



Česká rozvojová agentura

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# ***SUPPLY AND DEPLOYMENT OF ICT INFRASTRUCTURE FOR THE SLIM PROJECT***

*Tender documentation for public contract*

2026

## **TENDER DOCUMENTATION**

to the above-threshold public contract

for supplies

### **Czech Development Agency**

Nerudova 3, 118 50 Prague 1

announces,

in accordance with Act No. 151/2010 Coll., on Foreign Development Cooperation and Humanitarian Aid Abroad and on the amendment to related acts, and Government Resolution No. 481 of 8 July 2024, which approved the Foreign Development Cooperation Plan of the Czech Republic for 2025 with a financing outlook until 2027,

the above-threshold public contract for supplies entitled

### **"Supply and Deployment of ICT Infrastructure for the SLIM Project"**

tendered in accordance with Act No. 134/2016 Coll., the Public Procurement Act, as amended ("PPA"), published in the Public Procurement Bulletin ("PPC").

Type of tender procedure - open procedure.

The deliveries will be carried out within the framework of the Czech Republic's foreign development cooperation

Contracting authority:  
**Czech Republic - Czech Development Agency**  
Represented by: Ing. Michal Minchev, MBA,  
Director  
Registered office: Nerudova 3, 118 50 Prague 1  
Business ID number: 75123924  
Bank details: CNB Na Příkopě 28, Prague 1  
account no: 0000-72929011/0710  
("Contracting Authority" or "CzDA")

Organisation responsible for procurement activities:  
**enovation s.r.o.**  
Represented by: Mgr. David Kotris, Director  
Registered office: Sokolovská 695/115b, 186 00  
Prague 8, Karlín  
Business ID number: 27909751

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## **1. INFORMATION ON THE CONTRACTING AUTHORITY AND OTHER PERSONS**

### **1.1. Basic information about the Contracting Authority**

Name: Czech Republic - Czech Development Agency  
Legal form: organisational unit of the state  
Registered office: Nerudova 3, 118 50, Prague 1  
Business ID number: 75123924  
Represented by: Ing. Michal Minchev, MBA, Director

### **1.2. Contact details**

Pursuant to Section 43 of the PPA, the Contracting Authority is represented by a company (a company entrusted with the performance of certain contracting activities) in the performance of certain rights and obligations related to the tender procedure:

Name: enovation s.r.o.  
Legal form: limited liability company  
Registered office: Sokolovská 659/115b, 186 00 Prague 8, Karlín  
Business ID number: 27909751  
Contact person: Eva Dlouhá  
Telephone: +420 731 653 095  
E-mail address: eva.dlouha@enovation.cz

This person has drawn up part of this tender documentation ("TD").

### **1.3. Other persons different from the Contracting Authority:**

Mgr. Josef Dufek (registered office: Jažlovická 1322/24, 149 00 Praha, IČO: 88255115) participated in the preparation of the technical part of the specification of the subject of the public contract as stated in Annex No.1, Annex No.2, Annex No.3 to TD, and the contractual conditions set out in the Annex No.4.

## **2. INTRODUCTORY PROVISIONS**

- 2.1. This tender documentation is prepared as a basis for the submission of tenders in accordance with the PPA. The supplier is obliged to familiarize itself fully with the tender documentation for this public contract.

Following this tender procedure, the Contracting Authority intends to conclude a contract based on the terms of this public contract tender procedure ("contract"). The draft contract is contained in Annex 4 of the TD. In the draft contract,

the Contracting Authority is referred to as the client and the supplier as the contractor.

- 2.2. Each participant<sup>1</sup> may submit only one tender in this tender procedure, individually or jointly with other suppliers. A participant who has submitted a tender in the tender procedure individually or jointly with other suppliers may not be the person through whom another participant in the same tender procedure demonstrates qualification. If a participant submits more than one tender alone or jointly with other participants, or submits a tender and is also the person through whom another participant in the same tender procedure demonstrates qualification, the Contracting Authority shall exclude that participant and all tenders concerned shall be excluded from further consideration and evaluation.
- 2.3. Communication between the Contracting Authority and the participants in the tender procedure will be in writing, electronically in accordance with Section 211(3) of the PPA. In cases where the PPA allows it, oral communication may also be used, provided that its content is sufficiently documented, in particular by minutes, or sound recordings.
- 2.4. If the PPA or the Contracting Authority requires the submission of a document according to the laws of the Czech Republic, the participant may submit a similar document according to the laws of the state in which that document is issued. All foreign-language documents submitted in the tender must be submitted in the original version with a translation into Czech or English. If the Contracting Authority has doubts about the accuracy of the translation, it may request the submission of an officially certified translation of the document into Czech by an interpreter registered in the list of experts and interpreters. Documents in the Slovak language and documents on education in Latin language may be submitted without translation. The Contracting Authority reserves the right to require translations of other foreign-language documents from the tender. The Contracting Authority accepts the use of English for documents in the tender. The Contracting Authority also allows the use of a foreign language in a tender where the Contracting Authority has already used it.
- 2.5. If the required document is not issued under the applicable law, it may be replaced by an affidavit.
- 2.6. The obligation to provide a document may be fulfilled by the participant by reference to the corresponding information held in a public administration information system or in a similar system held in another Member State which allows unrestricted remote access. Such a reference must contain a web address and details for logging in and finding the information requested.

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<sup>1</sup> The term "participant" is used in the TD to refer to a supplier who submits a tender in the tender procedure.

- 2.7. The tender documentation must be read and interpreted in the light of any information issued in accordance with Articles 7 and 8 of the TD. Participants are fully responsible for sufficiently and carefully studying the tender documentation, including the specimen contract and its annexes and the clarifications to the tender documentation issued during the tender submission period.
- 2.8. The Contracting Authority does not hold an organised inspection of the place of performance in accordance with Section 97 of the PPA.
- 2.9. If the PPA or the Contracting Authority requires the submission of a document, the participant shall submit a copy of the document, unless the PPA stipulates otherwise. The Contracting Authority may, in accordance with Section 46(1) of the PPA, require the submission of the original or a certified copy of the original document.
- 2.10. The contract is not divided into parts.
- 2.11. The Contracting Authority - in view of the nature and purpose of the contract, in accordance with the principles of transparency, proportionality, equal treatment and non-discrimination and in accordance with the 3E principles in the management of public funds - will comply with the principle of socially responsible contracting, the principle of environmentally responsible contracting and the principle of innovation pursuant to Section 6(4) of the PPA when awarding this contract, for the following reasons:
  - Environmentally responsible procurement – the Contracting Authority takes into account the evaluation of warranty periods, with an emphasis on longer product lifespan and the innovativeness of the proposed solution within the region.

### **3. DEFINITION OF THE SUBJECT OF PERFORMANCE OF THE PUBLIC CONTRACT**

#### **3.1. Specification of the subject of the public contract**

This public contract will be implemented as part of the SLIM (Sustainable Landscape through Integrated Management) Project, which is being implemented by the Czech Development Agency from October 2023 to September 2027 and co-financed by the European Union and Sweden. Its aim is to introduce an integrated landscape management (ILM) approach and contribute to increasing the resilience of ecosystems and preserving biodiversity in Zambia using freely accessible satellite data in areas such as forestry, agriculture, water management, and environmental protection, including predicting and mitigating the destructive effects of natural disasters. This contract will specifically contribute to the implementation of the SLIM project activity entitled "*Provision of adequate technological capacities, tools, data access, and geospatial data storage infrastructure for the crucial data domains.*"

The subject of this contract is the supply, installation, and commissioning of ICT infrastructure and equipment required to support the SLIM project in Zambia. The contract will deliver the hardware infrastructure necessary for geospatial data storage, processing, and access across participating government institutions, together with the related installation, configuration, testing, training, and handover services.

A central component of the contract is the deployment of two server environments supporting geospatial data management. The first server solution will be installed at the National Remote Sensing Centre (NRSC) and will support a centralized GIS platform based on the ArcGIS Enterprise ecosystem for the storage, management, analysis, and publication of satellite imagery and other environmental datasets. The second server solution will be delivered to the Forestry Department and will support an open-source GIS platform built on PostgreSQL/PostGIS, MapServer, and QGIS technologies, enabling internal forestry data management and web-based geospatial services.

In addition to the server infrastructure, the contract includes the supply of end-user computing equipment and large-format devices required for geospatial analysis and operational use. This includes laptops, desktop computers, specialized workstations, AO scanners, and an AO plotter distributed among several participating institutions. The contract also covers installation and configuration of all equipment, implementation of baseline security settings, system testing, training of administrators and end users, and final commissioning and handover to the beneficiary institutions.

**The subject matter of this contract is described in more detail in Annex No. 1 – "Supply Specification".**

### 3.2. Classification of the subject of performance of the public contract

The subject of performance according to the CPV code classification is as follows:

CPV code number	Name
30210000-4	Data-processing machines (hardware)
30230000-0	Computer-related equipment
30213100-6	Portable computers (laptops)
30213300-8	Desktop computers
30237200-1	Computer accessories / peripheral equipment
48820000-2	Servers
51611100-9	Hardware installation services

### 3.3. Estimated value of contract

The estimated value of the public contract is **USD 250,000 excluding VAT**.

The maximum permissible total tender price of the participant in the tender is set by the Contracting Authority at **USD 300,000 excluding VAT. The project is exempt from VAT.**

In the event that the participant's tender contains a higher value, the Contracting Authority will exclude the participant from the tender procedure due to failure to comply with the terms of reference.

### 3.4. Duration of performance of public contract

For the performance of the public contract, the Contracting Authority sets the following conditions relating to the deadline for performance:

- Expected start date of implementation: immediately after the contract with the selected participant enters into force - assumed **June/July 2026**
- Expected date of completion of the subject of performance: no later than 120 days from the contract's effective date – assumed **October 2026**

The schedule for the implementation of the public contract is further specified in Annex 1 of the TD.

### 3.5. Place of performance of public contract

The primary place of project implementation is Lusaka City, Zambia; with some deliveries (identified in Annex 1) implemented within Lusaka and Chibombo Districts.

## 4. QUALIFICATION REQUIREMENTS

Participants are obliged to prove that they meet the qualifications pursuant to Section 73(1), (2) and (3)(b) of the PPA. Alternatively, each affidavit submitted by a participant must be signed by the participant or the participant's statutory body or a person authorised to do so. Affidavits from other persons must be signed by an authorised person. In such a case, the authorisation must be included in the tender. The Contracting Authority may, in accordance with the procedure referred to in Article 46(1) of the PPA, require the submission of the original or a certified copy of the document if it has not been submitted by the supplier as part of the tender. The selected supplier may be requested to submit originals or certified copies of its qualification documents, according to Section 122(3)(a) of the PPA, if the Contracting Authority does not have them already available.

Where reference is made to specific forms in this tender documentation, this shall be understood to mean the specimen forms set out in Annex 6 of the TD.

In accordance with the provision of Section 86(2) of the PPA, the Contracting Authority stipulates that it allows participants to substitute the submission of certain documents in the tender with an affidavit - see the following point 4.1. of the TD.

#### 4.1. BASIC ELIGIBILITY - SECTION 74 OF THE PPA

An eligible participant is a participant who:

- a) has not been convicted of one of the criminal offences listed in Annex 3 to the PPA or a similar criminal offence under the law of the country of the participant's registered office in the country of its registered office within the last 5 years before the tender procedure was initiated; convictions that have been annulled shall not be taken into account.

If the supplier is a legal entity, this condition must be met by that legal entity and by each member of its statutory body. If a legal entity is a member of the supplier's statutory body, this condition must be met by **(i)** that legal entity, **(ii)** each member of the legal entity's statutory body and **(iii)** the person representing that legal entity in the supplier's statutory body. If a branch plant of a foreign legal entity participates in the tender procedure, this condition must be met by that legal entity and the head of the branch plant.

If a branch of a Czech legal entity participates in the tender procedure, this condition must be met by **(i)** that legal entity, **(ii)** each member of the legal entity's statutory body, **(iii)** the person representing that legal entity in the supplier's statutory body, and **(iv)** the head of the branch plant. **(Section 74(1)(a) of the PPA, Section 74(2) and (3) of the PPA).**

- b) does not have tax arrears due in the Czech Republic or recorded in the tax records in the country of its registered office **(Section 74(1)(b) of the PPA),**
- c) does not have arrears on insurance premiums or penalties for public health insurance payable in the Czech Republic or in the country of its registered office **(Section 74(1)(c) of the PPA),**
- d) has no arrears on insurance premiums or penalties for social security and state employment policy contributions payable in the Czech Republic or in the country of its registered office **(Section 74(1)(d) of the PPA),**
- e) is not in liquidation, has not been the subject of a bankruptcy order, has not been placed under receivership under another legal regulation and is not in a similar situation under the laws of the country in which the participant has its registered office **(Section 74(1)(e) of the PPA).**

The supplier shall demonstrate compliance with the basic eligibility conditions in relation to the Czech Republic by submitting:

- an extract from the Criminal Register in relation to point 4.1. a) of the TD,
- a certificate from the relevant tax office or an affidavit in relation to point 4.1. b) of the TD,
- a written affidavit in relation to excise duty in relation to point 4.1. b) of the tender documentation, declaration - Annex 6 of the TD may be used,
- a written affidavit in relation to point 4.1. c) of the tender documentation, declaration - Annex 6 of the TD may be used,
- confirmation from the relevant district social security administration or an affidavit in relation to point 4.1. d) of the TD,
- an extract from the Commercial Register, or by submitting a written affidavit in the event that it is not registered in the Commercial Register, in relation to point 4.1. e) of the TD - Annex 6 of the TD may be used.

Documents proving basic eligibility pursuant to Section 74 of the PPA must prove that the required eligibility criterion has been met no later than 3 months before the initiation of the tender procedure for this public contract.

#### **4.2. PROFESSIONAL ELIGIBILITY**

The Contracting Authority requires proof of compliance with the professional eligibility conditions pursuant to Section 77(1) and (2)(a) of the PPA.

##### **4.2.1. Method of proof according to Section 77(1) of the PPA**

Submission of a copy of an extract from the Commercial Register or other similar register if another legal regulation requires entry in such a register.

Foreign participants shall submit an extract from the Commercial Register or its equivalent according to the legal regulations in force in the country of their registered office, place of business or residence, in the original language with a translation into a permitted language pursuant to Section 2.4 of this Tender Documentation.

If the legislation of the country of the supplier's registered office does not require a similar professional capacity as referred to in this paragraph, the supplier need not provide the proof required here and shall provide an affidavit to that effect.

##### **4.2.2. Method of proof according to Section 77 (2) (a) of the PPA**

The Contracting Authority requires that the participant prove that it is authorised to conduct business to the extent corresponding to the subject of the public contract.

The participant shall prove compliance with this condition by submitting a copy of a valid business licence.

Participants conducting business on the basis of Act No. 455/1991 Coll., on Trade Licensing, as amended (the "Trade Licensing Act"), shall submit an extract from the Trade Register pursuant to Section 10(3)(a) of the Trade Licensing Act certifying the participant's authorisation to conduct business corresponding to the subject of this public contract.

It is necessary to prove possession of a trade licence for related field:

- Production, trade, and services not listed in Annexes 1-3 of the Trade Licensing Act
  - Wholesale of computers, computer peripheral equipment and software;
  - Other information technology and computer service activities.

If the legislation of the country of the supplier's registered office does not require a similar professional eligibility as referred to in the paragraph above, the supplier need not provide the documents required here and shall make a declaration to that effect in its tender.

#### 4.3. ECONOMIC QUALIFICATION

The contracting authority requires the participant to prove that it has achieved an average turnover of at least USD 500,000 in the previous three completed accounting periods (proven by attaching copies of the profit and loss statement).

#### 4.4. TECHNICAL QUALIFICATION - SECTION 79 OF THE PPA

##### 4.4.1 The Contracting Authority requires proof of qualification requirements in accordance with Section 79 (2) (b) of the PPA:

- The participant shall submit **a list of significant deliveries** made in the last 5 years prior to the commencement of the tender procedure. This list shall include:
  - At least two (2) completed, i.e. successfully delivered contracts whose subject matter was the delivery and installation of IT hardware (servers, storage, or complex computer networks) for public sector entities, financial institutions, or strategic state-owned enterprises, with a performance volume of at least USD 50,000 per contract. These references must include demonstrated experience with the mandatory regulatory approval processes in Zambia, specifically involving seeking and obtaining necessary clearances from the SMART Zambia Institute, ZICTA, or such authorities relevant to the legal deployment of ICT infrastructure;
  - **Method of proof:** A completed form in accordance with Annex 6, containing the name of the contract, scope of performance, completion

date, the total value in USD, and contact details (phone and email) of the customer's representative for verification. A duly completed form in accordance with the relevant form in Annex 6 to the tender documentation, containing the information required by the contracting authority. If the submitted delivery was not invoiced in USD, the contracting authority shall use the exchange rate of the Czech National Bank on the date of submission of the tender for the conversion. If the reference contract submitted by the participant was part of a larger contract, e.g. as a whole for project work, the participant shall describe in the tender which part of this contract the participant is claiming to meet the above requirements of the contracting authority.

- The participant shall further provide:
  - **Manufacturer Authorization:** Proof that the participant is duly authorized by the relevant manufacturer(s) of the proposed server hardware to supply the offered products and to provide warranty and after-sales support in the place of performance. The authorization must relate to the specific manufacturer(s) whose products are offered in the Tender.
    - **Method of Proof:** The participant shall submit a valid manufacturer-issued authorization letter, certificate, or partnership confirmation (or an equivalent document) demonstrating authorization to supply the offered products. The document shall identify (i) the participant (or, where relevant, the authorized distributor through whom the participant is supplied), (ii) the manufacturer, and (iii) the scope of authorization covering supply and warranty/after-sales support for the offered products. If the authorization is provided via a distributor, the participant shall also submit evidence of its relationship with that distributor.
  - **Technical Capacity:** The participant must guarantee a sufficient number of qualified technical staff to manage the installation and commissioning of the hardware. Furthermore, the participant must ensure that the specialized technical training for the recipients will be conducted by competent technical experts with proven experience
    - **Method of Proof: A Statutory Declaration** signed by the authorized representative of the participant, confirming the availability of qualified personnel and the **commitment** to provide training through experienced technical experts.

If, for the purpose of joint performance of the public contract, several suppliers submit a joint tender within the meaning of Section 82 of the Public Procurement Act, these suppliers shall prove their qualification in such a way that each of the suppliers is obliged to prove separately that they meet the basic eligibility requirements pursuant to Section

74 of the Public Procurement Act and the professional eligibility requirements pursuant to Section 77(1) of the Public Procurement Act in full. The rest of the qualification requirements under this call for tenders shall be proven jointly by the suppliers. The tender shall contain a commitment explicitly stating that all suppliers who have submitted a joint tender shall be jointly and severally liable to the contracting authority and third parties for any legal relationships arising in connection with the public contract that is the subject of this tender procedure.

The Contracting Authority reserves the right to verify the information given in the list of deliveries.

**Suppliers (participants) shall submit copies of their qualification documents as part of their tenders.**

## **5. OTHER TERMS OF REFERENCE**

- 5.1. The requirements below include the definition of the other terms of reference, including the legal requirements or the Contracting Authority's requirements for the submission of certain documents. All documents to be submitted shall be duly signed by the participant or the participant's statutory body or by a person duly authorised to do so; in such a case, the authorisation must be included in the supplier's tender. The Contracting Authority may, in accordance with Section 46(1) of the PPA, require the submission of the original or a certified copy of the document if it was not submitted by the supplier as part of its tender.
- 5.2. In accordance with Section 122(4) and (5) PPA, if the selected supplier is a Czech legal entity, the Contracting Authority shall ascertain the details of its beneficial owner in accordance with the law governing the registration of beneficial owners from the register of beneficial owners under the same law. If the selected supplier is a foreign legal entity, the Contracting Authority shall request that it submit an extract from a foreign register similar to the register of beneficial owners or, if there is no such register:
- a) that it disclose the identity of all persons who are its beneficial owners, and
  - b) that it submit documents establishing the relationship of all the persons referred to in point (a) to the supplier; these documents shall include, in particular
    1. an extract from a foreign register similar to the public register,
    2. the list of shareholders,
    3. the decision of the statutory body on the payment of a share in profit,
    4. the memorandum of association, articles of association or statutes.
- 5.3. The Contracting Authority shall exclude the selected supplier
- a) if it is a Czech legal entity which has a beneficial owner, if it was not possible, in accordance with paragraph 5.2, to ascertain the details of its beneficial owner

from the register of beneficial owners; an entry made available in the register of beneficial owners after the notice of the supplier's exclusion has been sent shall not be taken into account,

- b) if it is a foreign legal entity that has not submitted the data or documents referred to in paragraph 5.2.

## 6. TENDER SECURITY

Not required by the Contracting Authority.

## 7. CLARIFICATION OF THE TENDER DOCUMENTATION

- 7.1. In accordance with section 98 of PPA participants may request clarification of the tender documentation in writing. Written request shall be sent to the contact person specified in Section 1.2. of the TD. **Written request must be delivered to the Contracting Authority no later than 8 working days before the deadline of submission of tender.** The Contracting Authority shall publish the clarification, including the exact wording of the request (without identifying the supplier), **no later than 3 working days from the date of receipt of the supplier's request.**
- 7.2. The Contracting Authority will always publish the clarification, in the same way as it published the tender documentation, i.e. on the Contracting Authority's profile in the NEN system.
- 7.3. The Contracting Authority may clarify the tender documentation without prior request, in accordance with Section 98(1) of the PPA.

## 8. CHANGES TO THE TENDER DOCUMENTATION

- 8.1. The Contracting Authority is entitled to supplement or amend the terms of reference contained in the tender documentation before the deadline for the submission of tenders. The amendment or supplement to the terms of reference will be published in the same way as the terms of reference that have been amended or supplemented.
- 8.2. If required by the nature of the supplement or amendment to the tender documentation, the Contracting Authority shall at the same time extend the deadline for the submission of tenders accordingly. In the event of such a modification or supplement to tender documentation that may broaden the range of potential participants in the procurement procedure, the Contracting Authority shall extend the deadline so that, from the date of dispatch of the modification or supplement to the tender documentation, it is at least equal to its original duration.

## 9. CONTENT AND SUBMISSION OF TENDERS AND REQUIREMENTS FOR THE PREPARATION OF TENDERS

- 9.1. Tenders must be submitted in writing by the deadline for the submission of tenders in electronic form via the National Electronic Tool (NEN), available at: <https://nen.nipez.cz/en/>

**The participant must be a duly registered supplier. The Contracting Authority advises participants that registration is not immediate and is subject to the approval of the system administrator, who will accept or reject the registration if the registration request does not contain all the required information. The Contracting Authority therefore recommends that all suppliers register well in advance of the submission of tenders.**

Electronics tender must be encrypted with the **tender encryption certificate** provided. After logging in to the NEN, suppliers can find the certificate file in the details of the relevant tender procedure in the tender documentation section. In accordance with Section 28(2) of the PPA, a participant's tender encrypted with the wrong certificate shall be considered not submitted and shall not be taken into account during the tender procedure. More information about the supported certificates can be found in the manual **Principles of Working with Certificates in NEN** (the manual is available at: <https://podpora.nipez.cz/en/registrace/latest/>).

Tenders must be drawn up using acceptable file formats, i.e. Microsoft Office (Word, Excel), Open Office, PDF, JPEG, GIF, ZIP or PNG. **The Contracting Authority welcomes the submission of tender documents in the format in which the participant created them, i.e. editable - in particular the draft contract and the itemized budget, provided that this format is one of the acceptable formats specified in the previous sentence.** Other documents and supporting evidence may also be submitted, e.g. in the form of a scan. Tenders must not contain corrections and overwriting or other irregularities that could mislead the Contracting Authority.

For detailed information on the NEN electronic tool, participants are referred to the documents available on the Internet at <https://nen.nipez.cz/en/>, in particular the subsections "Operating Rules" and "User Guides" under "Information for users". In addition, the Contracting Authority recommends the manual "Registration for Suppliers NEN": <https://podpora.nipez.cz/en/registrace/latest/>, which describes the registration of a new entity.

**9.2. Participants shall submit their tender with the following content and breakdown:**

- a) **documentation required to prove compliance with the qualification requirements** and other terms of reference (including relevant documents (documents and data);
- b) **draft contract** in the form specified in Annex 4 of the TD, completed by the participant, only in the places marked (**in yellow**);
- c) **bill of quantities** in accordance with Annex 2 of the TD, completed by the participant only in the in the fields marked in green or pink;
- d) **subcontracting system** in accordance with Annex 7 of the TD, or a declaration that the supplier does not intend to subcontract any part of the public contract to another person (subcontractor);
- e) **If the supplier (participant) quotes a tender price containing non-zero VAT, it shall state the reason for doing so. See point 13.6 below.**
- f) other documents or evidence that the supplier considers necessary and in accordance with the tender documentation.

**9.3. The draft contract must be in accordance with the draft contract contained in Annex 4 of the TD.** The participant is entitled to add only the omitted information and required terms and conditions to the text of the draft contract in the places marked (**in yellow**); in particular, the participant is obliged to add the values of the evaluation criteria according to Article 12 of the TD. Otherwise, the participant may be excluded from the tender procedure. **The participant is obliged to attach the individual annexes to the draft contract in accordance with the contract. If any parts of the tender are also attached to the contract, there is no need to provide duplicate evidence in the tender for the contract. The text of contract annexes 3 and 4 may not be amended in the tender.**

9.4. Tenders may not contain any changes or additions except those made in accordance with the instructions issued by the Contracting Authority and the necessary corrections made to errors made by the supplier. A participant may be excluded from participation in the tender procedure if any changes, additions or deletions are made to the contract terms and conditions or the tender documentation that have not been expressly authorised by the Contracting Authority. A participant may also be excluded from participation in the tender procedure if the tender documents are incomplete or incorrectly completed.

9.5. If a tender is not delivered to the Contracting Authority by the deadline or in the manner specified in the TD, it shall be considered not submitted and shall not be taken into account during the tender procedure.

## **10. DEADLINE FOR THE SUBMISSION OF TENDERS, OPENING OF TENDERS**

### **10.1. Deadline for the submission of a tender**

Tenders must be delivered to the Contracting Authority no later than by the deadline specified in the Contracting Authority's profile in the national electronic tool - [Česká rozvojová agentura | National electronic tool](#) (and in the notice of the initiation of the tender procedure in the PPC - here the date may be published later than on the Contracting Authority's profile for technical reasons in the event that the tender submission deadline is extended).

### **10.2. Opening of tenders**

The tenders will be opened after the deadline for the submission of tenders has expired, in a manner similar to that specified in Sections 108 and 109 of the PPA. As only the electronic submission of tenders is allowed, no tenders will be opened in the presence of the participants. At the opening of tenders, it will be checked that tenders were received within the time limit, that they are authentic, and that the data message containing the tender was not tampered with before opening.

## **11. ASSESSMENT OF COMPLIANCE WITH THE CONDITIONS IN THE TENDER PROCEDURE**

11.1. The Contracting Authority shall appoint a committee to evaluate the tenders and assess compliance with the conditions of participation in the tender procedure.

11.2. The Contracting Authority will select the selected supplier from the participants in the tender procedure on the basis of:

- the evaluation of tenders;
- assessment of compliance with the conditions for participation in the tender procedure.

11.3. The Contracting Authority stipulates that it reserves the right, in accordance with Section 39 (4) of the PPA, to first evaluate the tenders and then to assess compliance with the conditions for participation in the tender procedure by the participant whose tender was evaluated as the most economically advantageous.

11.4. The Contracting Authority may, in order to ensure the proper conduct of the tender procedure, require that the participant clarify the information or documents submitted or supplement additional or missing information or documents within a reasonable period of time. The Contracting Authority may make this request repeatedly and may also extend the deadline or waive failure to meet the deadline.

11.5. Tenders may not be amended after the deadline for the submission of tenders, unless otherwise specified in the PPA; however, tenders may be supplemented on

request, in accordance with the PPA and this TD, with data or documents that will not be evaluated according to the evaluation criteria. In such a case, additions to the information relating to proof of compliance with the participation conditions shall not be considered an amendment to the tender, and the facts relevant for the assessment of compliance with the participation conditions may occur after the deadline for the submission of tenders.

11.6. If the data or documents submitted by the tender participant

- do not comply with the terms of reference or are not substantiated by the participant by the set deadline,
- are not clarified or completed by the participant following a request made pursuant to Section 46 of the PPA, or
- do not correspond to reality and have had or may have had an impact on the assessment of participation or on the fulfilment of the evaluation criteria,

the Contracting Authority may exclude that participant from the tender procedure.

## 12. EVALUATION OF TENDERS

Tenders will be evaluated in a manner similar to that specified in Section 114 of the PPA according to their economic advantage using the criterion set out below:

	Criterion Name	Weight
<b>1</b>	<b>Total Tender Price</b>	<b>70 %</b>
<b>3</b>	<b>Warranty</b>	<b>30 %</b>

### 12.1. Specification of Criteria and Evaluation Method:

The Contracting Authority emphasizes that its objective is to obtain the highest possible quality of performance for the financial value of the subject of this public contract. The participant is not entitled to make the conditions proposed by them, which are subject to evaluation, conditional upon other requirements. Any such conditionality, as well as the indication of multiple different values or value ranges in those parts of the tender that are subject to evaluation, shall constitute grounds for rejection of the tender and exclusion of the participant from the procurement procedure.

Similarly, the Contracting Authority shall proceed in cases where a value subject to evaluation is stated in a different unit or form than required.

Tenders will be evaluated based on their economic advantageousness using the following criteria:

### **Total tender price excluding VAT**

The tender will be awarded a point value calculated as 100 multiplied by the ratio of the lowest tender price to the evaluated tender price (excluding VAT) stated by the participant in the draft contract (Annex No. 4). This point value will then be multiplied by a coefficient given by the weight of the criterion (70%, i.e., 0.7).

- Criterion weighting: 70%
- The score for this criterion shall be calculated as follows:  
**Number of points = 100 × (lowest tender price / evaluated tender price) × 0.7**

### **Warranty**

The second part of the evaluation focuses on the length of the warranty period for all delivered hardware offered by the participant beyond the mandatory minimum of 24 months. The participant shall explicitly state the offered warranty period in the Draft Contract (Annex 4 - Article 7.2), which will serve as the basis for awarding points. The scoring for the offered warranty is as follows:

- **Number of points = 100 × (evaluated warranty / highest evaluated warranty) × 0.3**

The maximum score is 30 points, and a warranty longer than 48 months shall be considered as 48 months for evaluation purposes.

The supplier shall state the warranty period in months. A tender offering a warranty period of less than 24 months shall be excluded.

- Criterion weighting: 30%

### **Selection of the most suitable tenders:**

The tender with the highest total number of points awarded for the above sub-criteria will be evaluated as the most advantageous tender. All evaluated tenders will be ranked according to the resulting point score, from the tender with the highest total point score to the tender with the lowest point score.

In the event of a tie in the total points scored by multiple participants with whom the contracting authority may conclude a contract, the tender with the higher number of points in sub-criterion No. 2 (Warranty) will be evaluated as better. If there is still a tie after this criterion, the tender procedure will be canceled. Mathematical calculations will be performed to at least two decimal places.

Before sending the notification of the selection of the supplier, the contracting authority will assess the tender price of the selected supplier in terms of an exceptionally low tender price. The assessment will be carried out in accordance with the provisions of Section 113 of the Public Procurement Act.

### **13. REQUIREMENTS FOR SPECIFICATION OF THE TENDER PRICE**

- 13.1. The tender shall state the total tender price in USD excluding VAT, accurate to 2 decimal places.
- 13.2. **The total tender price** excluding VAT will be stated by the participant in the **draft contract** (Annex No. 4 of the TD). The total tender price in USD excluding VAT for the entire subject of the public contract will comprise the subject of the tender evaluation in accordance with Section 119 of the PPA.
- 13.3. The total price stated in the contract in USD without VAT is decisive for the evaluation of the tender. If there is any conflict between the price stated in the contract and the price stated anywhere else in the tender, the participant will be excluded unless the Contracting Authority or a committee appointed by the Contracting Authority can request that the participant clarifies the tender accordingly pursuant to Section 46 of the PPA and the participant rectifies the conflict in a credible manner.
- 13.4. **The total tender price must include all the supplier's costs** during the period specified for the entire implementation of the subject of the public contract, including all taxes, changes in the tax rate, and all other charges, as well as risks associated with the effects of fluctuations in the Czech currency exchange rates, general price trends and all other costs of the participant/supplier. The supplier (participant) is obliged to study and comply with the customs regulations in the recipient country.
- 13.5. Given that this public contract mainly concerns the provision of supplies to a third country, the Contracting Authority assumes that this part of the performance will be exempt from VAT according to the provisions of Section 66 and Section 67 of Act No. 235/2004 Coll., on value added tax.
- 13.6. The supplier (participant) shall, for the purpose of calculating VAT and customs duties related to the performance of the subject of this public contract, assume a zero value of VAT and customs duties in Zambia, as the implementation of the subject of performance is exempt from these payments pursuant to Annex No. 5 of the TD.
- 13.7. By submitting a tender for this public contract, the supplier (participant) acknowledges that the price offered must include all the above costs for the implementation of the subject of the public contract. The supplier (participant) is obliged to include these costs in the price of its tender. The price is declared as the maximum permissible price, which may only be changed under the conditions specified in the concluded contract and the PPA.

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

### **14.1. Contractor system**

In a similar manner to that specified in Section 105(1)(a) and (b) of the PPA, the Contracting Authority requires that participant submit a list of subcontractors, if known to the participant, and to indicate which part of the performance of the public contract each of those subcontractors will perform, or whether that subcontractor will fulfil any part of the qualification requirements. The participant shall meet this requirement of the Contracting Authority in the form of an overview describing the subcontracting system and also indicating the part of the subject of the public contract to be performed by specific subcontractors (stating the type of activities). The supplier may use Annex 7 of the TD for this purpose..

### **14.2. Customs**

The recipients of all hardware equipment supplied that is subject to customs duty must be the relevant government institution (either the ministry itself or, in the case of a specialized institution, the ministry to which it reports), and it will therefore be exempt from customs duty. All government institutions have liaison officers at the customs office, so all deliveries must be closely coordinated with them, also with regards to installation permits and all required.

### **14.3. Preliminary market consultations**

In November 2025, the Czech Development Agency conducted a preliminary market consultation in accordance with Section 33 of Act No. 134/2016. The preliminary market consultation did not serve to determine the value of the public contract, but to ascertain the interest of suppliers in the contract and to determine their eligibility to perform such contracts, including their experience with similar projects abroad and the necessary certifications. It also served to set the contractual terms and conditions (in relation to penalties, guarantees, and payment terms for similar public contracts).

Four companies responded to the preliminary market consultation: Business Connections Zambia Ltd, Carrera Holdings Limited, Mitra Systems Limited, and Systems and Information Technology Zambia Ltd. All four participants expressed interest and declared their ability to perform the public contract, demonstrating extensive experience in hardware deliveries for the Zambian public sector, including institutions such as the Bank of Zambia and the Ministry of Lands. The respondents proved their financial stability with annual turnovers ranging from approximately USD 800,000 up to USD 8 million, confirming their capacity to manage a contract of this scale. Based on the market feedback regarding the technical complexity and specialized nature of certain items, the contracting authority decided to exclude drones and GNSS/GPS devices from the current tender to ensure maximum competition among hardware suppliers. The respondents

demonstrated strong vendor partnerships with major manufacturers and confirmed their ability to provide a minimum 2-year warranty and direct technical training. In their responses, the participants raised technical queries, which were taken into account when finalizing the tender documentation.

## **15. CONTRACTING AUTHORITY'S DECISION ON THE SELECTION OF THE MOST SUITABLE TENDER AND NOTIFICATION OF THAT DECISION**

In the event that more than one tender is evaluated, the Contracting Authority will select the participant whose tender is evaluated as the most economically advantageous according to the result of the tender evaluation (see Article 12 of this TD above). The supplier selected to conclude the contract must always comply with the conditions of participation in this tender procedure. Details of the selection of the supplier and the notification of that selection are set out in Sections 122 and 123 of the PPA.

## **16. CONCLUSION OF CONTRACT**

The contract will be concluded in accordance with Sections 124 Section 125 of the PPA. The contract shall be concluded upon its signature by the authorised representatives of both parties.

## **17. OBJECTIONS AND SUPERVISION OF COMPLIANCE WITH THE LAW**

The submission of objections, the manner used to handle them and the prohibition on the conclusion of the contract are governed by the provisions of Sections 241 to 247 of the PPA. The conditions and manner used to review the acts of the Contracting Authority by the supervisory authority, which is the Office for the Protection of Competition, are regulated by Sections 248 to 272 of the PPA.

## **18. PROTECTION OF PERSONAL DATA**

All documents submitted by the Supplier must be drawn up in accordance with the legal provisions governing the protection of personal data, in particular Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC ("GDPR"), and Act No. 110/2019 Coll., on the processing of personal data. If the data subject's consent to the processing of personal data by the Contracting Authority is required, the supplier

may provide the data subject's personal data to the Contracting Authority only if the data subject has given consent to the processing of their personal data in writing and in accordance with the legal regulations governing the protection of personal data. This consent must be provided to the Contracting Authority together with the personal data. The supplier may use the model consent form available on the CzDA website.

## **LIST OF ANNEXES TO THE TENDER DOCUMENTATION**

- Annex 1 – Supply Specification
- Annex 2 – Bill of Quantities
- Annex 3 – Contextual Information
- Annex 4 – Draft Contract
- Annex 5 – ZRA Support Letters – VAT, Customs
- Annex 6 – Qualification Forms
- Annex 7 – List of Subcontractors

Approved in Prague on:

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CzDA Director