



Re: Call for bid and evidence of qualification criteria compliance in respect of public contract 'CzechAccelerator 2011–2014, Switzerland'

The contracting agency, *Agentura pro podporu podnikání a investic CzechInvest*, with its registered office at Štěpánská 15, 120 00, Prague 2, acting through Ing. Miroslav Křížek, Ph.D., general manager, (hereinafter as the Agency), announces an under-the-limit public contract titled '**CzechAccelerator 2011-2014, Switzerland**' (hereinafter as the PC) to be held as the simplified under-the-limit procedure under sections 25 and 38 of Act 137/2006 Coll., the Public Procurement Act, as amended, (hereinafter as the Act), by sending a call for bids and evidence of qualification criteria compliance (hereinafter as the Call). The selected supplier qualifies as an entity under duty to assist in exercising financial control under section 2(e) of Act 320/2011 Coll., the Financial Control in Public Administration Act, as amended.

I call on you to submit your bid and evidence of qualification compliance.

1. Contracting Agency Identification Data

Agentura pro podporu podnikání a investic CzechInvest
Štěpánská 15, 120 00, Prague 2
Registration No.: 71377999
Represented by Ing. Miroslav Křížek, Ph.D., general manager
Contact person: Radek Šoltys
Tel./fax: +420 296 648
E-mail: accelerator@czechinvest.org

2. Information as to Public Contract Type and Subject

The subject of the PC is the arranging of information, consulting, training and other related services in Switzerland as part of the CzechAccelerator 2011–2014 project. In the target market the supplier is to arrange adequate premises, opportunities for participants to meet and network with potential partners (venture capital funds – the VC, and technology and business partners) and arrange consulting and training services as may be possible.

The Agency requires that the supplier:

1) Arrange physical premises to meet the following specifications:

- Furnished office space (desk, chairs, etc.) for up to two companies (for one to two persons for each company) (an office or a booth) of a minimum of 20 square metres;
- Internet;
- Electric socket access;
- Reception on the premises available during usual business hours.



2) *Render the following services to participants in the CzechAccelerator project:*

- Arrange for participants (applicants for support for a project which satisfied acceptability criteria and was chosen for funding) to attend a minimum of 10 (an optimum of 30 and more) networking events in the place of operation per year, or at any other suitable places, with Business angels (BA), VC or technology companies also attending;
- Opening training to span a minimum of one day (introduce local environment, practices and structures).

3) *Satisfy the following below requirements describing in more detail the supplier's business and legal existence*

- for the provider to have a minimum of six months of legal existence and history of providing the services;
- for the supplier to focus on providing services for business development of small and mid-sized technology businesses (especially those in biotechnology life sciences, cleantech and precision engineering industries); for the supplier to submit a list of contacts to a minimum of five venture capital funds or major technology companies with which the supplier has worked;
- submit a list of successfully launched businesses using his own or outside investment capital;
- submit a list of international clients broken down by industry.

Ideally, the supplier is also to render the following services (failure to offer the following services does NOT disqualify the supplier from this tender):

- Training in marketing, export, and approaches to marketing in the market of the participant's product;
- Training and assistance in creating business plan;
- Training in intellectual property protection and legal aspects of introducing products to local market;
- Assistance with the company foundation process, immigration, employment law, and accounts.

The public contract estimated value is CZK 3,000,000 without VAT.

Public contract estimated term of performance: 1 January 2012 – 30 June 2014

3. Contracting Documentation; Terms and Conditions of Providing Contracting Documentation and Additional Information

The contracting documentation and the appendices thereto are integral parts of the Call.



The Agency provides access to the contracting documentation in a manner allowing remote access. The contracting documentation is available on the web site of the Czech Ministry of Industry and Trade at <http://www.mpo.cz/cz/ministr-a-ministerstvo/ministerstvo/#category513> and the web site of CzechInvest at <http://www.czechinvest.org/povinne-informace>.

The supplier may require that the Agency provide additional information in respect of the contracting terms and conditions in writing. The Agency is to send the supplier such additional information by the 3rd (third) business day of the day the written request of the supplier reaches the Agency. Also, suppliers can enquire about the contracting terms and conditions at accelerator@czechinvest.org.

4. Deadline and Place to Submit Bids

Bids must be submitted by 22 November 2011, 9.00 a.m. CET.

Bids are to be sent by registered post to: Štěpánská 15, 120 00 Prague 2 or delivered by hand in the registry at the said address on business days between 8.00 a.m. and 3.00 p.m. or by 9.00 a.m. on the deadline date; whether sent by post or delivered by hand, bids must reach the Agency **by 9.00 a.m. CET on 22 November 2011.**

5. Requirements as to Evidence of Qualification Criteria Compliance

Compliance with **the basic qualification criteria** under **section 53(1) of the Act** is to be evidenced by an **affirmation** enclosed to the offer.

The applicant is to complete the sample affirmation enclosed as Appendix 2 to the contracting documentation.

Compliance with **professional qualification criteria** is to be evidenced as follows:

under **section 54(a)** of the Act, by submitting a **copy of the entry in the commercial register** (if registered there) or a **copy of the entry in other similar register** (if registered there);

under **section 54(b)** of the Act, by submitting a business licence or permit under special legal regulations to the extent as adequate to the subject of the public contract, especially a certificate evidencing the relevant trade licence or permit for the subjects of business.

Compliance with **technical qualification criteria** is to be evidenced as follows:

under **section 56(2)(a)** of the Act, by submitting a list of major services rendered by the supplier **in the last three years.**

The applicant satisfies the technical qualification under **section 56(2)(a)** of the Act if he has delivered in the last 3 (three) years

- **a minimum of three** major service contracts for foreign companies covering the provision of premises and other related services that correspond to the subject of this contract.

The following must be attached to the list of major services:

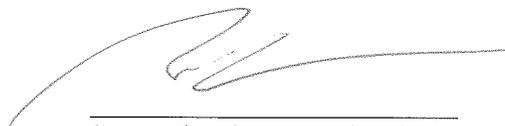
- a certificate issued by a contracting authority if such services were rendered to such an entity, or
- a certificate issued by a different entity if such services were rendered to an entity other than a contracting authority, or
- an affirmation by the supplier if such services were rendered to an entity other than a contracting authority and the certificate cannot be obtained from such an entity for reasons on the part of that entity.

If objective reasons prevent the supplier from evidencing the satisfaction of the technical requirements by the specified manner, the supplier may do so by a **sole affirmation**.

6. Data as to the Assessment Criteria under Section 78 of the Act

Cost-effectiveness is the basic assessment criterion for awarding the public contract. Component assessment criteria are: the quality at which the services for participants are arranged – 30%; the price quoted for the provision of physical premises and services, including taxes and fees – 40%; and the standard and furnishing of the physical premises – 30%.

Dated in Prague on 20.10.2011



Ing. Miroslav Křížek, Ph.D.

General Manager

Agentura pro podporu podnikání a investic CzechInvest