

PROCUREMENT DOCUMENTATION

Článek 1. Identification of Public Contract and Contracting Authority

Name of public contract:	Delivery of technology for the manufacture of cartridge cases from steel wire
Type of procurement procedure:	above-threshold open procedure pursuant to Section 56 of Act No. 134/2016 Coll., Public Procurement Act (hereinafter only "PPA")
Type of public contract:	deliveries
Contracting authority's profile address:	https://ezak.tendera.cz/profile_display_1876.html
Project identification:	Project name: Innovative method of manufacturing cartridge cases from steel wire Registration number: CZ.01.01.01/02/24_051/0004931

Name of contracting authority:	GetLoad s.r.o.
Registered office of contracting authority:	Toužimská 856, Letňany, 199 00 Prague 9
Represented by:	Lukáš Duběda, executive manager
CIN:	28543564
Tax ID:	CZ28543564

Person representing the contracting authority ¹ :	TENDERA partners, s.r.o.
Registered office:	house number 424, 664 67 Syrovice
Contact location:	Česká 161/1, 602 00 Brno
CIN:	08668477
Tax ID:	CZ08668477
Contact person:	Bc. Ing. Iveta Minx Prášková
Telephone:	+420 739 547 265
E-mail:	praskova@tendera.cz
Data box identifier:	he9gwrw

¹ Pursuant to Section 43 par. 1 of Act No. 134/2016 Coll., the Procurement Procedure Act, as amended (hereinafter referred to as the "PPA") based on a mandate contract. The person representing the contracting authority is not in a conflict of interest, which it confirmed by a statutory declaration.

Článek 2. Introductory Provisions

- 1) This procurement documentation is a collection of documents, data, requirements and technical conditions of the contracting authority which define the subject of the public contract (hereinafter referred to as "**procurement documentation**") at the level of detail necessary for participants to process and submit tenders for the procurement procedure (hereinafter referred to as "**participant**").
- 2) The public contract is awarded in a procurement procedure (hereinafter referred to as "**procurement procedure**") pursuant to the PPA.
- 3) The contracting authority is working towards a subsidy for realising the public contract from Operational Programme Technologies and Application for Competitiveness, Innovation Programme, Call II, programme name: **Innovative method of manufacturing cartridge cases from steel wire**, registration number: **CZ.01.01.01/02/24_051/0004931** (hereinafter referred to as the "**project**").
- 4) The public contract is awarded **electronically via electronic tool E-ZAK**. The contracting authority hereby informs suppliers that in order to make full use of the capabilities of the E-ZAK electronic tool, it is necessary to **perform and complete registration of the supplier and verify their identity**. Conditions and information regarding the E-ZAK electronic tool are available at the above public contract address.
- 5) **Tender Cover Sheet**
 - a) The contracting authority submits as **annex no. 1** to the procurement documentation a sample Tender Cover Sheet (hereinafter referred to as "**Cover Sheet**" or "**Tender Cover Sheet**") containing pre-filled **binding** requirements of the contracting authority, which serve as prerequisites for participants in order to participate in the procurement procedure.
 - b) The fulfilment of all of the contracting authority's requirements, i.e. requirements regarding the subject of the public contract, regarding qualification or regarding the submission of information decisive for assessment, shall be proven by suppliers by submitting a Tender Cover Sheet, including relevant annexes, as well as other documents, if required by the procurement documentation.
- 6) **Responsible public procurement:**
 - a) The contracting authority is interested in awarding the public contract in compliance with the principles of socially responsible public procurement. Aside from emphasising purely economical parameters, socially responsible public procurement also takes into account associated impact of the contract primarily in the fields of employment, social and labour rights and the environment.
 - b) Aspects of socially responsible public procurement are taken into account in trade terms and other contractual terms.

Článek 3. Subject of the Public Contract

- 1) The subject of the public contract is the delivery of a new manufacturing technology – **Transfer press for long cold drawing of metal, for manufacturing 5.45x39 mm cartridge cases** (hereinafter referred to as "**subject of the public contract**").
- 2) The minimum requirements on the subject of the public contract are defined by the technical, trade and other contractual conditions which are a part of this procurement documentation:
 - a) **annex no. 2** of this procurement documentation, which consists of the binding wording of the contract on the performance of the subject of the public contract (hereinafter referred to as the "**Contract**"),
 - b) **annex no. 3** of this procurement documentation, which consists of technical specification of the subject of the public contract (hereinafter referred to as "**Technical Specification**"),
 - c) **annex no. 4** of this procurement documentation, which consists of a drawing with the basic product which the contracting authority will be manufacturing on the new manufacturing technology (hereinafter referred to as "**Drawing**").
- 3) The qualitative, technical and capacity-related parameters and requirements regarding the subject of the public contract as well as values listed for these parameters are set out as the minimum acceptable. Therefore, participants may offer a subject of the public contract that has better parameters and properties in the features required by the contracting authority.
- 4) If the procurement documentation includes requirements or references to trading companies, names or first names and surnames, specific designations of the machine and services that apply to a specific person, or their division, patents on inventions, utility models, industrial models, trademarks or designations of origin, the participant is authorised to also propose for the fulfilment of the public contract another, technically and qualitatively equivalent solution that meets the technical and functional requirements set out by the contracting authority in this procurement documentation and its annexes.
- 5) **Partial performance of the public contract:**

the contracting authority does not allow partial performance of the public contract.
- 6) **Projected value of the public contract:**

The total projected value of the public contract amounts to **EUR 1,936,160.00 excl. VAT** (CZK 46,874,434.00 excl. VAT, exchange rate on 5. 12. 2025 – EUR 1 = CZK 24.210).
- 7) **Classification of the subject of the public contract pursuant to the list of CPV codes:**

Type of deliveries	CPV code
Industrial machinery	42000000-6
- 8) **Duration of performance of the public contract**

The duration of performance of the public contract is defined in **art. 3 par. 3.2 of the Contract**.
- 9) **Place of performance of the public contract**

The place of performance of the public contract is the contracting authority's facility at the address Kratochvílova 2659, 413 01 Roudnice nad Labem, Ústí nad Labem Region.

Článek 4. Requirements on the fulfilment of qualification prerequisites

Suppliers are obligated to prove they meet qualifications required by the contracting authority.

- 1) **Basic qualification** is met by suppliers who meet requirements pursuant to Section 74 par. 1 letter a) to e), par. 2 and 3 of the PPA.
- 2) **Requirements on professional qualification** are defined by the contracting authority in the Tender Cover Sheet.
- 3) **Requirements on technical qualification** are defined by the contracting authority in the Tender Cover Sheet.
- 4) For the purpose of proving qualification to the contracting authority pursuant to Section 86 par. 2 of the PPA, it is sufficient to submit the supplier's statutory declaration, the template for which is presented in the form of the Tender Cover Sheet, and at the same time to submit the documents listed in the Tender Cover Sheet (if such are required).
- 5) **Joint provisions for qualification:**
 - a) If *proving qualification obtained abroad*, the binding procedure is set out in Section 81 of the PPA.
 - b) If *proving qualification in the case of joint participation of suppliers*, the binding procedure is set out in Section 82 of the PPA.
 - c) If *proving qualification through other persons*, the binding procedure is set out in Section 83 of the PPA.
 - d) In case of *change of qualification of a participant in the procurement procedure*, the binding procedure is set out in Section 88 of the PPA.

Článek 5. Assessment criteria and method of tender evaluation

1) Assessment criterion

Submitted tenders shall be assessed based on their economic advantageousness on the basis of the **best price to quality ratio** based on weighted assessment criteria:

Assessment Criteria	Weight of Assessment Criterion
Offered price in EUR, VAT exclusive	70 %
Warranty period duration (quality warranties) in months	20 %
Response time for warranty service intervention in hours	10 %

2) **Method of tender evaluation in the individual assessment criteria**

- A. In the **"Offered price in EUR excl. VAT"** assessment criterion, tenders shall be evaluated based on the price in EUR excl. VAT. The most economically advantageous tender shall be the one **with the lowest numerical value.**
- B. In the **"Warranty period duration (quality warranties) in months"** assessment criterion, tenders shall be evaluated based on the longest warranty period (quality warranty) on the machine in months (with the exception of wearable parts) from the day of signing of the commissioning report for the machine. **The minimum duration of the warranty period** (quality warranty) for the machine is **12 months**. The tender of a participant who offers a shorter warranty period (quality warranty) shall be excluded from further participation in the procurement procedure. When evaluating tenders for this assessment criterion, the **maximum** warranty period (quality warranty) duration to be taken into account is **36 months**, a longer warranty period (quality warranty) **will not be awarded additional points past this threshold**. The most advantageous tender shall be the one **with the highest numerical value.**
- C. In the **"Response time for warranty service intervention in hours"** assessment criterion, tenders shall be evaluated on the basis of the lowest number, i.e. the shortest response time to when a technician begins work to **remove a category A defect** (the specification of a category A defect can be found in annex no. 3 to the Contract) expressed in hours from its reporting by the contracting authority, i.e. the start of the defect removal process which is necessary for the physical start of work on removing the reported defect which is causing the machine to not function at the place of performance for the entire duration of the warranty period (reported by the contracting authority in writing via e-mail – call to remove defects). The participant is obligated to ensure that the appointed workers start (physically at the place of performance) removing these reported defects **within 48 hours at the latest** since the written call to remove defects. The tender of the participant who offers a longer warranty service intervention period shall be excluded from further participation in the procurement procedure. Tenders with a warranty service intervention response time **shorter than 6 hours shall not be awarded any additional points past this threshold**. The most advantageous tender shall be the one **with the lowest numerical value.**

In the assessment criterion where the most advantageous tender is the **tender with the lowest value**, the most advantageous tender shall be assigned 100 points and all other tenders shall be assigned points based on the following formula:

$$\text{Number of points} = \frac{\text{the most advantageous tender}}{\text{tender under assessment}} \times 100$$

Then the number of points achieved by each participant within the given assessment criterion shall be recalculated using the weight of the criterion.

- 3) In the assessment criterion where the most advantageous tender is the **tender with the highest value**, the most advantageous tender shall be assigned 100 points and all other tenders shall be assigned points based on the following formula:

$$\text{Number of points} = \frac{\text{tender under assessment}}{\text{the most advantageous tender}} \times 100$$

Then the number of points achieved by each participant within the given assessment criterion shall be recalculated using the weight of the criterion.

- 4) The overall rating is a sum of all point values for individual criteria, which are multiplied by the weight of the given assessment criterion. The most economically advantageous tender is the one that gains the highest total number of points.
- 5) **The values of the individual quantifiable criteria** shall be stated by the participants for the purposes of the procurement procedure **in the Tender Cover Sheet**. The values of the assessment criteria **shall be filled in the Contract by the supplier before the signing of the Contract in accordance with their tender**.
- 6) If two or more tenders achieve the same number of points, the most economically advantageous tender shall be the one that achieved the highest number of points in the highest weighted assessment criterion, i.e. in the criterion of offered price in EUR excl. VAT.

Článek 6. Requirements on the method of calculating the offered price

- 1) The participant shall set the offered price **for proper and timely fulfilment of the subject of the public contract**. The currency of the offered price shall be EUR.
- 2) The offered price is a **fixed, highest permissible** price which **must not be exceeded unless stipulated otherwise in the Contract**. The offered price includes all of the participant's expenses necessary for proper and timely fulfilment of the subject of the public contract pursuant to the procurement conditions.
- 3) The offered price is **independent of pricing developments and exchange rate changes**.
- 4) The participant is not entitled to make the offered price contingent on additional conditions. Conditioning of the offered price, listing variants of the offered price or setting the offered price in a different currency than defined by this procurement documentation shall **result in rejection of the participant's tender** and the participant's exclusion from participation in the procurement procedure.
- 5) The offered price for the purposes of the procurement procedure shall be **listed in the Tender Cover Sheet**.

Článek 7. Trade conditions

- 1) The trade conditions including payment conditions of the contracting authority are defined in detail **in the binding model Contract**. The contracting authority expressly requires the use of this binding model.
- 2) **Participants do not submit a draft Contract in their tender. The participant shall solemnly declare in their Cover Sheet that they accept the Contract without reservation and are fully bound by it.** Breaching this obligation shall be considered a failure to meet the requirements of the contracting

authority stated in the procurement conditions and may be grounds for rejection of the tender and exclusion of the participant from the procurement procedure.

- 3) Participants are not entitled to request changes or additions to the Contract, with the exception of filling in information that is expressly intended to be filled in by the participants, which shall be filled in before the signing of the Contract in accordance with the selected supplier's tender.
- 4) Participants shall submit **as part of their tender** the following documents, which shall constitute annexes to the Contract:
 - a) **Technical specification of the subject of performance** (annex no. 3 to this procurement documentation), which shall constitute **annex no. 1 to the Contract**.

Článek 8. Conditions for Contract conclusion

- 1) Before concluding the Contract, the contracting authority shall request in accordance with Section 122 par. 3 of the PPA from the selected supplier **the submission of documents regarding qualification, unless these are already available to the contracting authority**. The contracting authority may request that the selected supplier present originals or certified copies of documents regarding qualification.
- 2) If the selected supplier is a Czech legal person, the contracting authority shall acquire **information about their beneficial owner** pursuant to the act on registration of beneficial owners, using the procedure described in Section 122 par. 5 to 8 of the PPA. If the selected supplier is a foreign legal person, **the selected supplier shall on the contracting authority's request submit a statement from a foreign register that is analogous to the register of beneficial owners**. If such a register does not exist in the given country, the selected supplier shall submit the identifying **information of all persons who are the supplier's beneficial owners** and documents that give evidence of this relationship towards the supplier; such documents include, in particular:
 - a) statement from a foreign register similar to a public register,
 - b) list of shareholders,
 - c) decision of a statutory body on the payment of share of profit,
 - d) social contract, instrument of incorporation or statutes.

Článek 9. Requirements on the content and method of tender creation

- 1) The tender must be written entirely in **Czech or English or Slovak**.
- 2) The contracting authority is not obligated to take into consideration in any way any documents or information the participant submits in their tender that are beyond the scope of what is required by the procurement conditions.
- 3) Tenders may **only be made in electronic form**.

- 4) Each supplier may only submit **one tender** for the public contract. A participant may not at the same time be a person through which another participant is proving their qualification in the same procurement procedure.
- 5) The contracting authority does not accept variant bids.

Článek 10. Method of submitting tenders

- 1) Tenders must be submitted **at the latest by 9. 1. 2026, by 10:00 a.m.**.
- 2) **Tenders** are submitted in **electronic form** via electronic tool E-ZAK.

Článek 11. Opening of tenders

- 1) The contracting authority shall open the tenders after the deadline for submitting tenders. Opening a tender in electronic form means making its contents accessible to the contracting authority.
- 2) If the tender is not delivered to the contracting authority in the manner stipulated in the procurement documentation, it is not considered submitted and will not be taken into consideration during the procurement procedure.
- 3) Since the contracting authority only allows submitting tenders electronically, the opening of tenders shall take place without the presence of the participants in the procurement proceedings.

Článek 12. Explanation of procurement conditions

- 1) The contracting authority may provide explanation of the procurement documentation. If along with explaining the procurement documentation the contracting authority also made alterations to the procurement conditions, the contracting authority shall proceed within the meaning of Section 99 of the PPA.
 - a) The contracting authority may explain the procurement documentation to participants even without prior request, by publishing the explanation on the contracting authority's profile, at the latest **5 working days** before the deadline for submitting tenders.
 - b) A request for explanation of the procurement documentation must be delivered to the contracting authority at the latest **8 working days** before the deadline for submitting tenders.
 - c) The contracting authority shall publish the explanation of the procurement documentation on the contracting authority's profile, at the latest **3 working days** since the delivery of the request for explanation of the procurement documentation.
- 2) The request for explanation of the procurement documentation must be sent by suppliers in written electronic form to the person representing the contracting authority, i.e. by e-mail to the contact information (see art. 1 of this procurement documentation), or via data box or via an electronic tool.

Článek 13. Inspection of the place of performance

- 1) The contracting authority will enable all participants who are interested in submitting a tender in the procurement procedure to inspect the place of performance.
- 2) Participants may inspect the place of performance on **19. 12. 2025** by contacting the contracting authority's contact person – Mr. **Lukáš Duběda**, tel.: **+420 602 444 164**, e-mail: Lukas.Dubeda@GetLoad.cz. The participants shall meet to inspect the place of performance at **10:00 a.m.** at the address of the contracting authority's facility: **Kratochvílova 2659, 413 01 Roudnice nad Labem, Ústí nad Labem Region**. Notify the contracting authority of your participation in the inspection at least 2 working days ahead of time.
- 3) During the inspection of the place of performance, participants may ask questions, but the verbal answers shall be informative only and may not be invoked as binding. The above does not affect the participants' right to request explanation of the procurement documentation pursuant to art. 12 of this procurement documentation.

Článek 14. Reservation of the right to publish the contracting authority's decision on the contracting authority's profile

Shall not be used.

Článek 15. Performance through subcontractors

The contracting authority requires that each participant submits in their tender a **list of subcontractors**, if they are known to them, and states which part of the public contract each subcontractor shall perform. For this purpose, the contracting authority presents to the participants as part of the Tender Cover Sheet a model list of subcontractors.

Článek 16. Tender validity period and tender security

- 1) The contracting authority sets a tender validity period (i.e. period for which participants are bound by their tenders) of **6 months**. The tender validity period begins the moment the deadline for submitting tenders expires.
- 2) The contracting authority does not require the payment of a tender security.

Článek 17. Processing of personal data

- 1) Within the meaning of art. 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 referred to as "**GDPR**") the contracting authority as a

controller of personal data hereby informs participants in the procurement procedure about the processing of personal for the purposes of realising the procurement procedure.

- 2) Within the realisation of the procurement procedure the contracting authority may process the personal data of the supplier, their subcontractors (from among enterprising natural persons), members of statutory bodies, the supplier's and subcontractors' contact persons, persons through which the supplier is proving qualification, members of the supplier's realisation team and the supplier's beneficial owners.
- 3) The contracting authority shall process personal data only in the extent necessary for realising the procurement procedure and only for a period set out by legal regulations. The data subjects are entitled to exercise their rights pursuant to art. 13 to 22 of GDPR in writing at the registered office of the contracting authority.
- 4) The contracting authority passes personal data for processing to the person representing the contracting authority as a personal data processor, for the purposes of the administration of the procurement procedure within the meaning of Section 43 of the PPA.

Článek 18. Other conditions of the contracting authority for the performance of the public contract

1) Communication:

- a) The contracting authority, or the person representing the contracting authority, communicates with suppliers pursuant to Section 211 par. 1 of the PPA exclusively in writing. Written communication between the contracting authority, or the person representing the contracting authority, and the supplier must take place electronically (with the exception of cases pursuant to Section 211 par. 5 of the PPA), particularly through certified electronic tool E-ZAK.
- b) To communicate with the contracting authority, or the person representing the contracting authority, through the electronic tool, the supplier is obligated to register at the address of the E-ZAK electronic tool – <https://ezak.tendera.cz/>.
- c) Detailed information on how to use the system is available in the user manual at address https://ezak.tendera.cz/manual_2/ezak-manual-dodavatele-cdd-pdf.
- 2) The contracting authority **shall not cover any of the participant's expenses** associated with participation in the procurement procedure, including the preparation and submission of the tender and other requests, proposals, etc. This does not affect the contracting authority's obligations pursuant to Section 40 par. 6 of the PPA.
- 3) The contracting authority points out that submitting a tender does not constitute a legal claim for the participant to conclude the Contract. In case the Contract is not concluded with the selected supplier, the supplier shall not qualify for any payment, damages or coverage of non-material loss to be paid out by the contracting authority for any reason.
- 4) The contracting authority reserves the **right to withdraw from the Contract**, if after concluding the Contract the contracting authority discovers that the participant has listed in their tender

information or documents that do not correspond with reality and which had or may have had an effect on the result of the procurement procedure.

- 5) A supplier selected on the basis of this procurement procedure is, pursuant to Section 2e) of Act No. 320/2001 Coll., on Financial Control in Public Administration, as amended, a person obligated to cooperate in carrying out financial control and undertakes to provide information and documents related to the subject of this public contract to the subsidy provider's inspection bodies, and to do so for a period set out by Czech law for their archiving (Act NO. 563/1991 Coll., on Accounting and Act No. 235/2004 Coll., on Value Added Tax).
- 6) The author of the procurement documentation and its annex no. 1 is company TENDERA partners, s.r.o. Other parts of the procurement documentation are prepared by the contracting authority, unless stated otherwise.
- 7) The content, structuring and main ideas stated in the procurement documentation are considered by the author of this procurement documentation, which is the person representing the contracting authority, their intellectual property and may not without their permission be copied or otherwise passed on to third parties or used for purposes other than awarding of the public contract.
- 8) **Compliance with Council Regulation (EU) No. 2022/576:** The public contract is awarded in accordance with Council Regulation (EU) 2022/576 amending Regulation (EU) No. 833/2014 concerning restrictive measures in view of Russia's actions destabilising the situation in Ukraine, particularly in accordance with art. 5k of the regulation, pursuant to which it is forbidden to award or continue the execution of public contracts (aside from specified exceptions) to: a) a Russian national, or a natural or legal person, entity or body established in Russia; b) a legal person, entity or body whose proprietary rights are directly or indirectly owned for more than 50 % by an entity referred to in point a) of this paragraph; or c) a natural or legal person, entity or body acting on behalf or at the direction of an entity referred to in point a) or b) of this paragraph, including subcontractors if they account for more than 10 % of the contract value, or in collaboration with them.

Článek 19. Annexes

- Annex No. 1 to PD – Tender Cover Sheet
- Annex No. 2 to PD – Contract
- Annex No. 3 to PD – Technical specification
- Annex No. 4 to PD – Drawing

In Brno on 8. 12. 2025

For the contracting authority – GetLoad s.r.o.:

Bc. Ing. Iveta Minx Prášková

TENDERA partners, s.r.o.

Consultant for procurement procedures

Based on power of attorney