTRACTING AUTHORITY

- 2.3.1. An applicant shall elaborate the tender on entire provision of the public contract subject matter fulfillment (Section 1 and/or Section 2).
- 2.3.2. **Variants of the tenders are not permissible.**
- 2.3.3. **Sub-contractors** - In his/her tender, the applicant is obliged to specify any possible sub-contractors, or to declare via statutory declaration that there will not be any sub-contractors. Should the applicant decide to use a sub-contractor/sub-contractors, then, the applicant shall specify which contract Sections intended to be ensured this way. An applicant, who has submitted a tender within the scope of this tender proceeding, shall not act at the

same time as a sub-contractor to this public contract, via whom another applicant intends to provide a proof of its qualification, otherwise he/she shall be excluded out of the tender proceeding by the contracting authority. An applicant, who didn't submit a tender in scope of this tender proceeding, may act as sub-contractor for multiple applicants within this tender proceeding. Change of sub-contractor is subject to prior consent of the contracting authority.

Statutory declaration template forms an annex to the tender documentation.

- 2.3.4. **Tender terms** – The applicants are bound by their tender for a period of 90 calendar days from the closing date for submission of tenders.

3. REQUIREMENTS ON PROOF OF QUALIFICATION

3.1. GENERAL REQUIREMENTS ON PROOF OF QUALIFICATION

- 3.1.1. **Qualified is considered the applicant who provides a proof of compliance with basic, professional and technical qualification pre-requisites.**
- 3.1.2. **Foreign applicant** – unless specified by a particular legal legislation otherwise, a foreign applicant provides a proof of compliance with qualification requirements following the legislation applicable in the country where the applicant has its registered office, place of business or permanent residence, within the range and scope required in this tender documentation. In case, that pursuant to the legislation applicable in the country where the applicant has its registered office, place of business or permanent residence, a particular certificate is not issued, then, the foreign applicant is *obliged* to provide a proof of such part of his/her qualification via statutory declaration. In case, this *obligation*, which should be proved for the qualification, is not established in the country of registered office, place of business or permanent residence of the foreign applicant, then the applicant is obliged to declare such a state of things via statutory declaration.
- 3.1.3. **Verification of documents** – Unless specified otherwise, an applicant may submit copies of documents serving as proof of compliance with qualification requirements. Contracting authority is entitled, prior to conclusion of the contract, to ask the applicant to submit originals or verified copies of the documents serving as a proof of compliance with qualification requirements. An applicant, selected and entitled to sign the contract, is obliged, prior to conclusion thereof, to submit them upon request of the contracting authority. **Should the applicant submit statutory declaration, then it shall be signed by a person entitled to act on behalf of the applicant. Should be the person acting on behalf of the applicant other than the person entitled to act on behalf of the applicant, then the tender shall include power of attorney - original or in officially verified copy thereof.**
- 3.1.4. **Non-compliance with qualification requirements** - Should an applicant fail to proof compliance with requirements through established procedure, then his/her tender shall not be further evaluated nor assessed. **Contracting authority is entitled to ask the applicant for clarification or corrective measure (amendment of its qualification).**

3.2. BASIC QUALIFICATION PRE-REQUISITES

Compliance with basic qualification pre-requisites shall be proven via submission of statutory declaration, using which the applicant declares, that he

- a) has not been convicted of an offense committed in favor of an organized criminal group, offense of participation in an organized criminal group, money laundering activities, possession of property obtained by crime, accepting a bribe, bribery, indirect bribery, fraud, credit fraud, including cases of preparation or attempt or participation in such an offense, or committing of such an offense has been expunged;

- b) has not been convicted of an offense, whose subject matter is related to business activities of the applicant as per provisions of special legislation or committing of such an offense has been expunged;
- c) in the last 3 years has not fulfilled subject matter of unfair competition through a bribery;
- d) in the last 3 years, there has not been undergone any insolvency proceedings in which the decision on bankruptcy was issued or insolvency petition was not rejected due to insufficient assets necessary to cover the costs of the insolvency proceedings, or bankruptcy has not been canceled as the total amount of assets was insufficient or a sequestration has been introduced following special legal regulations;
- e) is not in liquidation;
- f) does not have any registered tax arrears both in the Czech republic, and in the country of his/her registered office, place of business or permanent residence;
- g) does not have any registered arrears and penalties in the system of public health Insurance, both in the Czech republic, and in the country of his/her registered office, place of business or permanent residence;
- h) does not have any registered arrears and penalties in the system of social security insurance and contribution to state employment policy, both in the Czech republic, and in the country of his/her registered office, place of business or permanent residence;
- i) ¹
- j) has not been listed in the register of persons banned from participation on public contracts;
- k) has not been fined for allowing illegal work under a special legal regulation in period of last 3 years;
- l) in the last 3 years, has not been introduced against him any temporary administration or in the 3 years, there was no application of measures related to crisis solution regulated by Act stipulating recovery procedures and solutions of crisis on financial markets.

An applicant provides a proof of compliance with basic qualification pre-requisites **submitting an statutory declaration (affidavit)**. Template of statutory declaration on compliance with basic qualification pre-requisites is provided as an annex to this tender documentation – Statutory declaration on compliance with basic qualification pre-requisites (template).

3.2 PROFESSIONAL QUALIFICATION PRE-REQUISITES

Compliance with professional qualification pre-requisites shall be proven by submission of:

- a) **A copy of the Certificate of incorporation** or other evidence, if the candidate is registered, not older than 90 calendar days prior to submission of the tender,
- b) **A copy of the authorization to conduct business activities** under special regulations within the scope corresponding to the public contract subject matter, particularly a document proving the relevant trade authorization or license.

Foreign applicant submits the documents proving compliance with the professional qualification pre-requisites in the original language with a certified translation to English or Czech language

¹ Analogically to Act no. 137/2006 Coll., on Public Contracts, a proof of compliance with professional competence is not mandatory as per special legal regulation within the sense of § 54 point d) of this Act.

3.3. TECHNICAL QUALIFICATION PRE-REQUISITES

Compliance with technical qualification pre-requisites shall be proven by submission of certificate on education and professional experience of an implementation team member, who will participate in the implementation of the public contract.

SECTION 1	
Implementation team	1 person – COORDINATOR
Requirements on implementation team member	<ul style="list-style-type: none"> • University degree in area of sociology or social work or social economy; • Three years of relevant experience in the field; • Knowledge of English language at C1 level; • Activity in area of concepts or education in social work/social services; • Experience in an international project
How the implementation team member shall proof the compliance with the requirements	<p><u>DOCUMENTS ON EDUCATION AND VOCATIONAL TRAINING</u> (minimum University degree in sociology or social work, social economy respectively and certificate proving the achievement of English language proficiency at level of C1 or higher)</p> <p><u>STRUCTURED PROFESSIONAL CURRICULUM VITAE</u> Structured professional CV shall include following mandatory details:</p> <ul style="list-style-type: none"> • Name and surname; • Date of birth; • Educational level achieved; • Experience with public contract subject matter (3 years of experience in the field as a minimum); • Experience with concepts or education in social work/social services; • Experience with international projects; • Information on relationship to a contractor (employee/sub-contractor etc.) <p>Structured professional CV shall be signed by the applicant.</p>
SECTION 2	
Implementation team	1 person – CONSULTANT
Requirements on implementation team member	<ul style="list-style-type: none"> • University degree in sociology or social work, social economy respectively; • Three years of experience in the field; • Experience in area of research, conceptions or education in social work/social services; • Knowledge of English language, proficiency at level of C1 or higher; • Experience with project incl. International participation.
How the implementation team member shall proof the compliance with the requirements	<p><u>DOCUMENTS ON EDUCATION AND VOCATIONAL TRAINING</u> (min. University degree in sociology or social work, social economy respectively and certificate proving the achievement of English language proficiency at level of C1 or higher)</p> <p><u>STRUCTURED PROFESSIONAL CURRICULUM VITAE</u> Structured professional CV shall include following mandatory details:</p> <ul style="list-style-type: none"> • Name and surname • Date of birth; • Educational level achieved; • Experience with public contract subject matter (3 years of experience

	<p>in the field as a minimum);</p> <ul style="list-style-type: none"> • Experience with research, concepts or education in social work/social services; • Experience in international projects; • Information on relationship to contractor (employee/sub-contractor etc.) <p>Structured professional curriculum vitae shall be signed by the applicant.</p>
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Documents proving compliance with technical qualification requirements shall be submitted by foreign applicant in original language together with a certified translation to English or Czech language, with an exception of professional curriculum vitae, as it may be translated into Czech or English language.

4. EVALUATION METHOD

As a fundamental evaluation criterion for the award is considered the **economic advantage of the offer**.

The subject of evaluation shall be the following sub-criteria:

Evaluation of tenders for position of project coordinator

ECONOMIC ADVANTAGE OF THE TENDER	SECTION 1 Partial evaluation criterion		Scale
	A	Tender price – monthly fee in EUR	50%
	B	Rate of activity in area of concepts or education in social work/social services	50%

A) Tender price:

When evaluating the tenders according to „Tender price – monthly fee criterion, which is numerically expressible, the evaluated tender gets a point value (score) according to the following formula:

$$100 \times \frac{\text{The most advantageous tender, i.e. the lowest price (value)}}{\text{Price (value) of the evaluated tender}}$$

where the evaluated price means the total price of evaluated tender in EUR. An applicant shall specify the tender price into the Draft Contract. For each Section of the public contract shall be submitted individual Draft Contract. For elaboration method of tender price, see chapter 2.1. of the tender documentation.

B) Rate of activity in area of concepts or education in social work/social services:

In the case of evaluation of tenders following the „Rate of activity in area of concepts or education in social work/social services“ criterion, which may not be fully expressed numerically, then the evaluation committee orders the tenders from the most to the least advantageous. More advantageous tender receives more points in order to express a level of compliance with evaluation criterion. In scope of the evaluation criterion, it is possible to receive 1 – 100 points. With regard to the above mentioned scale, the assigned score for this evaluation criterion shall be determined by the following formula:

$$100 \times \frac{\text{Value of evaluated tender}}{\text{Value of the most advantageous tender, i.e. the highest value}}$$

As a basis for evaluation, the evaluation committee shall use the structured curriculum vitae of implementation member team included in the tender.

Evaluation committee shall consider the following aspects:	The tender receives more points if it:	Scoring:
Degree of education achieved	Proves a postgraduate degree in sociology or social work, social economy, respectively	10 points (if proven) or 0 points (if not proven)
Experience in the field of public contract subject matter	Proves more experience (counted in months) in case of coordination of projects in area of social services or social work.	Max. 30 points 30 points receives the tender which proves the longest experience counted in months. Scoring of other tenders shall be recalculated using a rule of three.
Experience in field of concepts or education in social work/social services	Proves experience in analytical, methodological and conceptual work or education in social work/social services. Contracting Authority shall award the best score to the tenders with the longest experience and more relevance to the subject matter of the public contract and also focus on education of social workers and assistants.	Max. 30 points As this may not be expressed numerically, the evaluation committee shall order the tenders from the most advantageous to the least advantageous and provide appropriate justification. The most advantageous tender receives 30 points. Scoring of other tenders shall correspond to the rate of compliance with given evaluation criterion.
Experience in international projects	Proves multiple individual experience with participation in international projects. Contracting authority shall evaluate better experience with <i>coordination</i> of international project.	Max. 30 points As this may not be expressed numerically, the evaluation committee shall order the tenders from the most advantageous to the least advantageous and provide appropriate justification. The most advantageous tender receives 30 points. Scoring of other tenders shall correspond to the rate of compliance with given evaluation criterion.

Final evaluation

The evaluation committee shall perform the final evaluation of the tenders so that the scoring received per individual tender according to particular criterion shall be multiplied by scale of the given criterion (A and B). Then the evaluation committee sums up the resulting values for each tender and determines the final order of the applicants. The best tender will receive the highest score.

Evaluation of tenders for position of project consultant

ECONOMIC ADVANTAGE OF THE TENDER	SECTION 2 Partial evaluation criterion		Scale
	A	Tender price – rate per 1 hour in EUR	50%
	B	Rate of activity in area of research, concepts, education in social work/social services	50%

A) Tender price:

In the case of evaluation of tenders following the „Tender price – rate per 1 hour criterion, which is numerically expressible, the evaluated tender receives a scoring following the formula:

$$100 \times \frac{\text{The most advantageous tender, i.e. the lowest price (value)}}{\text{Price (value) of evaluated tender}}$$

where the evaluated price means the total price of evaluated tender in EUR. An applicant shall specify the tender price into the Draft Contract. For each section of the public contract shall be submitted individual Draft Contract. For elaboration method of tender price, see chapter 2.1. of the tender documentation.

B) Rate of activity in area of research, concepts or education in social work/social services:

In the case of evaluation of tenders following the „Rate of activity in area of research, concepts or education in social work/social services“ criterion, which may not be fully expressed numerically, then the evaluation committee orders the tenders from the most to the least advantageous. More advantageous tender receives more points in order to express a level of compliance with evaluation criterion. In scope of the evaluation criterion, it is possible to receive 1 – 100 points. With regard to the above mentioned scale, the assigned score for this evaluation criterion shall be determined by the following formula:

$$100 \times \frac{\text{Value of evaluated tender}}{\text{Value of the most advantageous tender, i.e. the highest value}}$$

As a basis for evaluation, the evaluation committee shall use the structured curriculum vitae of implementation member team included in the tender.

Evaluation committee shall consider the following aspects:	The tender receives more points if it:	Scoring:
Degree of education achieved	Proves a postgraduate degree in sociology or social work, social economy, respectively.	10 points (if proven) or 0 points (if not proven)
Experience in the field of public contract subject matter	Proves more experience (counted in months) in case of analytical, methodological, conceptual and research work in area of social services or social work.	Max. 30 points 30 points receives the tender, which proves the longest experience counted in months. Scoring of other tenders shall be

		recalculated using a rule of three.
Experience in concepts or education in research, social work/social services	<p>Proves experience in analytical, methodological and conceptual work or education in social work/social services.</p> <p>Contracting Authority shall award the best score to the tenders that</p> <ul style="list-style-type: none"> - Lasted longer and correspond better with public contract subject matter; - Are focused on education of social workers and assistants; - Have been achieved in area of research in social work/social services. 	<p>Max. 30 points</p> <p>As this may not be expressed numerically, the evaluation committee shall order the tenders from the most advantageous to the least advantageous and provide appropriate justification. The most advantageous tender receives 30 points. Scoring of other tenders shall correspond to the rate of compliance with given evaluation criterion.</p>
Experience in project with international participation	<p>Proves multiple individual experience with participation in international projects. Contracting authority shall evaluate better analytical activity experience in case of an international project.</p>	<p>Max. 30 points</p> <p>As this may not be expressed numerically, the evaluation committee shall order the tenders from the most advantageous to the least advantageous and provide appropriate justification. The most advantageous tender receives 30 points. Scoring of other tenders shall correspond to the rate of compliance with given evaluation criterion.</p>

Final evaluation

The evaluation committee shall perform the final evaluation of the tenders so that the scoring received per individual tender according to particular criterion shall be multiplied by scale of the given criterion (A and B). Then the evaluation committee sums up the resulting values for each tender and determines the final order of the applicants. The best tender will receive the highest score.

5. CONDITIONS AND REQUIREMENTS ON ELABORATION OF A TENDER

5.1. An applicant is entitled to submit a tender for any section of the public contract or for both parts simultaneously. For each section of the public contract, an individual contract shall be concluded. The tender shall always explicitly imply which section of the public contract it relates to. An applicant shall submit its tenders in separate envelopes when applying for more than one section of the public contract. Content of the tender shall be always related only to the section of the public contract, the applicant sends the tender for.

5.2. An applicant shall elaborate the tender for the entire provision of the public contract subject matter. The tender shall be elaborated in Czech **or English language**. An applicant shall submit a tender in **1 paper copy thereof** and attach a media with electronic copy of the tender in .pdf

format (scan of original copy), and draft contract in *.doc format. The tender may not include corrections or transcriptions, which may mislead the contracting authority. For this purpose, the contracting authority encourages the applicants to number appropriately all the sheets of tender incl. its annexes through an ascending numerical series so as to avoid unauthorized manipulation herewith.

5.3. Tender shall include the following documents:

- **Cover sheet** – Contracting authority provides a template as part of the tender documentation.
- **Draft Contract** – An applicant is required to submit the tender together with single Draft Contract, for the entire public contract subject matter, and content of the contract shall correspond to the tender documentation and tender content. For this purpose, the applicant shall use the Draft Contract template, which forms part of the tender documentation. **Contracting Authority provides an individual template for each section of the public contract.** An applicant is not entitled to amend or modify the Draft Contract template, with an exception of details which the applicant is obliged to fill out (blank yellow marked spaces). **Draft contract shall be signed by a person authorized by contractor to act on behalf of the contractor, or if a person acting on behalf of the contractor differs from person authorized to act on behalf of the contractor, it is appropriate to attach also a valid power of attorney.**
- **Documents proving compliance with professional qualification of the applicant.**
 - **Statutory declaration on compliance with basic qualification pre-requisites, the contracting authority provides a template as a part of the tender documentation. (Template of affidavit forms part of this tender documentation).**
 - **Documents proving compliance with professional qualification pre-requisites.**
 - **Documents proving compliance with technical qualification pre-requisites. (Template of structured CV forms part of this tender documentation, furthermore University degree diploma in sociology or social work, social economy respectively and a certificate confirm the achievement of English proficiency at level of C1 or higher)**
- **Statutory declaration on sub-contractors.** (Template of affidavit forms part of the tender documentation)
- Other documents and statements related to the subject matter of the public contract.

6. TERMS AND LOCATION FOR SUBMISSION OF TENDER

Deadline for submission of tenders ends on

SECTION 1	on April 15th, 2016 at 14:00 (Moldovan time)
SECTION 2	on April 15th, 2016 at 14:00 (Moldovan time)

Address for submission of tenders: Embassy of the Czech republic in Moldova, Str.
Moara Roşie 23, Rîşcani, 2005 Chişinău

The applicant may submit its tender related to a section (tenders for both sections) during the entire established period for submission. **Decisive is the date of delivery to the Embassy of the Czech Republic. Any tenders the contracting authority receives after the deadline will not be taken**

into consideration and the contracting authority shall not open them. A tender (the tenders) may be delivered also personally.

Delivery of a tender shall be in properly sealed envelope, **marked with the title of the public contract and the section it relates to and the inscription „TENDER – DO NOT OPEN“** and furthermore, on the envelope shall be **stipulated return address of the applicant.**

7. ADDITIONAL INFORMATION

Request for additional information on tender conditions may be submitted and delivered in writing (e-mail, post) no later than 3 working days prior to the deadline for submission of the tenders.

Request for additional information on tender conditions shall be delivered to the address of the Contracting Authority: Na Poříčním právu 1, Praha 2, Contract: Petra Ingerová, or e-mail: petra.ingerova@mpsv.cz.

Additional information on tender conditions including the exact wording of a requirement shall be provided using the same way, as it was provided in case of tender documentation and published on all web portals, where the contracting authority published this tender documentation to, no later than 2 working days of receipt of the applicant's request for additional information.

8. FINAL PROVISIONS

- 8.1. All the costs and expenses associated with elaboration and submission of tenders shall be borne by the applicants. The applicant is not entitled to any reimbursement of costs and expenses associated with participation in tender proceeding.
- 8.2. Opening of envelopes shall be initiated immediately after the deadline for submission of tenders in the seat of the Embassy of the Czech Republic in Moldova, Str. Moara Roşie 23, Rîşcani, 2005 Chişinău. **The tender opening session will take place without the presence of representatives of applicants. However, the applicants will receive a copy of protocol on opening of the tenders, upon request.**
- 8.3. Contracting authority reserves the right to verify all the facts declared in the tenders prior to completion of tender evaluation process.
- 8.4. In case of failure to comply with qualification or tender conditions, the contracting authority reserves the right to exclude the tender and not to include it in the evaluation process.
- 8.5. Contracting Authority shall not return the tenders or parts thereof back to the applicants.
- 8.6. Contracting Authority reserves the right to reject all the submitted tenders.
- 8.7. Contracting Authority reserves the right to cancel the tender proceeding, at any time until the conclusion of the agreement. Contracting Authority shall notify all the applicants of any eventual cancellation of the tender proceeding and provides appropriate justification. If the contracting authority exercises its right to cancel the tender proceeding, then the applicants are not entitled to arise any claims.

ANNEXES

- Annex no. 1 - Cover sheet (template)
- Annex no. 2 - Statutory Declaration on compliance with basic qualification pre-requisites (template)
- Annex no. 3 - CONTRACT SECTION 1 (template)

- Annex no. 4 - CONTRACT SECTION 2 (template)
- Annex no. 5 – Statutory Declaration on sub-contractors (template)
- Annex no. 6 – Structured professional CV (template)