



Embassy of the Czech Republic
in Canberra

3 Beale Crescent, Deakin
ACT 2600 Canberra, Australia

Tender Specifications

Embassy of the Czech Republic in Canberra

This public contract for

**“Conversion of the existing building of the Embassy of the Czech Republic in
Canberra into the Ambassador's residence”**

will be awarded outside the procurement procedure in accordance with Section 30(e) of Act No.
134/2016 concerning public procurement, as amended (the “Act”).

The public contract will be awarded through a closed contract award procedure.

1. Contracting Authority

1.1 Information on the Contracting Authority

Name: Czech Republic – Ministry of Foreign Affairs, represented by the
Embassy of the Czech Republic in Canberra

Registered office address: 3 Beale Crescent, Deakin, ACT 2600 Canberra, Australia

Contact person: Jiri Plachy

Telephone: +61 2 6290 1386

Email: Canberra.findep@mzv.gov.cz

(the "Contracting Authority")

2. Information on the public contract

Title of public contract:	Conversion of the existing building of the Embassy of the Czech Republic in Canberra into the Ambassador's residence
Type of public contract:	Public contract for building works
Category of public contract:	Below threshold public contract
Type of contract award procedure:	Closed contract award procedure

Object of the public contract

The object of this public contract is to convert the existing building of the Embassy of the Czech Republic in Canberra into the Ambassador's residence.

The project documents were prepared by Michal Korecký MEngSc, MIE Aust NER, 21 Nalaya Road, Narraweena NSW 2099, Australia.

2.1 Technical requirements

The technical requirements relating to this public contract are set out in the project documents, see Annex No. 1 to these Tender Specifications.

The builder will be expected to comply namely with the following:

- during the carrying out of the works, ensure that any public areas are kept free of building materials, site rubbish and debris in accordance with local regulations,
- carry out the works in conformity with local building regulations and applicable technical standards, bearing in mind especially the need to protect human health, residential amenity and the environment, minimise exposure to construction noise and ensure health and safety at work, (<https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations>),
- respect the working time restrictions imposed by the Contracting Authority, see 2.2 below,
- comply with any regulations applicable to building works and sites in Australia,
- keep its site facilities, material and construction plant strictly within the areas designated for the purpose by the Contracting Authority,
- during the carrying out of the works, ensure the protection of those parts of the existing building that are outside the scope of this public contract but might be affected by the works,

- install utility submeters as part of its site facilities, and pay utility costs on the basis of submeter readings from taking over the site until the completion of the works,
- ensure 24/7 site security and surveillance, bearing in mind especially the need to protect the property of the Contracting Authority/owner as well as of any other parties involved in the works, and
- manage waste in accordance with local regulations.

2.2 Working time restrictions imposed by the Contracting Authority

The builder will be expected to manage the works bearing in mind the local circumstances, namely the requirement that noisy works be carried out between 8am and 6pm from Mondays to Fridays. Saturdays, Sundays and public holidays are for quiet works only. Sundays is generally accepted as a non-working day (<https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations>).

2.3 Timetable of works

The operator must submit a timetable of its works. The timetable must be attached to the template Building Contract as an integral part thereof. **The works are to be completed within no more than 240 calendar days.**

2.4 Payment schedule

The operator must submit a payment schedule. The schedule must be attached to the template Building Contract as an integral part thereof.

3. Classification of the object of the public contract

Main CPV code:

45211000-9

Construction work for multi-dwelling buildings and individual houses

4. Place and time of performance

Time of performance:

The Contracting Authority will require the builder to commence its performance under this public contract no later than 90 days after the date of signing the Building Contract. The works are to be

completed within no more than 240 calendar days. The penalty for exceeding this time limit will be 0.2 per cent for every day of delay.

Place of performance:

8 Culgoa Circuit, OMalley Canberra, ACT 2606, Australia

5. Qualifications

5.1 Contracting Authority's qualification requirements

The Contracting Authority requires operators to submit evidence of the following:

- a) professional qualifications and
- b) technical qualifications

as specified below.

5.2 Professional qualifications

The evidence of the operator's professional qualifications is an ACT builder licence (class C or higher) issued under the Construction Occupations (Licensing) Act 2004.

5.3 Technical qualifications

5.3.1 Evidence of technical qualifications:

The operator must submit a list of its contracts for building work (the "reference contracts") performed by the operator in the last 5 years before the date of commencement of this contract award procedure.

The works carried out under each reference contract on the list must have been duly completed and handed over to the respective client in the last 5 years before the commencement of this contract award procedure.

The following contracts may also be used as evidence of technical qualifications:

- (a) Contracts shared between the operator and two or more other contractors: in this case, however, the operator may use as evidence of its technical qualifications only the part of the works actually carried out by the operator, or

(b) Contracts where the operator was engaged as a subcontractor: in this case, however, the operator may use as evidence of its technical qualifications only the part of the works actually carried out by the operator.

The information on the list must be supported, primarily, by contracts with the respective clients and by documents confirming that the operator duly completed its works.

The list must contain 3 reference contracts for renovation of residential buildings in Australia. Each of the reference contracts must be worth at least AUD 750,000.

The information on each reference contract on the list must include the following:

- Title of the reference contract,
- Contract sum in AUD,
- Dates of commencement, date of completion, date of handover of completed works to the owner,
- Place of performance,
- Owner's name,
- Name(s) of the end recipient(s) of the works (private persons or public bodies), including contact persons who can confirm the information provided by the operator, and
- Brief description of the works.

The list of reference contracts must be signed by a person authorised to act for the operator.

5.3.2 Other requirements concerning the operator's technical qualifications

The Contracting Authority requires operators to submit an ACT builder licence (class C or higher) issued under the Construction Occupations (Licensing) Act 2004.

(<https://www.planning.act.gov.au/professionals/regulation-and-responsibilities/construction-licences>)

5.4 Common provisions concerning qualifications

Instead of submitting a document, the operator may refer the Contracting Authority to the appropriate entry in a public information system or an equivalent system enabling unrestricted

remote access. The reference must include the website address and, where necessary, the login details and any other information needed to access the entry.

5.5 Operator's affidavit concerning international sanctions

The operator must not be a natural or legal person, entity or body in respect of whom Article 5k of Council Regulation (EU) No 2022/576 of 8 April 2022 amending Regulation (EU) No 833/2014 concerning restrictive measures in view of Russia's actions destabilising the situation in Ukraine (the "Regulation") prohibits the award or continued execution of any public or concession contract.

6. Deposit

The Contracting Authority does not require operators to pay a deposit.

7. Physical walkthroughs

The Contracting Authority will organise a walkthrough of the site for operators. Each operator will be expected to cover its costs relating to participation in the walkthrough. The walkthrough is intended for operators who are interested to tender for this public contract and request to be allowed to view the site. To be included in the walkthrough, the operator must send a request in writing to Canberra.findep@mzv.gov.cz by 15.12.2025. The walkthrough will take place on agreed upon date and time.

8. Format and content of the tender and the Bid Sum

8.1 Requirements concerning the tender

The tender must be prepared and submitted per the Contracting Authority's requirements set out in these Tender Specifications. The tender including all documents relating to the object of this public contract must be in the English language.

Tenders not delivered to the Contracting Authority within the time limit for receipt of tenders and tenders not submitted pursuant to 12.1 below will be deemed to have not been submitted and will not be considered in this contract award procedure.

The Contracting Authority requires that the tender contain the following:

1. tender cover sheet as per Annex No. 3,
2. bill of quantities as per Annex No. 4,

3. documents constituting evidence of the operator's professional and technical qualifications (see 5.2 and 5.3 above), and
4. signed copy of the ACT Lump Sum Residential Building Contract (see Annex No. 5), **including a timetable of works and payment schedule.**

8.2 Requirements concerning the Bid Sum

For the purpose of this contract award procedure, the "Bid Sum" means the operator's total price for completing the work according to the project documents, quoted in AUD.

The Bid Sum must include all costs the operator may incur in connection with its tender during the entire time of performance of this public contract. The Bid Sum will be the maximum admissible price that must not be exceeded, save under the conditions set by the Contracting Authority in these Tender Specifications.

Operators should note that the **tender must include a completed Bill of Quantities as per Annex No. 4.** "Completed" means that the operator has filled the price of every line item of the Bill of Quantities in Annex No. 4.

8.3 Information about variants

The Contracting Authority will not accept variants. The operator may submit only one solution consistent with these Tender Specifications.

9. Evaluation of tenders

9.1 Evaluation criteria

Tenders will be evaluated on the basis of economic advantage. The only award criterion will be the Bid Sum (the lower the better). The Bid Sum must represent the sum of all costs necessary to complete the work. The Bid Sum must be entered in the Tender Cover Sheet (Annex No. 1), the Bill of Quantities (Annex No. 4) and the template Building Contract (Annex No. 5).

9.2 Evaluation method

The Contracting Authority will evaluate tenders on the basis a single award criterion - the Bid Sum (the lower the better). The Contracting Authority will select as the best tender the one that offers the lowest Bid Sum.

The evaluation board may consider whether the selected operator's Bid Sum is in proportion to the object of this public contract. In case the Bid Sum is abnormally low, the evaluation board may ask the selected operator for additional details and/or explanations concerning the Bid Sum. The evaluation board may make such requests repeatedly, and it may extend or waive the time limit for delivery of the additional details and/or explanations. If the operator fails to deliver the additional details and/or explanations within the time limit set by the evaluation board, or if the evaluation board finds the additional details and/or explanations unacceptable, the selected operator may be excluded from this contract award procedure.

The tender with the lowest Bid Sum will be ranked first. The tender with the highest Bid Sum will be ranked last. In case two or more tenders qualify for equal ranking, the final ranking will be determined by the drawing of lots witnessed by the tendering operators.

On the basis of the ranking of tenders, the Contracting Authority will enter into a Building Contract with the operator whose tender offers the greatest economic advantage (see above).

10. Delivery and payment terms and conditions

All delivery and payment terms and conditions are set out in the template Building Contract (ACT Lump Sum Residential Building Contract, see Annex No. 5).

Following selection of the best tender, the Contracting Authority will enter into a Building Contract with the selected Operator. The Building Contract will refer to the Contracting Authority as the "Owner" and to the selected Operator as the "Builder". The template Building Contract is enclosed in Annex No.5. The delivery and payment terms and conditions set out in the template Building Contract are binding on the operator. Operators are not permitted to modify or make additions to the text of the template Building Contract, save in sections where the operator is expressly required to do so.

The completed template Building Contract including the required Appendices must be submitted to the Contracting Authority as part of the tender (see 8.1. above).

11. Communication during the contract award procedure

11.1 Communication between the Contracting Authority and operators

During this contract award procedure, the Contracting Authority will communicate with operators electronically only (by email or via the website of the Embassy of the Czech Republic in Canberra).

The Contracting Authority's contact email address will be canberra@mzv.gov.cz

11.2 Explanations of the Tender Specifications

The operator is entitled to submit to the Contracting Authority written requests for explanations of these Tender Specifications. The request must be submitted **no later than 7 business days before the time limit for receipt of tenders; otherwise, the Contracting Authority is not obliged to provide the explanation.**

In cases where the Contracting Authority chooses to respond to a belated request, it is not obliged to comply with the time limit for its response. This means that the Contracting Authority will not be obliged to post the response on the website of the Embassy of the Czech Republic in Canberra at least 4 business days before the time limit for receipt of tenders.

Operators should note that any explanations of these Tender Specifications (including explanations required by an individual operator) will only be posted on the website of the Embassy of the Czech Republic in Canberra.

11.3 Changes of and amendments to the Tender Specifications

The Contracting Authority is entitled to change and/or amend these Tender Specifications within the time limit for receipt of tenders. The procedure for informing operators about a change of or amendment to a requirement contained in these Tender Specifications will be the same as the procedure for informing them about the original requirement.

Operators should note that information about changes of and amendments to these Tender Specifications will only be posted on the website of the Embassy of the Czech Republic in Canberra.

12. Procedures concerning tenders

12.1 Procedures concerning the submission of tenders

The Contracting Authority will accept tenders in paper form only. The tender must be in a sealed

envelope marked "DO NOT OPEN" and delivered to the Contracting Authority's registered office address:

3 Beale Crescent, Deakin, ACT 2600 Canberra, Australia.

The tender must be entirely in the English language as required in these Tender Specifications.

The facts that are stated by the operator in its tender and considered in the evaluation process must not be tied to any additional conditions.

All documents and information required by the Contracting Authority must be included in the tender in paper form.

12.2 Time limit for receipt of tenders

Tenders must be submitted by 31.12.2025, 10am at the latest. This time limit will be posted on the **website of the Embassy of the Czech Republic in Canberra.**

13. Opening of tenders

Tenders may be submitted in paper form only. Operators are entitled to attend the opening of tenders; the tenders will thus be opened in public.

Tenders will be opened after the expiry of the time limit for receipt of tenders.

14. Other information relating to this contract award procedure

14.1 The Contracting Authority reserves the right to the following:

- 1) require operators to provide additional information at any time during this contract award procedure,
- 2) change, amend and specify the requirements set out in these Tender Specifications, and
- 3) cancel this contract award procedure.

14.2 Other requirements of the Contracting Authority

The operator must bear all costs incurred in connection with the preparation of its tender and the operator's participation in this contract award procedure.

By submitting the tender, the operator agrees and accepts that in case the operator enters into a Building Contract with the Contracting Authority, the Building Contract will be published on the Contracting Authority's buyer profile.

15. List of Annexes

Annex No. 1 – Project Documents

Annex No. 2 – List of Reference Contracts

Annex No. 3 – Tender Cover Sheet

Annex No. 4 – Bill of Quantities

Annex No. 5 – Template Building Contract (ACT Lump Sum Residential Building Contract)

Each Annex is enclosed as a separate file.

Canberra 12.11.2025

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Head of Mission

