



Czech Development Agency

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“Development of Detail Designs for Construction of New Water Supply Systems in Sidama Zone”

Tender Documentation for Small Scale Public Contract

2019

Ref. no. 279255/2019-ČRA

TENDER DOCUMENTATION
For a Small-Scale Public Contract
for Services

Czech Development Agency
Nerudova 3, 118 50 Praha 1

Announces

In accordance with Act no. 151/2010 Coll., on Development Cooperation and Humanitarian Aid and Amendments to related Acts and in accordance with Czech Government Resolution no. 435 of 26 June 2018 on Czech Development Cooperation in 2019 and mid-term outlook of it's funding until 2021

Small-Scale Public Contract
“Development of Detail Designs for Construction of New Water Supply Systems in Sidama Zone”

The intervention will be implemented within the framework of the Czech Development Cooperation with Ethiopia.

Contracting Authority:
Czech Republic—Czech Development Agency
Represented by: Ing. Pavel Frelich, Director
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 (“Contracting Authority”)

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The tender documentation (TD) defines the subject of the public contract at a level of detail necessary for the preparation of a tender bid. It specifies procurement conditions required by the Contracting Authority. Tender bids that do not meet these conditions will be excluded from the procurement procedure. The TD is binding for the tenderers (participants in the procurement procedure). The TD has been prepared in English language.

Based on the procurement procedure the Contracting Authority aims to conclude a contract. The Draft of the Contract forms the Annex no. 3 of this TD.

This procurement procedure does not follow the Act on Public Procurement (APP) of the Czech Republic, no. 134/2016 Coll., in accordance with its Section 31. However, in accordance with Section 6 of APP, the Contracting Authority will act in a transparent and proportionate manner and all Tenderers will be treated equally and without discrimination.

1. Subject of the Public Contract

The subject of the public contract is the development of complete project documentation – **five Detail Designs for five community water supply systems** – and their approval by the partner organization Sidama Zones Water, Mines and Energy Department (SZWMED). The Detail Designs will subsequently serve for the selection of Suppliers of the construction of five new water supply systems in Dale, Bensa and Bona Zuriya woredas in Sidama Zone within the project „Improving quality of life by ensuring availability and sustainable management of water resources in Sidama Zone“.

The subject of the public contract is further specified in Annex no. 1 of TD.

2. Time and Place of Performance of the Public Contract

Time of performance of the public contract

The public contract will be performed on the basis of a contract concluded between the Contracting Authority, i.e. the Czech Development Agency, and the selected tenderer (Supplier).

The Contracting Authority sets the following conditions regarding the time of performance:

- Date of the beginning of implementation of services: immediately after the signature of the contract with the selected tenderer – estimate: March 2019
- Date of the completion of implementation of services: by 30 September 2019 at the latest

Place of performance of the public contract

- Place of performance of the public contract: Tula and Shoye/Dageya kebeles in Dale woreda, Hamesho kebele in Bensa woreda, and Woreta Woyo and Awaye Keraro kebeles in Bona Zuriya woreda, Sidama Zone, SNNPR, Ethiopia.

3. Estimated and Maximum Value of the Public Contract

The estimated value of the public contract is: USD 66,725 including VAT (i.e. CZK 1,500,000¹).

The maximum value of the public contract is: USD 82,500 including VAT (i.e. CZK 1,854,600²).

The maximum value presents a maximum possible price which may not be exceeded. In the event that a tenderer's bid states a higher value, such bid shall be excluded by the Contracting Authority from the procurement procedure for the reason of failure to meet the procurement conditions.

4. Qualification Criteria

A tenderer demonstrates meeting the qualification criteria as it is detailed and required below:

a) Basic qualification

- In the bid a tenderer shall submit a solemn declaration to the effect that he was not convicted of a criminal act in the country of his domicile during the last 5 years before the commencement of the procurement procedure (see Annex no. 2 of TD);
- A tenderer shall submit a copy of valid Commercial Registration Certificate, or equivalent document from abroad, if registered therein, or a statement from other similar register, if registered therein;
- A tenderer shall submit a copy of valid Taxpayer Registration Certificate, or equivalent document from abroad, if registered therein, or a statement from other similar register, if registered therein.

¹ Exchange rate as of 5 February 2019: 1 USD/22.480 CZK (Czech National Bank).

² Exchange rate as of 5 February 2019: 1 USD/22.480 CZK (Czech National Bank).

b) Professional qualification

- A tenderer shall submit a copy of valid Business License for the Sector of Business: *887 Architectural, engineering, construction, or related technical consultancy*, Field of Business: *88730 Water Works Consultancy*, or equivalent document from abroad;
- A tenderer shall submit a copy of valid Certificate of Professional Competence: *Water Resources Consulting Firm in Category six (6) or above*, or equivalent document from abroad;

c) Technical qualification

- A tenderer shall present at least 3 reference services of a similar nature comprising of the preparation of a Detail Design of a water supply system for min. 5,000 people each, carried out in the last 7 years before the commencement of the procurement procedure. The tenderer shall prove the compliance with this technical qualification requirement by submitting a completed solemn declaration (see Annex no. 2 of TD).

Authenticity of documents and declaration

All documents demonstrating meeting of qualification criteria shall not be older than 90 days as of the day of the commencement of the procurement procedure. The documents shall be provided with translation to English or Czech language in case they are not written in one of these languages.

The solemn declaration shall be signed by an authorized person of the tenderer. The Contracting Authority reserves the right to verify the information declared.

Consequences of failing to meet the qualification criteria

A tenderer who fails to meet qualification to the extent required will be excluded from the procurement procedure by the Contracting Authority.

5. Bid Price

Requirements on the bid price

- By submitting a bid into this procurement procedure the tenderer acknowledges that the price offered must cover all the costs of the implementation of the subject of the public contract. The tenderer is obligated to include these costs within the bid price.

- The tenderer shall state the total bid price in USD, including VAT (in numbers and words) in the draft contract.
- The total bid price will be stated as a positive number in absolute value with no more than two decimal places.
- Exceeding the bid price is not admissible. The bid price shall be binding for the entire duration of the public contract.

The total bid price and price of each Detail Design must be filled in the Draft Contract (Annex no. 3 of TD). The total bid price is equal to the sum of its parts, i.e. sum of prices of all Detail Designs.

6. Structure and Form of the Bid

Tenderer's bid shall be prepared in electronic form in the English language and in accordance with the Contracting Authority's requirements stated herein.

The tenderer shall submit a bid with the following content and structure:

1. **Qualification:** particular documents and declaration through which the tenderer proves the fulfilment of the qualification criteria defined in chapter 4 of TD.
2. **Draft contract:** a duly completed **draft of the contract**, as contained in **Annex no. 3 of TD**. The tenderer shall complete the **yellow marked** information.
3. **Procedure of implementing the public contract:** a duly completed document, as contained in **Annex no. 1 of TD**. The tenderer shall complete the document in line with instructions given in the **blue marked** text (i.e. the process of developing all Detail Designs, including schedule of works) without changing in any other way the wording of the document. Upon the signature of the contract the completed Procedure of implementing the public contract of the relevant bid becomes part of the contract.

7. Terms and Conditions and Payment Terms

Terms and Conditions

The Contracting Authority has defined the terms and conditions for the implementation of the public contract in the form of a draft contract. The text of the draft contract is part of the tender documentation (Annex no. 3 of TD). The tenderer shall fill in the missing information in the

electronic version of the draft contract and shall submit a signed and scanned version as part of the bid.

In the text of the draft contract the tenderer shall complete the **yellow marked**, missing information without changing in any other way the wording of the draft. If the tenderer changes the text of the contract in any way other than as specified above, the tenderer shall be excluded from the procurement procedure.

The tenderer shall submit the annexes to the contract as part of the tender bid. The draft contract shall be signed by an authorized person of the tenderer.

Payment terms

The payment terms are specified in the draft contract which forms Annex no. 3 to TD.

8. Evaluation of Bids

The evaluation of the bids shall be carried out based on economic advantageousness (the best price-quality ratio).

The Contracting Authority will evaluate and award the contract on the basis of the following evaluation criterion:

Description of criterion and weight in %:

Total bid price incl. VAT – **criterion weight 100%**

Specification of criterion and manner of evaluation

Under the evaluation criterion “Total Bid Price Including VAT” the Contracting Authority shall evaluate the total bid price including VAT specified by the tenderer in the draft contract.

The bids will be sorted according to their total bid price. The bid containing the lowest bid price will be evaluated as the most economically advantageous. In case more bids will contain the same lowest bid price the procurement procedure will be cancelled.

The tenderer is not allowed to make the total bid price conditional in any way. Any such conditioning or indicating different values or a range of values which are the subject matter of evaluation, will be a reason for excluding the bid and the tenderer from the procurement procedure. The Contracting Authority shall apply the same if the value of the condition which is the subject of evaluation is in a quantity or form other than requested by the Contracting Authority.

9. Explanation of the Tender Documentation

Any requests for explanation of the tender documentation are accepted by the Contracting Authority within 5 days before the expiry of the submission deadline. The requests have to be delivered in English or Czech language and in a written form to the e-mail address tender@czechaid.cz. The response shall be sent to all the tenderers within 3 working days from the receipt of the request for explanation.

If the Contracting Authority, either on its own initiative or in response to a request from a tenderer, provides additional information on the tender documentation, it will send such information in writing to all tenderers at the same time. Notification about additional information will be also published on the Contracting Authority website (www.czechaid.cz).

The Contracting Authority reserves the right for adequate prolongation of the deadline for submission of the bids, in case of significant change of the tender documentation, caused by additional information provision.

10. Manner and Deadline for Submission of Bids

Bids must be submitted electronically by e-mail at the Contracting Authority's e-mail address: tender@czechaid.cz. Each tenderer may submit one bid only.

Bids may be submitted electronically by no later than the end of the time limit for the submission of bids: February 25, 2019 until 12 am (Central European Time - CET), which is 2 pm in Ethiopia. The Contracting Authority will not accept bids delivered after the time limit.

Bids must be delivered in the PDF format as a single file or in the ZIP format. It is recommended to deliver the bids in a file not exceeding 10 MB, in the opposite case we will accept the use of electronic document storage platform: www.dropbox.com. The Contracting Authority will not accept the use of any other electronic storage services than the above-mentioned one.

Before the expiry of the bid submission deadline the tenderer must notify the Contracting Authority on the uploading of the file in the electronic document storage platform by e-mail to the above-mentioned e-mail address: tender@czechaid.cz. The e-mail must contain a link for downloading the stored file containing the bid.

The e-mail with the bid shall state the following subject: **Bid for tender procedure for public contract – “Development of Detail Designs for Construction of New Water Supply Systems in Sidama Zone”**. **In the text of the e-mail the tenderer shall state the following information:**

- Name of the tenderer or consortium, including the legal form
- Identification or registration number
- Tenderer's registered office
- Public contract — **“Development of Detail Designs for Construction of New Water Supply Systems in Sidama Zone”**

11. Contact Address in the Recipient's Country

Sidama Zone Water, Mines and Energy Department, Hawassa

12. Rights of the Contracting Authority

- The costs of the participation in the procurement procedure and the preparation of the bid shall not be compensated to the tenderers.
- By submitting the bid, a tenderer gives its consent to the publication of the identification details relating to its entity as the tenderer and the amount of the financial amount provided for the implementation of the public contract at Contracting Authority website, in the information materials of the Czech Development Cooperation and other registers and publications in accordance with the legislation of the Czech Republic.
- Tenderers will be notified about the results of the public contract via e-mail.
- The Contracting Authority reserves the right before the decision on the selection of the most economically advantageous bid to verify or require the clarification of the information declared by the tenderers in their bids.
- The Contracting Authority reserves the right to exclude a tenderer from further participation in the public contract if such tenderer states untrue facts in its bid.
- The Contracting Authority reserves the right to cancel the public contract at any time of the procurement procedure without justification.

13. List of Annexes to Tender Documentation

- Annex no. 1: Procedure of implementing the public contract
- Annex no. 2: Solemn declaration of qualification
- Annex no. 3: Draft Contract

In Prague on:

February 6, 2019



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Ing. Pavel Frelich
Director of Czech Development Agency,
Contracting Authority

