

OUR REF. NO.: OŽPD/ 0122024
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Call for Bids for Public Contract

Client:

Lycée Français de Prague

Drtinova 304/7, Smíchov, 150 00 Prague

ID: none

Client's contact person: Céline ALLÂTRE, headmistress of school

Phone: +420 774 492 910

E-mail: proviseure@lfp.cz

You are invited to submit a bid for the public contract:

**“Repair of roofs of the Lycée Français de Prague buildings,
Drtinova 304/7, Prague-Smíchov.”**

Type of public contract: small-scale public contract for construction work.

The construction work will be carried out in accordance with the bill of quantities, which is an attachment to this invitation.

1. Subject of performance:

The subject of performance includes construction work according to Annex No. 1 and 2 of the Invitation – **Summary of Assignment, Unpriced Bill of Quantities**, according to Annex No. 5 of the Invitation – **Requirements for Roof Composition**, according to Annex No. 6 of the Invitation – **Roof Slope Project**, and according to Annex No. 7 of the Invitation –

Graphical Part of the Project Documentation, including:

- Demolition of tiled floors;
- Debris removal;
- Substrate preparation – repair of the coating covering (partially welded, further mechanically anchored into concrete, underlying textile layer);
- Removal of original insulation layers and installation of new ones;
- Installation of drainage outlets;

- Carpentry structures;
- Metalwork structures;
- Loading, transportation, and disposal of material to the appropriate landfill, cleanup.

During the execution of the work, roads, equipment, buildings, utility lines, and greenery must not be damaged or polluted. Effective measures must be taken to minimize dust and noise pollution when handling debris and construction materials.

Effective measures must be taken to protect the client's property, and the building's lock regime must be adhered to if necessary. The contractor will demarcate the construction site and ensure compliance with safety regulations for all persons, especially children, in the work area. The contractor will ensure the demarcation of all utility lines in the construction area.

The contractor will arrange for possible separate measurements of electricity or water consumption with the school administration. All demolished material (concrete, asphalt, insulation, etc.) must be transported and disposed of at the appropriate landfill. Temporary storage of construction materials is only allowed in free areas within the school premises after consultation with the school administration.

2. Tender documentation:

The public contract will be executed to the extent of the tender documentation.

The tender documentation is available upon request on the following email address:

gestion@lfp.cz

The estimated contract value is CZK 1,730,000 excluding VAT.

3. Completion time:

3.1. Expected start date: 10.7.2024

3.2. Expected completion date of main work affecting school operations: 28.8.2024

3.3. Expected overall completion date of work non affecting school operations: 30.9.2024

4. Place of performance:

4.1. Lycée Français de Prague, Drtinova 304/7, Smíchov, 150 00 Prague

4.2. The client will allow suppliers to inspect the construction site and building on this date:
26.6.2024, at 13:00 at the site of performance.

5. Deadline and place for submission of bids:

5.1. Deadline for submission of bids: **30.6.2024 by 12:00**

5.2. Site inspection available: **26.6.2024 from 13:00 to 14:00**

5.3. Place for submission of bids: **Lycée Français de Prague, Drtinova 304/7, Smíchov, 150 00 Prague**

Suppliers may deliver their bids by registered mail or personally at the secretary/administration office in a sealed envelope labeled with the name of the public contract and the word "do not open." For bids submitted by mail, the reception stamp of the Lycée Français de Prague administration office is decisive. Bids received after the specified deadline will not be opened and will be returned to the supplier.

6. Preparation of the bid:

The bid must be submitted in Czech, in paper form, and in two copies. The bid must not contain any alterations or corrections that could mislead the client. A translation in French or English would be appreciated.

7. The supplier shall submit:

- A copy of the extract from the Commercial Register, if the supplier is registered in this register
- A copy of the document proving authorization to conduct business under special legal regulations to the extent corresponding to the subject of the public contract, especially a document proving the relevant trade license
- An extract from the Criminal Register of the supplier, if the supplier is a legal entity, also an extract from the Criminal Register of the members of the statutory body
- A certificate of debt-free status towards the tax authorities and the relevant social security administration, not older than 3 months (can be replaced by a sworn statement of debt-free status towards the tax authorities and the relevant social security administration)
- A completed cover sheet of the bid with the supplier's signature
- A completed reference list with at least three reference contracts of a similar nature as this public contract, including contact details of persons who can verify the provided information
- A calculation of the bid price – priced bill of quantities (bill of quantities)
- A draft contract attached to this invitation with completed details and the supplier's signature
- A copy of the document proving liability insurance for damages caused by the supplier to a third party in the amount of at least CZK 10,000,000

8. Rules for evaluating bids:

- 8.1. Bids will be evaluated based on the offered price excluding VAT (50%), as well as technical and human resources for the project, including the references (30%) and finally, the ability of the contractor to communicate in English or French (20%).
- 8.2. The client will rank the bids according to their bid price from the lowest to the highest
- 8.3. The most economically advantageous bid is the one with the lowest bid price.
- 8.4. The client will also assess the bid price concerning the subject of the contract. When evaluating the bid price (extraordinarily low price), the client will consider the average bid prices of all participants and the estimated value of the contract or its part as an auxiliary indicator of the realism of prices. An extraordinarily low bid price is one that raises legitimate concerns about the supplier's ability to fulfill the contract properly, on time, and to the required quality for the offered price. If a bid contains an extraordinarily low bid price concerning the subject of the contract or its part, the client may request a written explanation from the supplier of those parts of the bid that are essential for the bid price. The client may exclude a participant if the bid contains an extraordinarily low bid price that was not explained by the participant upon the client's written request.
- 8.5. If there is only one participant in the tender, the client may select them without conducting an evaluation.

- 8.6. After the deadline for submitting bids, the bid cannot be changed. However, the bid can be supplemented based on the client's request for information and documents that will not be evaluated according to the evaluation criteria.
- 8.7. The client may exclude a participant if the bid submitted by the participant does not meet the tender conditions.
- 8.8. The client may also exclude a participant for ineligibility if, based on credible information, the client has a justified suspicion that the participant has concluded a prohibited agreement with other persons concerning the contract or parts of the bids to be evaluated according to the evaluation criteria, prepared in concert with another participant in the same tender, with whom they are an associated person according to the Income Tax Act, and the participant did not explain upon the client's written request that such concerted preparation did not occur.

9. Other requirements:

- 9.1. The supplier will prepare the bid price according to the place of performance, including all costs for implementation at the place of performance.
- 9.2. No advances will be provided for performance. The work will be paid upon completion. The invoice due date will be 30 days.
- 9.3. Requirements that will be part of the contract with the selected bidder: the minimum warranty period is 60 months.
- 9.4. The client requires proof of qualification to the extent of Section 74 of Act No. 134/2016 Coll., on Public Procurement, and proof of professional competence.
- 9.5. The client does not allow variant solutions.

10. The client reserves the right to

- Change the public contract during the bid submission period,
- Cancel the public contract,
- Reject all bids,
- Not conclude a contract with any applicant,
- Verify the information provided in the bids,
- Not evaluate bids from contractors with whom a contract was terminated in previous years due to the contractor's fault (non-compliance with contractual conditions),
- Exclude a supplier if the client proves that the supplier has committed serious or long-term misconduct in fulfilling previous contractual relationships with the client or another public client in the last 3 years from the date of sending the invitation to submit a bid, which led to the occurrence of damage, premature termination of the contractual relationship, or other comparable sanctions,
- Exclude a supplier if the client proves that the supplier has committed serious professional misconduct in the last 3 years before sending the invitation to submit a bid or after sending the invitation to submit a bid, which calls into question their credibility, including misconduct for which they were disciplined or received a disciplinary measure according to other regulations.

11. Approval of the assignment

The assignment of the public contract was approved by the client's statutory body on 20.6.2024.

Céline ALLÂTRE



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Headmistress of school, Lycée Français de Prague

ATTACHMENTS:

1. Cover sheet of the bid, Unpriced Bill of Quantities
2. Reference list
3. Draft contract for work
4. Requirements for roof composition
5. Roof slope project
6. Graphical part of the project documentation
7. Technical report
8. PBŘ
9. Mandate
10. Photos below







