

## **WHAT IS A PUBLIC CONTRACT (PUBLIC PROCUREMENT)**

### **PUBLIC CONTRACT AND ACT no. 137/2006 Coll., ON PUBLIC PROCUREMENT**

Awarding public contracts in the Czech Republic is regulated by Act No. 137/2006 Coll.<sup>1</sup>, on public procurement (CPP). This Act incorporates the relevant legal regulations of the European Union and regulates the **procedures** for awarding public contracts. These procedures are in most cases very formal and it's very important to fulfill all the requirements prescribed by CPP.

Technical university in Liberec is under the CPP **the contracting authority** (§ 2 par. 2 point d) CPP) and must obey the law when buying goods and services.

The type of the procedure which you can participate in now is called **simplified below-the-threshold procedure** (§ 38 CPP) and has several specifics. Contracting authority must create the "Invitation to tenders" where it describes **WHAT** it wants to buy and addresses this invitation in writing **at least to 5 suppliers**. Also non invited (non addressed) suppliers can participate.

#### **INVITATION – TERMS:**

In the invitation there are some terms which have to be explained.

- **Maximal value:**  
Maximal value sets an impassable price that the contracting authority is able to release from its budget.
- **Time limit for receipt of tenders:**  
Deadline which **MUST** be met – contracting authority has to obtain contractor's tender to this deadline. A tender (bid) delivered after this deadline has to be rejected.
- **Object of the contract and its description**  
In this part of invitation are specified technical parameters of the subject. It is very important TO MEET ALL the requirements. If the requirements are not met the tender has to be rejected.
- **Additional informations**  
Possible ambiguities in the description of the subject (or any other ambiguities) can be clarified by contracting authority. The request for additional information in writing shall be delivered to the contracting authority not later than 6 working days prior to the expiry of the time limit for the submission of tenders - **the time limit for receipt of tenders**.  
The contact person(s) can be found in the invitation's article **contact points**.
- **Contract award criteria**  
The evaluation committee shall carry out the evaluation of tenders according to the evaluation criteria indicated in the invitation.
- **Qualification criteria and evidence of their fulfilment**  
For details see the GUIDE FOR FOREIGN BIDDERS

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<sup>1</sup> Full text of the Act can be found here: <http://www.portal-vz.cz/CMSPages/GetFile.aspx?guid=02f3f669-0f87-4f0e-913a-9bdfede93d36>

