

# TENDER SPECIFICATIONS

## for small-scale public contract

<b>Public contract title:</b>	The concept of Public Transport Museum - Coordinator
<b>Name of submitter:</b>	Statutory City of Ostrava
<b>Submitter's ID:</b>	00845451
<b>Submitter's contact address:</b>	Prokešovo náměstí 8, 729 30 Ostrava
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### I. Subject of the public contract

Subject of the public contract is to draft a concept of Public Transport Museum, the documentation for the Museum equipment and the performance of coordinator's activities who will design, coordinate and participate in the preparation of construction documentation and Museum equipment.

Detailed specification of the subject of the public contract is also listed in the Attachments to these specifications.

### II. Rules for evaluation of bids

Evaluation of bids for the public contract will be conducted according to economical advantage of a bid on the basis of:

#### - the most favourable ratio between the bid price and quality

Criterion	Criterion weight in%
Bid price	20
Bid quality of Public Transport Museum	80

The method of evaluation within the evaluation criteria:

#### 1. Bid price without VAT - 20% weight

The bid price without VAT provided by the supplier for the whole of the public contract will be evaluated. Within this evaluation criterion, evaluated bids acquire a point value which will be created by multiplying 100 and the ratio of the value best bid (lowest bid price) to evaluated bid; the resulting value will be multiplied by the appropriate weighting of the criterion (0.2)

$$100 \times \frac{\text{lowest bid price}}{\text{evaluated bid price}} \times 0.2$$

#### 2. Design quality of Public Transport Museum - 80% weight

Within this evaluation criterion submitted conceptual proposal of the Public Transport Museum will be evaluated.

The conceptual proposal in this context will constitute the basic design of the Public Transport Museum for the use of space, structure interpretation (suitable placement exposures) City Public Transport Museum. The compiler shall prepare spatial and functional design. The basic organization of space will be based on an already drawn up investment plan of the 1st variant (building's floor projection will be preserved). The compiler will propose the best use of space capacities for the Public Transport Museum.

The conceptual proposal will be developed within the requirements specified in Attachment 1 of these specifications.

The processed conceptual design will be in line with the overall objectives of the project:

- Make available the history and current development of public transport to the public in a playful way
- Create conditions for visitors interested in technology and engineering, emphasis on peaceful education of visitors
- Popularize public transport
- Create attractive spaces for spending leisure time for all ages

Sub-criterion	Evaluated aspects
Interior layout concept	Interior layout proposal will be evaluated - i.e. proposal of operating and exhibition space, outdoor exposition and paved areas, orientation of entrance areas, delimitation of functional areas.
Design of exhibition space, exhibits proposal, museum concept	Proposal for exhibition space will be evaluated incl. exhibits, where the emphasis is on interactivity of exhibits, playful form of visit, peaceful education of visitors with regard to the history of technology in Ostrava. It is desirable for the compiler to incorporate his own ideas into the conceptual design.
Graphic design and communication with the visitor	Basic graphic design and communication with the visitor will be evaluated, which will contain proposal for direction indicators, descriptions on the wall, examples of interactive communication with the visitor, etc.

**Sub-criterion - Interior layout concept**  
**Point scale: 0-25 points**

Bids in this sub-criterion can receive from 0 to 25 points, while the best offer will receive 25 points, and each following offer will be given a score that indicates the degree of fulfilment of a particular sub-criterion in relation to the best offer.

As the most advantageous offer will be evaluated an offer of a supplier who submits the best proposal for interior layout. The best proposal of layout refers to interactions and the continuity of the functional surfaces, layout of exhibition, resting and operating areas. Simple and intuitive perception of space by the visitor, e.g. in connection to car park - entrance to the building - an exhibition space / rest area / restaurant - exit - car park.

**Sub-criterion - Design of exhibition space, exhibits proposal, museum concept**  
**Point scale: 0-50 points**

Bids in this sub-criterion can receive from 0 to 50 points, while the best offer will receive 50 points, and each following offer will be given a score that indicates the degree of fulfilment of a particular sub-criterion in relation to the best offer.

As the most advantageous offer will be evaluated an offer of a supplier who submits the most complex conceptual design with respect to the objectives of the project. An interactive proposal of exhibits will be evaluated, their relation to the target groups, the proposal of peaceful education of visitors.

**Sub-criterion - Graphic design and communication with the visitor**  
**Point scale: 0-25 points**

Bids in this sub-criterion can receive from 0 to 25 points, while the best offer will receive 25 points, and

each following offer will be given a score that indicates the degree of fulfilment of a particular sub-criterion in relation to the best offer.

As the most advantageous offer will be evaluated an offer of a supplier who submits the most detailed proposal for communication to the public - visitors. Simplicity and intuitive orientation in space, attractive colour design and clarity of orientation indicators, communication tools and their interactive design will be evaluated.

Individual bids will be evaluated according to individual sub-criteria and will be scored in the range of point scale for each sub-criterion, based on mutual comparison of bids. After counting the points obtained in the individual sub-criteria the offer with the highest thus obtained number of points will be assigned a point value of 100 points and each subsequent offer will be assigned a value, which is a multiple of 100 a ratio of points obtained of the evaluated offer to the number of points of the best offer (the highest point score offer); the resulting value will be multiplied by the appropriate weighting of this criterion (0,8)

$$100 \times \frac{\text{evaluated total value}}{\text{the highest total value}} \times 0.8$$

#### Overall evaluation of bids

Based on the resulting sum of the point values assigned to bids in the individual sub-criteria, the order of success of each bid will be determined, so that the bid that achieves the highest total value will be determined as the successful bid.

### III. Requirements for the method of bid price, payment terms and commercial conditions

#### 1. Requirements for the processing of the bid price

The supplier will establish the bid price for the whole performance of the public contract.

**The bid price without value added tax** (hereinafter referred as to „VAT“) will be the maximum permissible price. The bid price will be quoted in Czech currency breakdown: bid price without VAT, VAT separately and the total bid price including VAT and will be processed in accordance with the specifications and broken down according to the Requirements for the contents of the contract.

The bid price will be listed on the bid's cover sheet.

#### 2. The payment terms

Advance payments are not permitted.

The maturity period of tax documents will be 30 calendar days of receipt of the invoice by the submitter.

Details of payment terms are listed in the Requirements for the contents of the contract.

#### 3. Commercial conditions

They are listed in *Attachment 2 of these specifications* – Requirements for the contents of the contract, which the supplier will complete according to client's requirements.

### IV. Qualification requirements

#### 1. The supplier will prove professional competence by submitting:

- Current abstract of the Commercial Register record, if it is entered into the register; if the contractor does not reside in the Czech Republic, he will submit a similar document issued under the laws of the country in which it was obtained.

#### 2. The supplier will prove technical competence by submitting:

- A list of reference projects implemented in the last 7 years including price, time of implementation and contact details of the customer (including telephone contact). From the list, it will be apparent

that the contractor realized at least 1 project in the same period, whose object was to process proposal, study, project documentation focused on a design of exhibitions, trade fairs, museum exhibitions, science centres, or amusement parks with the minimum area of 1000 m<sup>2</sup>.  
The supplier will use *Attachment 4 of these specifications*.

**In the case of proving part of the qualification through third parties, the submitter requires** presentation of a third party's written commitment to provide performance intended for the public contract performance or to provide things or rights, which the supplier is entitled to dispose of during the performance of public contract, at least to the extent in which the third party demonstrated the qualification on behalf of the supplier.

## V. Requirements for the bid processing method

1. The bid will be submitted in writing in **one original**, in physical form, in **Czech or English language**.
2. The supplier will use the order of the documents referred to in the following paragraphs of this article of the specifications:
  - 2.1 **Bid Cover Sheet**. For the compilation of the cover sheet, the supplier will use *Attachment 3 of these specifications*.
  - 2.2 **The contents of the bid**. The bid will be provided with contents specifying the page numbers for individual sections (chapters) and secured against manipulation with individual sheets.
  - 2.3 **Documents** which prove supplier's qualification - specified in Article IV of these specifications (these documents will be delivered in copies).
  - 2.4 **Contract draft**, drawn up in accordance with the requirements for the contents of the contract, which form *Attachment 2 of these specifications*. The contract draft must be signed by an authorized signatory, in a prescribed manner. The supplier will evidence the authorization for signature, including the manner of signature, by an appropriate license (eg. abstract of the Commercial Register record, power of attorney). The contract is not subject to trade secret under the provision 504 of the Act no. 89/2012 Sb., Civil Code.
  - 2.5 **Supplier's declaration of familiarization with the references in the contract** - *Attachment 5 of these specifications*. This declaration will be documented in original with the signature of an authorized person in a prescribed manner (authorization to sign - see section 2.4. of this Article of the specifications).
  - 2.6 **The conceptual design of the Public Transport Museum pursuant to Attachment 1 of the specifications**.
  - 2.7 The electronic medium (CD, DVD, USB flash), which will contain the text and spreadsheets of the offer in an editable format in formats compatible with MS Office programmes, non-editable documents will be executable in Acrobat Reader.
  - 2.8 Others.

## VI. Deadline and place for submission of bids

1. **Deadline for submission of bids** is set at the latest by **31 July 2017, at 1.00 pm**.
2. **Place for submission of bids**: supplier's bid will be delivered in a sealed envelope bearing the address of the supplier and marked: **Public contract „The concept of Public Transport Museum - coordinator“ - do not open!** to the address:  
  
Magistrát města Ostravy / *Ostrava City Hall*  
Odbor veřejných zakázek a kapitálových účastí / *Department of public contracts and capital participation*  
Prokešovo nám. 8  
729 30 Ostrava  
  
or in person at the same place, office no. 226, 2<sup>nd</sup> floor, tel. 599 443 051, on weekdays: Monday to Thursday from 8.00 am. to 11.30 am. and from 1.00 pm. to 3.00 pm. and Fridays from 8.00 am to 11.30 am.

## VII. Inspection of the place of performance

The submitter sets the inspection of the place of performance **on 16 May 2017 from 10.00 am and on 30 May 2017 from 10.00 am**. Meeting point of the interested parties is outside the main entrance to the Ostrava City Hall building, Prokešovo náměstí 8, 729 30 Ostrava.

## VIII. Other conditions and requirements of the submitter

1. The submitter does not allow variant solutions of the bid.
- 2. The maximum value of this public contract amounts to CZK 2.000.000 without VAT.**
- 3. Supplier's offer will be in Czech or English language.**
4. An offer which does not meet the tender specifications will not be evaluated by the submitter.
5. The submitter reserves the right not to evaluate supplier's offer, the price of which will be assessed as extremely low.
6. The submitter reserves the right to cancel the public contract.

## IX. Attachments

- Requirements for processing a conceptual proposal of the Public Transport Museum + investment project + photo documentation - *Attachment 1*
- Requirements for the contents of the contract - *Attachment 2*
- Bid Cover Sheet - *Attachment 3*
- List of reference projects - *Attachment 4*
- Supplier's declaration of familiarization with the references in the contract - *Attachment 5*