

Tender documentation containing the tender conditions

for a contract awarded pursuant to § 27 of Act No. 134/2016 Coll., on Public Procurement, as amended (hereinafter referred to as the "Act") as a small-scale public contract

Contract title	World Cat Show 2027
Type of contract	Lease of exhibition grounds, small-scale public contract
Site inspection	On the basis of prior agreement with the contracting authority's representative
Deadline for submission of tenders	20.4.2025 until 24:00

Contracting authority name	Český svaz chovatelů, z.s. zapsaný spolek
Contracting authority registered office	Maškova 1646/3, 182 53 Praha 8
Company Identification Number (CIN)	004 43 204
Contracting authority website	http://www.cschdz.eu/
Address of electronic tool	http://www.cschdz.eu/home/verejnezakazky.aspx
Person authorized to act on behalf of the contracting authority	Zuzana Maršíčková, secretary ÚVV ČSCH

Identification details of the tender documentation

Processor of the text part	Český svaz chovatelů, z.s. zapsaný spolek, secretary ÚVV
Preliminary market consultations	None
Access to the tender documentation part of the call	Published on the contracting authority's profile
Reference number	Čj.:67-3/2025

PART I. DEFINITION OF THE SUBJECT OF THE PUBLIC CONTRACT

- 1.1 The subject of the contract is the conclusion of a lease agreement with one lessor, who will enable the organization of the World Cat Show 2027, including supplementary services, in non-residential and outdoor premises in its ownership, which meet the statutory conditions for the intended use (organization of exhibitions). The leased premises shall primarily include exhibition halls, access routes for visitors, sanitary facilities, ticket offices, corridors and staircases. Furthermore, access routes for exhibitors of the Czech Breeders Association, commercial exhibitors and vendors.
- 1.2 Specific conditions:
- a) The main requirement for holding this exhibition is that the exhibited animals must be placed in halls of approx. 10,000 m²,
 - b) The premises for holding the exhibition must be provided from Friday 8:00 until Sunday 24:00, with this space being required for the actual course of the exhibition on Saturday +

Sunday and for the construction and dismantling of the exhibition fittings, stage and other equipment.

- c) Other conditions and their specifications (see Annex No. 1 – Request Form).

The lease is required for the following dates: 22–24.10.2027 or 29–31.10.2027

PART II. EXPLANATION OF THE TENDER DOCUMENTATION

2.1. The supplier is entitled to request in writing clarification of the tender conditions from the contracting authority. The written request must be delivered to the contracting authority no later than 4 working days before the deadline for submission of tenders. The contracting authority may provide clarification of the tender conditions even without a prior request. The contracting authority shall send the clarification of the tender conditions, or related documents, no later than 2 working days after receiving the request according to the previous paragraph. If the contracting authority provides clarification of a request that was not delivered on time, it is not obliged to meet the deadline stated in the previous sentence.

2.2. The contracting authority shall send the clarification of the tender conditions, including the exact wording of the request under paragraph 2.1, simultaneously to all participants invited within a closed call, or shall publish the clarification of the tender conditions including the exact wording of the request in the same manner as the notice of the open call was published.

2.3. The tender conditions contained in the tender documentation may be changed or supplemented by the contracting authority before the deadline for submission of tenders. Any change or supplement of the tender documentation of the public contract WORLD CAT SHOW 2027 must be published or notified to suppliers in the same manner as the tender condition that was changed or supplemented. If the nature of the supplement or change of the tender documentation requires, the contracting authority shall at the same time appropriately extend the deadline for submission of tenders. In the case of such a change or supplement of the tender documentation that may expand the range of possible participants in the procurement procedure, the contracting authority shall extend the deadline so that from the dispatch of the change or supplement the deadline is at least equal to its original length.

PART III. REQUIREMENTS FOR PROOF OF QUALIFICATION

3.1. Basic eligibility:

A supplier is not eligible who

a) has, in the country of its registered office, in the last 5 years prior to the commencement of the procurement procedure, been finally convicted of a criminal offence listed in Annex No. 3 of the Act or a similar criminal offence under the law of the country of the supplier's registered office; expunged convictions shall not be taken into account,

b) is in liquidation, has been declared bankrupt, is subject to compulsory administration under another legal regulation, or is in a similar situation under the law of the country of the supplier's registered office.

3.2 Proof of basic eligibility

The supplier shall prove compliance with the conditions of basic eligibility in relation to the Czech Republic by submitting 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 § 74 (1) (e) of the Act.

PART IV. COMMERCIAL TERMS, INCLUDING PAYMENT TERMS

The contracting authority's commercial terms, including payment terms, are set out in the annex to this tender documentation (see Annex – Commercial Terms in the form of a Draft Lease Agreement).

PART V. REQUIREMENTS FOR THE METHOD OF PROCESSING THE TENDER PRICE

5.1. The supplier shall determine the tender price for the entire performance of the public contract. The tender price may not be exceeded.

5.2. The tender price shall be stated in Czech currency and broken down as follows: tender price excluding value added tax (VAT), VAT separately, and total tender price including VAT.

5.3. The tender price shall be prepared in accordance with the notice or invitation to initiate the procurement procedure, the tender documentation, or other documents defining the subject of the public contract.

5.4. The tender price shall be determined as the “maximum admissible price” and must include all costs associated with the implementation of the subject of the public contract.

PART VI. CONDITIONS FOR THE PREPARATION AND SUBMISSION OF TENDERS

6.1. The supplier shall state in its tender its identification data, to the extent of – business name, registered office / place of business / residence, name of the person authorized to act on behalf of the supplier, company CIN, VAT ID, telephone, fax, e-mail (for communication during the procurement process) and URL address.

6.2. Offer:

a) must contain the data and documents that the contracting authority needs to evaluate the tenders pursuant to § 114 of the Act,

b) must contain the data and documents that the contracting authority needs to assess compliance with the conditions of participation in the procurement procedure,

c) must be submitted in written form, format and manner specified in the tender conditions,

d) the tender must include a completed Annex No. 1 – Request Form.

6.3. The supplier shall submit in its tender a draft contract signed by the person authorized to act on behalf of or for the supplier. If the draft contract is signed by an authorized representative, the supplier's tender must also include the relevant valid power of attorney. The written draft contract must fully accept the commercial terms (see Annex No. 2 – Commercial Terms) and must be in accordance with the text of the invitation to tender or other documents defining the subject of the public contract. No deviation from the commercial terms that form part of the tender documentation is permitted. The data stated in the draft contract must not differ from the data stated in another part of the supplier's tender. In the event of discrepancies, the written draft contract shall always prevail. If annexes form part of the contract and are also one of the documents included in the participant's tender, such annexes shall be attached to the contract only at the time of signing this contract, i.e. they do not need to be duplicated as an annex to the draft contract.

6.4. The tender shall also include other documents required by law and by the contracting authority, including documents and information proving compliance with qualification.

PART VII. SUBMISSION OF TENDERS AND FORMAL REQUIREMENTS FOR THE TENDER

7.1. Tenders shall be submitted electronically via the data box – (rstrfew) with clear identification of the contract title and reference number, or in writing to the contracting authority's address. Tenders must be signed by a person authorized to act on behalf of the supplier.

7.2. The supplier may submit only one tender in the procurement procedure.

7.3. A supplier who has submitted a tender in the procurement procedure may not simultaneously be the person through whom another supplier in the same procurement procedure demonstrates qualification. The contracting authority shall exclude a participant in the procurement procedure who has submitted more than one tender individually or jointly with other suppliers, or who has submitted a tender and at the same time is the person through whom another participant in the same procurement procedure demonstrates qualification.

7.4. The supplier's tender must not contain overwrites or corrections that could mislead the contracting authority.

PART VIII. ENVELOPES OPENING

8.1. The contracting authority shall open the tenders submitted by the participants in the procurement procedure.

8.2. The contracting authority may not open a tender before the deadline for submission of tenders.

8.3. The opening of tenders shall take place in accordance with the Directive of the Czech Breeders Association on the Award of Small-Scale Public Contracts.

PART IX. REQUIREMENTS FOR VARIANTS

The contracting authority does not allow variant solutions.

PART X. METHOD OF EVALUATION OF TENDERS ACCORDING TO EVALUATION CRITERIA

10.1. The contracting authority stipulates that tenders shall be evaluated according to their economic advantage.

The contracting authority sets partial evaluation criteria in order of importance as follows:

Order	Partial evaluation criterion	Weight v %
1.	Tender price including VAT	50
2.	Transport accessibility	20
3.	Level and scope of offered service facilities	20
4.	Attractiveness of location – visitors, exhibitors, accessibility of location for co-workers	10

Partial evaluation criterion:

Tender price incl. VAT – For the evaluation of the tender price, the decisive factor is its total amount incl. VAT, stated in the draft contract.

Required deadline – For the evaluation of the tender, the decisive factor will be compliance with the required deadlines.

Level and scope of offered service facilities – For the evaluation of the tender, the level and equipment of the leased premises will be taken into account.

The evaluation of tenders shall be carried out on the basis of ranking the tenders in ascending order. The most advantageous tender will be the one that obtains the highest %.

PART X. TENDER PERIOD

The contracting authority sets the tender period pursuant to § 40 of the Act, which means the period during which participants in the procurement procedure may not withdraw from the procedure. The beginning of the tender period is the end of the deadline for submission of tenders. The tender period is set at 90 calendar days. The tender period does not run during the period in which the contracting authority may not conclude a contract pursuant to § 246.

The contracting authority shall send a notice of the selection of the supplier within the tender period, if

- a) it does not agree otherwise with the participants in the procurement procedure, or
- b) the procurement procedure has not been terminated before the expiry of the tender period.

If the contracting authority does not send a notice of the selection of the supplier within the tender period, the procurement procedure shall be deemed terminated.

PART XII. INFORMATION ON PERSONAL DATA PROCESSING

12.1. The contracting authority, in the position of personal data controller, hereby informs, pursuant to Article 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (hereinafter "GDPR"), the participants in the procurement procedure about the processing of personal data for the purpose of carrying out the procurement procedure under the Act.

12.2. The contracting authority will process personal data only to the extent necessary for the implementation of the procurement procedure and only for the period specified by legal regulations, in particular by the Act. Data subjects are entitled to exercise their rights under Articles 13 to 22 of the GDPR in writing at the address of the contracting authority's registered office.

12.3. The contracting authority transfers personal data for processing to the contracting authority's representative as a personal data processor, for the purpose of administering the procurement procedure under § 43 of the Act.

PART XIII. CANCELLATION OF THE PROCUREMENT PROCEDURE

The contracting authority reserves the right to cancel the procurement procedure. If the contracting authority exercises its right and cancels the procurement procedure, the participants in the procurement procedure shall not be entitled to any reimbursement of costs arising from participation in the procurement procedure or to compensation for any lost profit (except in cases defined by law).

PART XIV. COMPLIANCE WITH § 6 OF THE ACT

14.1. In proceeding under the Act, i.e. when setting tender conditions, evaluating tenders and selecting the supplier, the contracting authority is obliged, provided that it is possible given the nature and purpose of the contract, to comply with the principles of socially responsible procurement, environmentally responsible procurement and innovation within the meaning of this Act.

14.2. Socially responsible procurement is a procedure under the Act in which the contracting authority is obliged to take into account, for example, employment opportunities, social inclusion, decent working conditions and other socially relevant aspects connected with the public contract – given the short-term nature of the event, no jobs (not even for an intern) can be created. This criterion is thus fulfilled by reducing the administrative burden in the preparation of the tender and by the openness

of the procurement procedure to all potential suppliers. The subject of the contract is barrier-free access to school buildings, which directly fulfils this principle.

14.3. Environmentally responsible procurement is a procedure under this Act in which the contracting authority is obliged to take into account, for example, the impact on the environment, sustainable development, the life cycle of the supply, service or works and other environmentally relevant aspects associated with the public contract – given the subject of the contract, this principle cannot be applied.

14.4. Innovation – the implementation of a new or significantly improved product, service or process related to the subject of the public contract – given the subject of the public contract, this principle cannot be reasonably applied.

PART XV. OTHER PROVISIONS

The contracting authority does not reimburse suppliers for costs incurred from participation in the procedure.

PART XVI. ANNEXES TO THE TENDER DOCUMENTATION

Annex No. 1: Other conditions

Annex No. 2: Commercial terms (in the form of a Draft Lease Agreement)

Small-scale public contract – conclusion of a lease agreement with one lessor, who will enable the organization of the FIFe World Cat Show 2027.

Fulfilment of the conditions and requirements of the tender documentation:

Tender documentation	request	1.	2.	3.
1.1	Ownership of the hall	YES	NO	Not specified
1.2 a	space $\geq 10\,000\text{ m}^2$	YES 11187 m ²	9800 m ² Not clear enter hall	Not specified
1.2 b	Fr 8:00 – Su 24:00	YES	YES with extra costs	Not specified
1.2 c	22.-24.10.2027	YES	YES	Not specified
	29.-31.10.2027	YES	NO	YES
3.2	proof of competence, complete offer	YES	Missing extract from register	Missing
5.1	offer for all service	YES	NO	NO
5.2	Offer in CZK, measurable data	YES	NO EUR (conflict with čl.5.2)	NO
5.4	highest bid allowed	YES	Cat not be rated	Cat not be rated
6.1	Identification data	YES	YES	NO
6.2	documents for evaluation and assessment	YES	Cat not be rated	NO
	vyplněný poptávkový formulář	YES	YES	NO

Offers:

1 – the only bidder who meets all binding criteria without reservations (ownership, area, deadline, formal requirements)

2 – does not meet the ownership requirement, moreover the declared area is only 9,800 m² and the entrance hall has to be added to reach the limit of 10,000 m². The offer also violates the obligation to state the price in CZK.

3 – only a price calculation is attached without information about the area, date and legal title.