

Instruction NFP to Procurement and Small Scale Contracting (PSSC) funded from the EEA and Norwegian Funds 2009 - 2014

Czech-Norwegian research programme CZ09

*Ministry of Education, Youth and Sports
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Definition PSSC

Small-scale contracting (hereinafter „PSSC")

- contracts with a value of 0 - up to 2 mil. CZK w/o VAT respectively 6 mil. CZK w/o VAT
- do not fall within the scope of the Act no. 137/2006 Coll., on public procurement with the exception of § 6, § 12 para. 3 and § 18 par. 5 Public Procurement Law

PSSC is governed by entering:

- Guidelines of the National Focal Point for PSSC funded from the EEA and Norwegian Fund 2009 - 2014 (hereinafter the "Order") - version no. 2 from January 30, 2015
- Internal regulations of the contracting authority or other regulations, which the contracting authority must follow (!)
- sponsor follows the instructions, unless stringent internal regulations in cases not provided for in the Order to proceed individually with the prior approval of the NCP / ZP - mostly analogy under the PPA

The contracting authority is obliged to observe basic principles:

- principles of economy and efficiency
- the principle of transparency - contracting procedure must be controllable
- the principle of non-discrimination - not demanding the particular trademarks
- the principle of equal treatment - not favor any contractor / tenderer
- the principle of proportionality - the sponsor carefully selects the appropriate level of disclosure and formality of tender

Distribution of PSSC instructions

PSSC instructions are divided into 3 categories:

1.) **PSSC up to 199 999, - CZK without VAT**

- It is recommended to compare at least two bids
- The offer is possible to specify the order form and follow the appropriate invoice or accounting document

2.) **PSSC to 499 999, - CZK without VAT**

- Procuring entities shall verify the information on prices on the market for at least 3 suppliers and verification accompanied by a detailed written record
- The offer can enter by filling in a subsequent invoice

3.) **PSSC 500 000, - CZK without VAT regime to Public Procurement Law**

- Sponsor processes tender documents and implements the tender instructions

Preparation of a Tender

Determining the subject of performance, value, preparation of tender documents (TD):

- contracting authority establishes the subject of performance incl. expected value - (!) is always necessary to add similar services – to avoid splitting of contracts!
- contracting authority is obliged under the project add up similar services in 12 months
- preparation of tender documents (TD) - for complex fulfillment it is recommended to prepare a contract that will be attached to TD. The contracting authority is in control of terms and conditions
- determining qualification criteria, evaluation criteria and potential terms and conditions
- the accuracy and completeness of specifications always bears the responsibility of the contracting authority

Process of a tender

- the contracting authority shall invite to tender at least 5 suppliers
- sponsor also publish the invitation to tender, incl. TD on the contracting entity profile or website does not have a profile set up
- deadline for submission of bids is at least 10 calendar days from publication / dispatch of invitations
- contracting authority is obliged to accept the offer of the tenderer to whom the call was not sent
- opening of the tenders, the assessment of qualifications and assessment and evaluation of tenders conducted the evaluation committee - it is important to maintain equal access to candidates
- evaluation of tenders - Commission assesses the menu according to a precise description of the evaluation TD
- contracting authority enters into a contract with the bidder who submitted the best bid, or the second or third in the order
- contracting authority may enter into a contract if it receives one bid or tender examination left one offer

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Thank You!