

Tender dossier for small-scale contract

Provision of advisory and consultancy services

In the area of support of implementation of selected public contracts of the contracting entity

Public contracts (VZ): VZ01/2008 and VZ06/2008

Contracting entity:

Czech Republic,

State Institute for Drug Control – state organisational unit

Tender dossier for the processing of tenders for small-scale contract

Public contract title: Provision of consultancy and advisory services for VZ01/2008 and VZ06/2008

Contracting entity: Czech Republic, State Institute for Drug Control – state organisational unit

Head office: Šrobárova 48, 100 41 Praha 10

Registration no. (IČ): 00023817

Person authorised to act on behalf of the contracting entity: PharmDr. Martin Beneš, director

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1. Definition of subject-matter

1.1 Subject-matter

The subject matter of the contract is the obligation of an advisor-consultant to provide expert consultancy and analytical works necessary in the implementation of projects of the State Institute for Drug Control (hereinafter referred to as SÚKL).

1.2 Description of the subject-matter of the contract

The subject-matter of the contract is the provision of expert consultancy, advisory services and analytical works in the sphere of implementation of public contracts of the contracting entity:

- Public contracts (VZ) SW for shared document management system (DMS) and integration with other systems of the contracting entity
 - Implementation of application software for the shared document management system
 - Integration with the documentary service and other applications via ESB
 - Ensuring an efficient generation, administration, use and archival of electronic documents
- VZ Data digitalisation and integration with other systems of the contracting entity
 - Implementation of application software for digitalisation
 - Integration with the documentary service and other applications via ESB
 - Ensuring digitalisation of historic documentation about medicinal products

The outcomes of the work shall be recommendations in the implementation and integration of projects, steps actually taken in the implementation and integration, evaluation of project deployment and analyses processed within the scope of support

of implementation of the above mentioned public contracts. Outcomes shall be handed over to the contracting entity in electronic format.

The tenderer shall work as a consultant, analyst in the following spheres of SÚKL IS:

1. SW Athena documentary service;
2. SW for document digitalisation;
3. SW ECM Documentum (DMS);
4. SW for administrative procedures establishing prices and reimbursement of pharmaceuticals;
5. SW Oracle Identity Management.

1.3 Contract duration

Expected start: 11 / 2008

Expected completion: 12 / 2009

For the duration of the contract, services in the scope not exceeding 1,300 hours shall be provided.

1.4 Contract site

The contract site shall be the head office of the contracting entity at: Šrobárova 48, 100 41 Prague 10.

1.5 Anticipated price

The anticipated price for the complete contract shall not exceed 1,255,000,- CZK inclusive of VAT.

2. Terms & conditions and requirements for the processing of tender

- 2.1 Each tenderer may file only one tender. Tenders are to be filed in writing, in one original, in the Czech language and in a properly sealed envelope with seals showing the company/name and stamped and signed by the statutory body of the tenderer or the person authorised to act on behalf of the tenderer. The envelope shall be labelled as follows: "Do not open – ZMR12/2008 – SÚKL Prague – Provision of advisory and consultancy services, attn. Ing. Karel Kettner". The envelope must show the address where notification may be sent or tender returned, if applicable.
- 2.2 Tenders are to be delivered to the mail room, at the address of the contracting entity. Tenders may be filed via a postal licence holder or personally by 2008/11/20 8.00 a.m.
- 2.3 The tender must specify identification details of the tenderer.
- 2.4 The tender must contain draft contract (Annex 1) signed by the person authorised to act on behalf of the tenderer.
- 2.5 The tender filed by the tenderer must contain a declaration signed by the person authorised to act on behalf of the tenderer indicating that the tenderer shall be bound by the complete content of the tender for the duration of the tender period, i.e. by 31/12/2008.
- 2.6 The tenderer shall file the tender in one original. All sheets of the tender shall be firmly attached or sown together to be well secured from their removal from the tender, will be properly legible, without crossing off and overwriting. The tenderer may also submit copies of tenders which, however, must be labelled as "Copy" (the submission of copies of tenders is not mandatory).

- 2.7 All pages of the tender or its individual copies shall be numbered in a continuous ascending order.
- 2.8 Where the tender is jointly filed by several tenderers (a joint tender), the tender will show the same person who will be authorised to act on behalf of these tenderers in communication with the contracting entity in the contract-award procedure.
- 2.9 The structure of the filed tender must be as follows:
- a) Introductory page
Title of the subject-matter of the tender, contract site, identification details of the contracting entity
 - b) Table of contents
Must contain all of the below listed chapters in the required structure which will be associated with the relevant sheet or page numbers.
 - c) General data about the tenderer
Name of the tenderer, legal form, registered office, company registration number (IČ), VAT registration number (DIČ), bank details, names of the members of the statutory body of the company incl. contact details (telephone, fax, e-mail, address), person authorised for further acting, including a written authorisation of representation, and company profile.
 - d) Tender cover sheet
The cover sheet shall provide the following details: title of the public contract, basic identification data of the contracting entity and of the tenderer (including persons authorised for further acting, the highest acceptable price of the tender structured in compliance with the tender dossier, date and signature for the person authorised to act on behalf of the tenderer). The tenderer shall use Annex 2.
 - e) Documents evidencing compliance with the qualifications in the structure stipulated by item 3 of the tender dossier
 - f) Price of the tender structured as per item 4 of the tender dossier (on the cover sheet).
 - g) A detailed description and specification of the offered performance, including data evidencing compliance with expert qualification requirements of the contracting entity for spheres where advisory and consultancy is to be carried out.
 - h) Draft contract (Annex 1)
- 2.10 Requirements for additional information on the tender dossier must be submitted no later than 7 days before the expiry of the timeline for tender submission. Queries have to be sent in writing or by e-mail to the address of the contact person of the contracting entity so that the contracting entity has these at its disposal in this period. Answers shall be sent to the tenderer to the specified e-mail addresses and shall be published at www.sukl.cz.

3. Supplier qualification

3.1 Qualification shall be satisfied by tenderers evidencing compliance with:

- Essential qualification prerequisites;
- Professional qualification prerequisites;
- Economic and financial qualification prerequisites;
- Technical qualification prerequisites.

3.2 Timeline for evidencing qualifications

The supplier shall be obliged to evidence compliance with qualifications within the timeline governing the filing of the tender stipulated under item 2.2 hereof.

3.3 Essential qualification prerequisites

3.3.1 Essential qualification prerequisites shall be considered satisfied by a supplier:

- a) who has not been legally sentenced for a criminal deed committed in favour of a criminal conspiracy, a criminal deed of involvement in a criminal conspiracy, legalisation of yields from criminal activities, participation, accepting a bribe, bribery, indirect bribery, fraud, credit fraud, including cases involving the preparation of or attempt for or involvement in such a criminal deed or where annulment of a sentence regarding the commitment of such criminal deed is concerned; for legal persons this prerequisite must be met by the statutory body or each member of the statutory body, and if a legal person is the supplier's statutory body or a member of the supplier's statutory body, this prerequisite must be met by the statutory body or by each member of the statutory body of this legal person; if the tender is filed by a foreign legal person via its organisational unit, this prerequisite must be met, besides persons stipulated above, also by the head of this organisational unit; this essential qualification prerequisite must be met by the supplier both in respect of the territory of the Czech Republic and its domicile country, place of business or address of residence;
- b) who has not been legally sentenced for a criminal deed whose matter is associated with the subject-matter of business operation of the supplier pursuant to special legal regulations or where annulment of a sentence regarding the commitment of such criminal deed is concerned; for legal persons this prerequisite must be met by the statutory body or each member of the statutory body, and if a legal person is the supplier's statutory body or a member of the supplier's statutory body, this prerequisite must be met by the statutory body or by each member of the statutory body of this legal person; if the tender is filed by a foreign legal person via its organisational unit, this prerequisite must be met, besides persons stipulated above, also by the head of this organisational unit; this essential qualification prerequisite must be met by the supplier both in respect of the territory of the Czech Republic and its domicile country, place of business or address of residence;
- c) who has not committed the deed of unfair competition by bribery pursuant to a special legal regulation (Section 49 of the Commercial Code);
- d) whose property is not subject to bankruptcy petition or where a proposed bankruptcy petition has not been declined for lack of assets of the supplier or in respect of which settlement has not been authorised or receivership installed pursuant to special legal regulations;
- e) who is not in liquidation;
- f) in respect of whom the tax registry does not indicate any taxes overdue, both in respect of the Czech Republic and of the domicile country, place of business or address of residence of the supplier;
- g) in respect of whom no public health insurance payments or penalties are overdue, both in respect of the Czech Republic and of the domicile country, place of business or address of residence of the supplier;
- h) in respect of whom no social security payments or penalties and state employment policy contributions are overdue, both in respect of the Czech Republic and of the domicile country, place of business or address of residence of the supplier.

3.3.2 The supplier shall evidence compliance with the essential qualification prerequisites by submitting the following:

- a) An excerpt from the Penal Register or any other adequate document not older than 90 days; where a legal person is concerned, the excerpt from the Penal Register shall be submitted by the tenderer in respect of all statutory bodies (e.g. Ltd.) or all members of the statutory body (e.g. stock company); where the

statutory body of the supplier or a member of the statutory body of the supplier is a legal person, the tenderer shall provide the excerpt from the Penal Register in respect of the statutory body or each member of the statutory body of this legal person. Where the tender is filed by a foreign legal person via its organisational unit, the tenderer shall provide the excerpts from the Penal Register in respect of the head of the organisational unit as well as in respect of the statutory body or all members of the statutory body of the foreign person for items 3.3.1 a), b) of the tender dossier.

b) An affidavit for items 3.3.1c), d), e), g), f), g) and h) of the tender dossier.

3.4 Professional qualification prerequisites

Professional qualification prerequisites shall be considered evidenced by a supplier who:

- a) Submits the certificate of incorporation, if incorporated in the Companies Register, or a certificate issued by any other similar registry if incorporated thereunder.
- b) Submits an authorisation to engage in business activities pursuant to special legal regulations in a scope consistent with the subject-matter of the public contract, in particular a certificate evidencing the relevant trade licence or authorisation.

3.5 Technical qualification prerequisites

3.5.1 Technical qualification prerequisites shall be considered evidenced by a supplier who:

- a) Evidences knowledge of effective legislation, necessary for the performance of the contract pursuant to 1.2. hereof;
- b) Evidences consultancy and analytical expertise necessary for the performance of the contract pursuant to 1.2. hereof;
- c) Submits a list of publication activities in the sphere of ICT solutions in healthcare;
- d) Submits a certificate or certification in the sphere of SOA (service-oriented architecture) and application integration via ESB (enterprise service bus).

3.5.2 The supplier shall evidence compliance with technical qualification prerequisites by submission of the following:

- a) An affidavit for item 3.5.1., letters a) and b).
- b) A list of publications of the tenderer or other authors involving the tenderer as the first up to third co-author for item 3.5.1., letter c).
- c) A plain copy of a certificate for item 3.5.1., letter d).

4. Method of processing the price of the tender

4.1 The tenderer shall be obliged to specify the tender price for complete performance, structured as follows: price in CZK excl. VAT, VAT and price in CZK incl. VAT. The tender price shall be specified on the cover sheet (see Annex 2).

4.2 The total price shall be established as the **maximum acceptable price**. The price of the tender shall include the price for advisory and consultations, as well as any necessary costs of the advisor, such as administrative work, telephones, travel expenses, etc., associated with the provision of advisory, consultancy, and analytical services.

4.3 The price may be exceeded only in association with a change to the tax regulations governing VAT.

5. Payment terms

- 5.1 The price for the performance of the public contract shall be paid by the contracting entity on the basis of a tax docket - invoice. The credit period of the invoice shall be 30 days of the delivery of the invoice to the contracting entity.
- 5.2 The contracting entity shall be entitled to return the invoice to the supplier in the credit period, if it does not comply with the particulars of a tax docket or if the scope of the performed work and services specified by the invoice and the price charged based thereon does not reflect the actually performed works and services.

6. Opening of envelopes and evaluation criteria

- 6.1 The envelopes with the tenders filed by tenderers shall be opened on 2008/11/20 at 8:30 a.m. at the head office of the contracting entity.
- 6.2 Besides the representatives of the contracting entity, the opening of envelopes may be attended by all tenderers who have filed their tenders within the timeline specified for tender submission; for capacity reasons max. 1 person per tenderer; this person shall produce its full authorisation unless the statutory body of the tenderer or a member thereof is concerned.

6.3 Tenders will be assessed by economic value based on the following criteria:

Criterion	Weight
1. Price of tender	40%
2. Qualification of the supplier	60%

6.4 Method of evaluation of tenders by subcriteria:

Criterion 1 – price of tender

Within this subcriterion, the contracting entity shall evaluate the overall amount of the price of tender in CZK excl. VAT, offered by the tenderer, using a point method. The point rating shall be calculated using the following formula:

$$\frac{\text{The lowest price of tender in CZK}}{\text{The evaluated price of tender in CZK}} \times 100 \text{ (points)}$$

Criterion 2 – qualification of the supplier

Within the scope of this criterion, the contracting entity shall evaluate the qualification of staff involved in advisory and consultancy activities so that the entire subject-matter of the contract is covered. The most suitable tender shall be allocated 100 points, every other tender shall be allocated such point rating which expresses the rate of compliance with the subcriterion in comparison with the most suitable offer.

- 6.5 The evaluation of tenders shall be conducted using the point values allocated pursuant to above mentioned subcriteria. The evaluation commission shall use a point scale of 0 – 100 points for the rating of tenders. Every individual tender shall be allocated a value for the given criterion reflecting the success rate of the tender concerned with respect to the criterion in question.
- 6.6 The contracting entity has established percentage weights for the individual subcriteria (provisions of section 6.3 refer). The evaluation using the point method shall be conducted by the commission by multiplying individual point values of tenders in the criteria by the relevant weight of the concerned criterion. Based on the total of the final values for individual tenders the evaluation commission shall establish the ranking of individual tenders, where the most successful shall be the tender achieving the highest value.

6.7 The contracting entity reserves the right to invite tenderers who have met the conditions of the tender for the contract, to the meeting of the evaluation commission for the purposes of a more detailed examination of their qualification and expertise in the sphere of advisory activities in areas concerned by this contract.

7. Other requirements

7.1 Information and data provided in individual sections of this tender dossier and in Annexes hereto define binding requirements of the contracting entity for the performance of the contract. The tenderer shall be obliged to respect these requirements in full and without exception when preparing its tender and to accept them in its tender. Non-acceptance of requirements of the contracting entity specified in this tender dossier or changes to business terms and conditions shall be considered failure to meet contract terms and conditions resulting in the exclusion of the tenderer from further participation in the contract-award procedure.

7.2 The contracting entity reserves the right to verify the information provided by the tenderer with third persons and the tenderer shall be obliged to provide any necessary cooperation in this respect.

7.3 The contracting entity does not allow for alternatives of a tender.

8. Business terms and conditions

8.1 The business terms and conditions are provided in Annex 1 – draft contract

8.2 Contracts must be signed by the authorised person of the tenderer.

9. List of annexes

Annex 1 – Draft contract

Annex 2 – Cover sheet

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