**TENDER BID FORM1**

# IDENTIFICATION DATA OF THE PUBLIC CONTRACT

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| Contracting authority’s name: | Česká centrála cestovního ruchu – CzechTourism |
|  |  |
| Type of proceedings:  Public contract (VZ) title: :  **Registration number**  VZ system number in NEN:                              : | Veřejná zakázka malého rozsahu  **Providing comprehensive PR services for ZZ Germany for 24 months**  **VZ/2024/420/82**  **N006/24/V00039715** |

1. **IDENTIFICATION DETAILS OF THE CONTRACTOR2**

|  |  |
| --- | --- |
| **Business name or title:** | **​​**Enter text​ |
| **Company ID No.:** | ​​Enter number​ |
| **Registered office:** | ​​Enter text​ |
| **Legal form** | ​​Enter text​ |

1. **CONTRACTOR’S CONTACT DETAILS**

|  |  |
| --- | --- |
| **Delivery address:** | ​​Enter text​ |
| **Data box identifier4:** | ​​If relevant, enter text​ |
| **Person authorised to act behalf the contractor:** | ​​Enter text​ |
| **Contact person for tender bid-related matters:** | ​​Enter text​ |
| **Contract person’s telephone for tender bid-related matters:** | ​​Enter number​ |
| **Contact person’s e-mail for tender bid-related matters:** | ​​Enter text​ |

1. **BASIC QUALIFICATION**
2. The tenderer solemnly declares that it is qualified to perform the public contract in the extent of Section 74 of Act No. 134/2016 Coll., on public procurement, as amended (hereinafter referred to as the ‘‘Act’’), as
3. it has not been convicted in the country of its registered office in the last 5 years prior to the launch of the procurement procedure of the criminal offence referred to in Annex No. 3 to the Act or a similar criminal offence under the law of the contractor’s country of residence; spent convictions are disregarded,
4. it has no recorded tax arrears in the Czech Republic or in the country of its registered office,
5. it has no recorded arrears or penalty on public health insurance schemes in the Czech Republic or in the country of its registered office,
6. it does not have outstanding arrears in respect of payments and penalties of social security contributions and contributions to the national employment policy in the Czech Republic or in the country of its registered office,
7. it is not in liquidation, has not been declared insolvent, in respect of whom the receivership has not been imposed under another legal regulation or it is not in a similar situation pursuant to the law of the country of its registered office.
8. where the contractor is a legal entity, the persons referred to in Article 74(2) of the Act shall meet the conditions referred to in point (a),
9. where the contractor is a facility branch, the persons referred to in Article 74(3) of the Act shall meet the conditions referred to in point (a),

Where the contractor is a legal entity, the condition under (a) must be met at once by the legal entity and each member of its statutory body. Where a legal entity is a member of the contractor’s statutory body, the condition under (a) must be met by

a) the legal entity,

b) each member of the legal entity’s statutory body and

c) the person representing the legal entity in the contractor’s statutory body.

1. **PROFESSIONAL QUALIFICATION**

The tenderer declares on oath that it is professionally qualified to perform the public contract within the scope of Article 77(1) and (2)(a) of the Act, as it is registered in the Commercial Register or other similar register, if the legal regulation requires registration in such a register, as evidenced by the following web link (i.e. internet address) to the Commercial Register.

Link to the commercial register: Please provide the url of the extract from the commercial register (see https://justice.cz/)

1. **TECHNICAL QUALIFICATIONS**

The tenderer solemnly declares that it fulfils the conditions of technical qualification pursuant to Section 79(2) to the extent specified in the tender documentation.

**A.1 List of major services**

The tenderer declares on oath that it has provided at least 2 significant services with the following parameters in the last 3 years prior to the start of the procurement procedure:

(a) performance of a nature similar to the public contract, i.e. provision of PR and media services,

(b) the financial value of these services, expressed in EUR, was at least EUR 30 000,

(c) the contracts have been completed in the 3 years preceding the call for tenders.

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| --- | --- |
| **Contract 1 (title):** | Enter text |
| Brief description: | Enter text |
| Client’s identification data; | Enter text |
| Period of provision (year and month of commencement and year and month of completion): | Enter text |
| Price in EUR excl. VAT: | Enter text |
| Additional information: | Enter text, if relevant |
| Contact details of a person with whom the above facts can be verified: | Enter text |

|  |  |
| --- | --- |
| **Contract 2 (title):** | Enter text |
| Brief description: | Enter text |
| Client’s identification data; | Enter text |
| Period of provision (year and month of commencement and year and month of completion): | Enter text |
| Price in EUR excl. VAT: | Enter text |
| Additional information: | Enter text, if relevant |
| Contact details of a person with whom the above facts can be verified: | Enter text |

*\** *If the reference contract was paid in CZK, the participant shall convert the CZK part paid into EUR at the CNB rate valid on the date of opening of this tender procedure.*

**A.2 Implementation team**

The Participant solemnly declares that its implementation team consists of at least two team members, whereby:

The main contact person has a minimum of 5 years' experience in destination PR and independent media representation for a specific project.

The deputy contact person has experience in PR and media representation

|  |  |
| --- | --- |
| **Main contact person** | Enter text |
| Experience in destination PR (number of years) | Enter text |
| Independent media representation for a specific project/site: | Enter text |
| **Contact person representative** | Enter text |
| PR experience (number of years) | Enter text |
| Independent media representation for a specific project/object | Enter text |

1. **LISTT OF SUBCONTRACTORS**

If applicable: The tenderer shall submit a list of subcontractors who will participate in the performance of the public contract:

|  |  |  |
| --- | --- | --- |
| Specification of the subcontractor (name, registration number, registered office) | Volume of subcontract from the total volume of the contract (%) | Specification of the work to be carried out by the subcontractor |
| Enter text | If relevant, enter number | Enter text |
| Enter text | If relevant, enter number | Enter text |
| Enter text | If relevant, enter number | Enter text |
| Enter text | If relevant, enter number | Enter text |

1. **STATEMENT ON THE CONFLICT OF INTEREST**

In accordance with Section 4b of Act No. 159/2006 Coll., on Conflict of Interest, as amended (hereinafter referred to as the ‘‘Conflict of Interest Act’’), the contractor hereby declares the following:

1. this is not a business company, in which a public official referred to in Section 2(1)(c) of the Conflict of Interest Act, i.e. a member of the government or the head of another central government body not headed by a member of the government, or a person controlled by them, owns a share representing at least 25% of the shareholder’s interest in the company.
2. **STATEMENT ON THE TENDER TERMS AND CONDITIONS**
3. The contractor solemnly declares that
4. it fully accepts the tender terms and conditions, including any clarifications, amendments or additions to the tender documentation, and has no reservations or requests for clarification,
5. confirms that it has read all the documents containing the tender terms and conditions, including in their interrelation, and finds them comprehensible and sufficient,
6. in the event that it is awarded a contract for the execution of the public contract, it will submit to the contracting authority, upon request, the original or certified copies of the qualification documents prior to the conclusion of the contract.
7. **CLASSIFICATION OF THE CONFIDENTIAL INFORMATION**

The contractor may designate certain parts of its tender bid as confidential within the meaning of Section 218 of the Act or designate specific information as its business secret within the meaning of  Section 504 of Act No. 89/2012 Coll., the Civil Code, as amended. In this case, the contractor shall indicate all parts of its tender bid that it considers confidential or a business secret in the box below (i.e. indicate which parts of its tender bid are concerned) and indicate graphically in that part of its tender bid the specific part that it considers to be confidential or a business secret. The contracting authority points out that information that the contracting authority is obliged to make public cannot be considered confidential.

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| Parts of the tender bid, which the contractor identifies as confidential or as its business secrets within the meaning of Section 504 of Act No. 89/2012 Coll., the Civil Code | *(The contractor shall indicate all parts of its tender bid that it considers confidential or a business secret in the box below i.e. indicate which parts of its tender bid are considered confidential or a business secret)* |

In enter text on enter text

Signature of the person authorised to act on behalf of the contractor