

TENDER DOCUMENTATION

issued pursuant to Section 28 paragraph (1) letter b) of Act No. 134/2016 Coll., on Public Procurement, as amended (hereinafter the "Act"),

for preparation of bids for above-threshold public contract for supplies
contracted within the *open procedure* pursuant to Section 56 of the Act

NAME OF THE PUBLIC CONTRACT:

Helium Liquefier System



FACULTY
OF MATHEMATICS
AND PHYSICS
Charles University



ÚOCHB ^{AV}_{ČR}
IOCB PRAGUE

TENDER DOCUMENTATION

This Tender Documentation (hereinafter the "TD") forms a basis for bidders (hereinafter the "Bidder" or "Bidders") to prepare their bids in a procurement procedure (hereinafter the "Procurement Procedure") seeking public contract pursuant to the Act. The rights, obligations and terms and conditions stipulated herein are governed by the Act.

Public Contract name: **Helium Liquefier System**

Association of Contracting Authorities (in alphabetical order):

Contracting Authority 1

Name:	Fyzikální ústav AV ČR, v. v. i. (Institute of Physics of the Czech Academy of Sciences)
Registered offices:	Na Slovance 1999/2, 182 00 Praha 8, Czech Republic
Identification No.:	68378271
Tax Identification No.:	CZ68378271
Person authorized to represent the Contracting Authority:	RNDr. Michael Prouza, Ph.D., Director

and

Contracting Authority 2

Name:	UNIVERZITA KARLOVA, Matematicko-fyzikální fakulta (Charles University, Faculty of Mathematics and Physics)
Registered offices:	UNIVERZITA KARLOVA Ovocný trh 560/5, 116 36 Praha 1, Czech Republic
	Unit "Matematicko-fyzikální fakulta" Ke Karlovu 2027/3, 121 16 Praha 2, Czech Republic
Identification No.:	00216208
Tax Identification No.:	CZ00216208
Person authorized to represent the Contracting Authority:	doc. RNDr. Mirko Rokyta, CSc., Dean

and

Contracting Authority 3

Name:	Ústav organické chemie a biochemie AV ČR, v. v. i. (Institute of Organic Chemistry and Biochemistry of the Czech Academy of Sciences)
Registered offices:	Flemingovo nám. 542/2, 160 00 Praha 6, Czech Republic
Identification No.:	61388963
Tax Identification No.:	CZ61388963
Person authorized to represent the Contracting Authority:	prof. RNDr. Jan Konvalinka, CSc., Director

(Hereinafter together referred to as the "Contracting Authority" for the purposes of this TD and / or the "Buyers" for the purposes of the hereto attached Purchase Contract)

The following member is acting for the Association within the scope of this Procurement Procedure on the basis of a joint procurement contract:

Contracting Authority 1: **Fyzikální ústav AV ČR, v. v. i.** (Institute of Physics of the Czech Academy of Sciences)

Contact person: Mgr. Václav Kafka
Telephone: +420 266 052 751; +420 727 875 254
E-mail: kafkav@fzu.cz

Substitute of the Contact person: Vladimír Levandovský
Telephone: +420 266 052 591
E-mail: levandovsky@fzu.cz

Provision of explanation of TD:

Request for explanation of this TD can be submitted electronically – in particular via the electronic tool **eGORDION v. 3.3 - Tender arena** (<https://tenderarena.cz>). Public Contract details can be found at: <https://tenderarena.cz/dodavatel/seznam-profilu-zadavatele/detail/Z0001082>.

The Contracting Authority will not respond to inquiries submitted in any other way than in electronic form in accordance with Section 211 (3) of the Act. Furthermore, the Contracting Authority will not provide explanations for telephone inquiries.

The Contracting Authority shall publish the answers to all requests for explanation of this TD on the Contracting Authority Profile at <https://www.e-zakazky.cz/profil-zadavatele/74e987e1-b4a1-4571-b8b6-2cd93fe6f932>.

1 DEFINITION OF THE SUBJECT-MATTER OF THE PUBLIC CONTRACT

1.1 Classification of the subject matter of the Public Contract

Classification (CPV) of this Public Contract corresponds to item:

- CPV code: 42511200-3 – Machinery for liquefying air or other gases

1.2 Description of the subject matter of the Public Contract

The subject matter of this Public Contract is supply (acquisition) of equipment for helium liquefaction, i.e. an open cycle process system where warm helium gas enters the system and is refrigerated to produce a liquid helium product stream (hereinafter the "Equipment"). More detailed specification of the subject matter is provided in Article 4 below and in Annex No. 3 of this TD (Draft Contract).

1.3 Term

Anticipated commencement: immediately after Contract conclusion

Anticipated completion: handover of installed Equipment no later than 18 months after Contract conclusion

1.4 Place of Performance

The 'Cryopavilon' building at the premises of the Department of Low-Temperature Physics of the Charles University Faculty of Mathematics and Physics at V Holešovičkách 747/2, Praha 8, Czech Republic.

1.5 Estimated value

Estimated value of the Public Contract is **1,295,000.00 USD excl. VAT**.

Considering the available funds of the Contracting Authority, the maximum permissible level for the bid price is 1,445,000.00 USD excl. VAT. The Contracting Authority stipulates as a condition of the Public Contract that the bid price may not exceed this limit. The Contracting Authority will consider any bids with a bid price exceeding this limit to be unsatisfactory and they will therefore be excluded from any further participation in the Procurement Procedure.

2 REQUIREMENTS REGARDING THE DRAWING UP OF A BID

- 2.1 Bids shall be submitted in electronic form only, in accordance with the provisions of Section 211 (3) of the Act, using the electronic tool Tender arena. Bids in paper form are not permitted. Other form of delivery is not considered proper submission of the bid.
- 2.2 Bids shall be submitted no later than on **January 26, 2024, by 11:00 am**. The Tender arena electronic tool used for the submission of a bid in electronic form is available at <https://tenderarena.cz>. Bidders may find at this link also a guide for using the Tender arena electronic tool (via link "Help" in footer) and helpdesk contact details.
- 2.3 To be able to submit a bid, the Bidder must be registered as a contractor in the **Central Contractor Database** through the **FEN.cz** system. The link to register is <https://cdd.fen.cz/#/>. Registration takes up to 48 hours (on working days) after all required documents have been submitted (either by post or electronically). Registration in the FEN.cz system is not charged. Detailed information on the registration to the Central Contractor Database through FEN.cz system is available at <https://cdd.fen.cz/#/faq>.
- 2.4 The Bidder must have a personal computer with a minimum of the following performance: CPU 1 GHz, 1024 MB memory, 20 GB hard drive, the computer must be connected to the Internet at a minimum connection speed of 2 Mbps (DOWNLOAD) / 512 Kbps (UPLOAD). The computer must have an Internet browser installed (Mozilla Firefox 73.0 and higher, Google Chrome 80.0.3987.106 and higher, Opera 66.0.3515.72 and higher, Microsoft Edge 80.0.361.54 and higher, Internet Explorer 11.657.18362.0 and higher).
- 2.5 The Contracting Authority points out that it bears no responsibility for any technical conditions on the Bidder's side. The Contracting Authority recommends Bidders to consider especially the speed of their Internet connection when submitting bids so that they are submitted within the time limit for submission. This means the final submission of the bid to the Tender arena electronic tool after uploading all the attachments that make up the bid.
- 2.6 The bid may be prepared in the Czech or English language.
- 2.7 The bid must include **identification data of the Bidder**, i.e. primarily: business name, registered office, legal form (if the Bidder is a legal person), or the business name or name and forenames (if the Bidder is a natural person), as well as the identification number, if assigned to the Bidder.
- 2.8 The bid in electronic form shall not exceed 200 MB; of which a maximum of 100 MB is reserved for documents proving qualifications and a maximum of 100 MB for other documents provided

within the bid. The bid must be processed through acceptable file formats, i.e. Microsoft Office (DOC(X), XLS(X)), Open Office formats, PDF, JPEG, GIF, or PNG. The values for bid evaluation as specified in this TD will also be submitted to the Procurement Procedure by inserting them into the tender form, which will be displayed when submitting the bid. This is without prejudice to the obligation to submit other documents making up the bid.

- 2.9** For the submission, the bid must be encrypted with a certificate provided within the Tender arena electronic tool (at <https://tenderarena.cz>). In the case of a bid being encrypted with another certificate, such a bid will be considered not delivered to the Contracting Authority in the proper manner and it will not be considered submitted. **The bid encryption with the certificate is carried out automatically in the Tender arena electronic tool** before the bid submission is finalized.
- 2.10** In the case several Bidders jointly participate in the Procurement Procedure, they will also identify the person who shall be authorized to represent them in contact with the Contracting Authority during the Procurement Procedure.
- 2.11** The Contracting Authority does not specify the *award period* for this Procurement Procedure.
- 2.12 The bid must be submitted in the following structure:**
- a) Cover sheet** setting out the basic identification data of the Bidder and the data for evaluation (please refer to Annex No. 1 hereto);
 - b) documents proving fulfilment of the qualification** in the structure as set out in Article 3 of the TD; all documents proving fulfilment of the qualification may be presented in a plain copy (as scanned image) OR Bidders may substitute the submission of documents proving fulfilment of the qualification by an affirmation (for the purposes of the bid, Bidders may use Annex No. 2 hereto) or by the European Single Procurement Document;
 - c) statement defining the bid price** in the structure according to Article 5 hereof including a detailed itemized budget;
 - d) description of the subject of performance of the Public Contract** - the Bidder shall prepare and submit a document describing the actual subject of performance of the Public Contract and demonstrating that the Contracting Authority's requirements are met;
 - e) draft contract** including annexes with filled marked data (please refer to Annex No. 3 hereto);
 - f) affidavit** of commitment to comply with the principles of socially responsible procurement and environmentally responsible procurement signed by a person authorized to act on behalf of the Bidder (please refer to Annex No. 5 hereto).

3 QUALIFICATIONS

3.1 Bidders must demonstrate the fulfilment of

- a)** basic qualification according to Section 74 of the Act,
- b)** professional qualification according to Section 77 of the Act and
- c)** technical qualification according to Section 79 of the Act.

For the purposes of the Bid, it is sufficient to submit a written affirmation (Annex No. 2 hereto), as stated below in point 3.6.1 of this TD.

3.2 Time of proving the fulfilment of the qualification

The Bidder is obliged to prove the fulfilment of the qualification within the deadline for submission of bids specified in point 2.2 of this TD.

3.3 Basic qualification

3.3.1 Basic qualification shall **not** be met by a Bidder who:

- a) was convicted by final judgement in the country of its registered office / residence of a crime specified in Annex No. 3 to the Act or another similar crime pursuant to the law of the country of its registered office / residence in the past five years preceding the commencement of the Procurement Procedure (expunged convictions are disregarded),
- b) has outstanding tax arrears registered in tax records in the Czech Republic or in the country of its registered office / residence,
- c) has outstanding arrears in respect of payments and penalties of public health insurance in the Czech Republic or in the country of its registered office / residence,
- d) has outstanding arrears in respect of payments and penalties of social security contributions and contribution to the national employment policy in the Czech Republic or in the country of its registered office / residence,
- e) is in liquidation, has been declared insolvent, in respect of whom the receivership has been imposed under another legal regulation or it is in a similar situation pursuant to the law of the country of its registered office / residence.

3.3.2 Bidders shall prove fulfilment of the basic qualification in relation to the Czech Republic by submitting:

- a) a copy of an entry in the Criminal Records in respect of Section 74 (1) a) of the Act (from the country of its registered office / residence),
- b) confirmation from a relevant tax office in respect of Section 74 (1) b) of the Act (from the country of its registered office / residence and from Czech Republic),
- c) a written affirmation regarding excise duty in respect of Section 74 (1) b) of the Act,
- d) a written affirmation in respect of Section 74 (1) c) of the Act,
- e) a confirmation from a relevant district social security administration in respect of Section 74 (1) d) of the Act (from the country of its registered office / residence and from Czech Republic),
- f) a copy of an entry in the Commercial Register, or a written affirmation in the event that the Bidder is not incorporated in the Commercial Register, in respect of Section 74 (1) e) of the Act.

3.3.3 If the Bidder is a legal person, both this legal person and every member of its governing body shall meet the condition specified in paragraph 3.3.1 point a). Where a legal person is a member of the governing body of the Bidder, the condition specified in paragraph 3.3.1 point a) shall be met by

- a) this legal person,
- b) every member of the governing body of this legal person and
- c) the person representing this legal person in the governing body of the Bidder.

3.3.4 If the Bidder is a branch of a business of

- a) a foreign legal person, the condition specified in paragraph 3.3.1 point a) shall be met by this legal person as well as the head of the branch,
- b) a Czech legal person, the condition specified in paragraph 3.3.1 point a) shall be met by the persons referred to in paragraph 3.3.3 as well as the head of the branch.

3.4 Professional qualification

- 3.4.1 Bidders shall prove fulfilment of the professional qualification according to Section 77 (1) of the Act in relation to the Czech Republic by submitting a copy of an entry in the Commercial Register or other similar records provided that registration in such records is required pursuant to another legal regulation.
- 3.4.2 Bidder is not obliged to submit the document specified in paragraph 3.4.1 if legal regulations in the country of its registered office / residence do not require such professional qualification.

3.5 Technical qualification

Fulfilment of the technical qualification pursuant to Section 79 (2) b) of the Act will be demonstrated by a Bidder, who submits a list with at least 3 major supplies provided over the past five years before the commencement of this Procurement Procedure, including price and date of delivery and the identification of customer of the supply (supplies). Supply and installation of a Helium Liquefier System with min. liquefaction capacity 35 liters/hour with nitrogen pre-cooling and 15 liters/hour without nitrogen pre-cooling with financial value of at least 500,000.00 USD excl. VAT shall be considered a significant supply (if the value is stated in another currency, it will be converted at the exchange rate published by the European Central Bank on the day of the commencement of the Procurement Procedure).

3.6 Authenticity and age of documents

- 3.6.1 **Bidders** shall submit all requested documents (a scanned image of a plain copy of a document is sufficient) and **are entitled**, for the purposes of the Bid, **to submit an affirmation** (Bidders may use Annex No. 2 hereto) **or a European Single Procurement Document** instead of these documents, or to submit an extract from the list of qualified suppliers pursuant to Section 228 of the Act.
- 3.6.2 The documents demonstrating basic qualification under Section 74 of the Act and professional qualification under Section 77 (1) of the Act shall demonstrate the fulfilment of the required qualification criterion not later than 3 months before the date of the commencement of this Procurement Procedure.
- 3.6.3 Where the Contracting Authority requires a document to be submitted, the Bidder shall submit it in Czech or English language, or it shall be submitted along with its translation into one of these languages.

4 TECHNICAL SPECIFICATION OF THE SUBJECT MATTER

- 4.1** The TD specifies the minimum technical requirements in Annex No. 1 of the Draft Contract (Draft Contract forms Annex No. 3 of this TD). It is permitted that Bidders supply the same or higher level solution, than those described in the technical specification, but it must always comply with the minimum requirements as set forth herein.
- 4.2** All items which shall form a part of the Equipment must comply with all requirements arising from technical or safety standards valid in the Czech Republic for these types of equipment. Performance required hereunder shall include handover of complete documentation to the

Equipment. The Contracting Authority requires that the entire Equipment and all its parts are brand new, not re-used.

- 4.3** Bidders must always comply with technical requirements stipulated herein; should a Bidder fail to comply with these, he shall be excluded from further proceedings. Bidders are obliged to prove guaranteed technical parameters to the Contracting Authority as specified herein, i.e. Bidders shall submit detailed technical specification of the offered solution containing the guaranteed achievable parameters, which must demonstrate compliance with the minimum technical parameters specified in Annex No. 1 to the Draft Contract in the Czech or English language (other language mutations will not be admissible). Specified parameters must be achieved also during installation of the Equipment at the place of performance. The submitted documentation shall form Annex No. 2 to the Contract.
- 4.4** Should this TD refer to specific commercial trademarks / products or solution, or other designations or visual presentations having relation to a specific supplier / manufacturer, it shall be understood as delineation of an anticipated characteristics and Bidders are entitled to propose other technically or qualitatively compliant solution.

5 STRUCTURE OF THE BID PRICE

- 5.1** Bidders are obliged to specify the total bid price, including all required performance; the total bid price is to be quoted in **USD excl. VAT**.
- 5.2** The **total bid price** must include the entire subject matter of the Public Contract and shall represent a fixed, binding amount as the maximum amount and **maximum admissible price**, including all fees and other costs that may be associated with the performance provided hereunder, such as transportation to the place of performance, packaging, custom duties, assembly and installation costs, costs of insurance, etc. At the same time, **the total bid price cannot exceed 1,445,000.00 USD excl. VAT** and in the case of a bid being submitted citing a higher bid price than this maximum value of the Public Contract, such bid will be **excluded** from the Procurement Procedure.
- 5.3** Bidders are obliged to submit a **detailed itemized budget** in their bids, which is the basis for the total bid price.

6 TERMS AND CONDITIONS, PAYMENT TERMS

- 6.1** Payment terms are specified in the attached binding Draft Contract, which forms an integral part hereof as Annex No. 3.
- 6.2** Bidders are obliged to accept the Draft Contract without reservation and not to change its text. Bidders are authorized to fill in their identification data, the bid price and other clearly marked information that are to be filled in. Bidders are not authorized to change or add to the Draft Contract in any manner, with exception of those parts which the Contracting Authority highlighted. Any breach of this condition may result in exclusion of the Bidder from the Procurement Procedure.

7 EVALUATION CRITERIA

7.1 The bids will be evaluated on the basis of their economic advantageousness. The Contracting Authority will evaluate the economic advantageousness of the bids on the basis of the criteria below.

7.2 The evaluation criteria are:

- 7.2.1 Total bid price – weight 75 %
- 7.2.2 Operating consumption – weight 15 %
- 7.2.3 Length of warranty period – weight 10 %

7.3 Evaluation method:

7.3.1 Within the evaluation criterion pursuant to paragraph 7.2.1, the Contracting Authority will evaluate the total bid price in USD excl. VAT, processed in accordance with Article 5 of the TD. The number of points awarded will be determined according to the formula below:

$$\text{Number of points} = \frac{1\,445\,000 - \text{Total bid price in USD excl. VAT}}{1\,000} \cdot 0,1875$$

The maximum total bid price is 1,445,000.00 USD excl. VAT - Bidders who specify a higher total bid price will be excluded from the Procurement Procedure. If any Bidder states total bid price lower than 1,045,000.00 USD excl. VAT, total bid price of 1,045,000.00 USD excl. VAT will be taken into account for the purposes of evaluating the bid, but the total bid price actually stated will be considered legally binding.

Bidders complete the data for this criterion in paragraph 5.1 of the Draft Contract (Annex No. 3 of the TD) and in the Cover Sheet (Annex No. 1 of the TD). If the Bidder specifies different values in the Cover Sheet and in the Draft Contract, the Contracting Authority will consider the data specified in the Draft Contract binding.

- 7.3.2 Within the evaluation criterion pursuant to paragraph 7.2.2, the Contracting Authority will evaluate the operating consumption of the Equipment, i.e. the combination of
- i. **EC** = the amount of electrical energy in kWh consumed by the Equipment per liquefying 1 liter of helium when producing the minimum required volume of liquid helium (min. required liquefaction capacity) and
 - ii. **NC** = the amount of liquid nitrogen in liters consumed per liquefying 1 liter of helium with nitrogen pre-cooling when producing the minimum required volume of liquid helium (min. required liquefaction capacity).

The number of points awarded will be determined according to the formula below:

$$\text{Number of points} = \frac{\text{Lowest EC within valid bids}}{\text{EC of the evaluated bid}} \cdot \frac{\text{Lowest NC within valid bids}}{\text{NC of the evaluated bid}} \cdot 15$$

Bidders shall state the operating consumption of the Equipment in table Tab. 2 in Annex No. 1 to the Draft Contract (Annex No. 3 of the TD) and in the Cover Sheet (Annex No. 1 of the TD). If the Bidder

specifies different values in the Cover Sheet and in the Draft Contract, the Contracting Authority will consider the data specified in the Draft Contract binding.

- 7.3.3 Within the evaluation criterion pursuant to paragraph 7.2.3, the Contracting Authority will evaluate the length of time for which the entire Equipment is covered by the warranty. The number of points awarded will be determined according to the formula below:

$$\text{Number of points} = \frac{\text{Length of warranty period in months} - 12}{3.6}$$

The minimum warranty period is 12 months - Bidders who specify a shorter period will be excluded from the Procurement Procedure. If any Bidder offers a warranty longer than 48 months, he will gain the maximum number of points within this criterion (10) whereas the warranty period actually stated will be considered legally binding.

Bidders shall state the offered warranty period in whole calendar months and fill it in paragraph 14.2 of the Draft Contract (Annex No. 3 of the TD) and in the Cover Sheet (Annex No. 1 of the TD). If the Bidder specifies different values in the Cover Sheet and in the Draft Contract, the Contracting Authority will consider the data specified in the Draft Contract binding.

- 7.3.4 The number of points achieved within the individual criteria will be rounded to 2 decimal places. **Finally, bids will be ranked according to the number of points obtained in the sum of all the above criteria from highest to lowest. The winner is the Bidder whose bid gets the most points.**

8 ADDITIONAL REQUIREMENTS AND CONDITIONS

- 8.1** Since the Equipment will operate simultaneously with an existing helium liquefier at the place of performance, the Seller is allowed to connect the supplied system to some already installed devices/units. The list of these devices/units is part of Annex No. 1 of the Draft Contract (Draft Contract forms Annex No. 3 of this TD).
- 8.2** The Contracting Authority reserves the right to verify any information provided by Bidders using third parties and Bidders shall be obliged to provide the Contracting Authority with all necessary cooperation in this matter.
- 8.3** The Contracting Authority does not admit variants of the bid.
- 8.4** The Contracting Authority reserves the right to change, specify or supplement the conditions of this Procurement Procedure.
- 8.5** The selected Bidder will be obliged to ensure compliance with all labour law regulations (remuneration, working hours, rest periods between shifts, paid overtime), as well as regulations concerning employment and occupational safety and health, for the entire duration of the contractual relationship established on the basis of this Public Contract, valid in the country of his registered office or place of business, to all persons, which will participate in the performance of the Public Contract (regardless of whether it is the Bidder himself or his subcontractors).
- 8.6** The selected Bidder will be obliged to ensure compliance with environmental law in force in his country of residence or place of business, which meets the environmental policy objectives

related to climate change, resource use and sustainable consumption and production, for the entire duration of the contractual relationship based on this Public Contract. The selected Bidder must therefore take all measures that can reasonably be required of him to protect the environment and reduce damage caused by pollution, noise and other activities, and must ensure that emissions, soil pollution and waste water from his activities do not exceed the values laid down in the relevant legislation.

9 OPENING OF BIDS

Opening of bids shall take place immediately after the expiry of the bid submission date.

10 COMMUNICATION DURING THE PROCUREMENT PROCEDURE

- 10.1** During the Procurement Procedure, the Contracting Authority will communicate with Bidders in accordance with Section 211 of the Act.
- 10.2** For communication during the Procurement Procedure, the Contracting Authority prefers the use of the electronic tool Tender arena.
- 10.3** Documents within the Procurement Procedure shall be sent by the Contracting Authority through the Tender arena electronic tool accounts of the Contracting Authority and the Bidder or via e-mail (with a guaranteed electronic signature, if possible).
- 10.4** Bidders must be registered in the Central Database of Suppliers in order to be able to communicate with the Contracting Authority via the electronic tool. The registration is carried out in accordance with point 2.4 of this TD.
- 10.5** The Contracting Authority further emphasizes that in the case of communication carried out via the electronic tool, **the document is delivered as soon as the data message is received** to the electronic address of the recipient or recipients of the data message in the electronic tool.

11 CONCLUSION

- 11.1** Information and data provided herein (incl. all Annexes) define the binding requirements of the Contracting Authority with respect to the performance of the Public Contract. These requirements must be accepted by the Bidders in full and without reservation, respecting these requirements in preparation of their bid. Non-acceptance of these requirements / conditions (incl. those specified in the respective Annexes) shall be deemed to constitute failure to comply with the tender conditions.
- 11.2** Should this TD or its Annexes refer to specific commercial trademarks / products or solutions, or other designations or visual presentations having relation to a specific supplier / manufacturer, it shall be understood as delineation of an anticipated characteristics and Bidders are entitled to propose other technically or qualitatively fully compliant solution.
- 11.3** By submitting a bid, the Bidder confirms that he has fully acquainted himself with the TD to this Public Contract (incl. all Annexes), that the assignment is comprehensible and clear and that before submitting his bid, he has clarified any disputed provisions or technical ambiguities and agrees with and respects the conditions of the Public Contract.

On behalf of the Contracting Authority:

LIST OF ANNEXES:

1. Cover sheet
2. Affidavit on compliance with qualification requirements
3. Binding Draft Contract with annexes
4. List of major supplies
5. Affidavit according to § 6 paragraph 4 of the Act
6. Manual on how to submit a bid through the Tender arena electronic tool