

**COMPETITIVE DIALOGUE PROCEDURE FOR THE
PREPARATION OF AN ARCHITECTURAL-URBAN STUDY:
“PAPÍROVÉ NÁMĚSTÍ IN LIBEREC”
(PAPER SQUARE IN LIBEREC)**

**PP.02: INSTRUCTIONS FOR ELECTRONIC SUBMISSION OF
APPLICATION FOR PARTICIPATION**

1. STEPS PRIOR TO THE SUBMISSION OF AN APPLICATION FOR PARTICIPATION

Applications for participation shall be submitted electronically only by using the E-ZAK electronic tool (hereinafter „E-ZAK“), available at: <https://zakazky.liberec.cz/>.

To be able to log in to E-ZAK and to submit an Application for participation, a contractor must be registered in „Centrální databázi dodavatelů“ [Central database of contractors] (hereinafter „CDD“) available at <https://cdd.fen.cz/>. The registration is free of charge.

The Contracting Authority encourages those interested in participating in this Tender Procedure to begin the registration process as soon as possible.

Registration takes place in three steps:

1. Registering a Contractor
2. Registering a Contractor Administrator
3. Verifying the Contractor Account

First two steps are wholly electronic (on-line). The third can be completed electronically (this alternative will be less suitable for foreign suppliers as the identity of the supplier is verified through electronic institutes, which foreign suppliers do not usually have) or by submitting required documents by the post.

The registration process should not take more than 48 hours (counted only on working days) after all the above 3 steps have been completed, i.e., in particular after all the documents required for the purpose of verifying the identity of the contractor have been received.

Manual for registration in English can be found at: <https://sites.google.com/fen.cz/napovedafen-en/fen-help/contractor-registration-and-verification>.

Helpdesk contacts are available at www.fen.cz.

Helpdesk telephone number providing support for registration is +420 515 917 947.

DETAILED DESCRIPTION OF THE INDIVIDUAL STEPS OF REGISTRATION:

1.1 Registering a Contractor

In this first step you need to fill the registration form: <https://cdd.fen.cz/#/registrace> (switch to English is available in the upper right corner of the webpage).

Manual for filling the registration form can be found here: <https://sites.google.com/fen.cz/napovedafen-en/fen-help/contractor-registration-and-verification/registering-a-contractor>.

1.2 Registering a Contractor Administrator

In the second step of appointing a person responsible for administration of the contractors' account follow instructions available at: <https://sites.google.com/fen.cz/napovedafen-en/fen-help/contractor-registration-and-verification/registering-a-contractor-administrator>.

1.3 Verifying the Contractor Account

Registration and verification process is to be completed by verifying the contractor account by means described here: <https://sites.google.com/fen.cz/napovedafen-en/fen-help/contractor-registration-and-verification/verifying-the-contractor>.

You can choose to perform the contractor account verification outside the registration system (by post) or “electronically” in the registration system CDD.

For verification it is necessary to submit:

- **A registration form** (application for registration) generated by the CDD and completed by the contractor.
- **A document proving the existence of the contractor** (e.g., an extract from the commercial register or other similar document). If the supplier is neither established by law nor registered in the commercial register or other similar register, it is obliged to submit the constituent document.
- **A power of attorney to act on behalf of the contractor by the person signing the registration form.** If the signatory is a statutory representative of the contractor, a power of attorney is not required, but the authority to represent the supplier must be evident from another document submitted.

If the submitted documents are not in the original Czech language, a CDD requires a certified translation¹ of all documents into Czech!

You can verify your supplier account either **electronically** in the registration system or outside the registration system - **by post**.

- For the submission of documents by electronic means, it is necessary to sign the registration form (application for registration) with an electronic signature based on a qualified certificate issued by a (Czech) authorized entity² (a personal visit to the authorized entity is required to obtain this signature).
- If the contractor does not have such an electronic signature, the above documents can be sent by post to the following address:

Spojené nástroje elektronické s.r.o.
Nad hradním vodojemem 1108/53
Střešovice
126 00 Praha 6
Česká republika

All documents should be submitted in original form, i.e., not copies!

If the submitted application and all of its components meet the requirements, CDD will change the supplier's status to "Approved" and the system will send an email to the supplier informing them that the supplier has been successfully verified.

Only after successful completion of the registration and verification process is it possible to submit an Application for Participation through the E-ZAK system.

¹ i. e. having the official certified translation with [interpreter's and translator's clause](#) and [interpreter's and translator's seal](#) done by one of the authorized translators/interpreters. Officially certified translation is a commercial service provided by various subjects in Czech Republic, some of them also operating abroad. For finding a suitable translator, please use a web search engine.

This requirement is based on legislative provisions and cannot be waived.

² The list of which is available here: <https://www.mvcr.cz/clanek/seznam-kvalifikovanych-poskytovatelu-sluzeb-vytvarejicich-duveru-a-poskytovanych-kvalifikovanych-sluzeb-vytvarejicich-duveru.aspx> (services providers authorized for „Vydávání kvalifikovaných certifikátů pro elektronické podpisy“).

2. SUBMISSION OF AN APPLICATION FOR PARTICIPATION

To submit an Application for participation, it is necessary for the contractor to be logged in and at the same time to be on the Tender Procedure detail. The Tender Procedure detail is available at <https://zakazky.liberec.cz/>.

Click on the button „**Poslat žádost o účast**“ [i. e. “send an application for participation”] in the Tender Procedure detail. After clicking on this button, you will find yourself on your electronic submission page. To submit an Application for participation you first fill in the field „**text**“ with the covering message at your discretion. Through the field „**přílohy**“ [i. e. “attachments”] and button “**Zvolit soubor**” [i. e. “choose a file”] you upload the files of your Application for participation.

The maximum size of one file is 50 MB. maximum total size of inserted documents is not limited.

When uploading attachments you insert all required documents, i.e. the Application for participation (see the template at the PP.01 of the Tender Documentation)

At the field “Metoda podpisu” [“form of a signature”] you can choose the „**odeslat bez podepsání**“ [i. e. „send without signing“].

After adding all the files through “přílohy” and filling in the field “text” click the button „**pokračovat**“ [i.e. „continue“]

You can then check the content of you Application for participation and then confirm the submission by clicking the button „**odeslat bez podepsání**“ [i.e. „send without signing“].

If you have any problems, you can use the online manual of the electronic tool here: <https://zakazky.liberec.cz/manual.html>, or you can contact the operator of the electronic tool: info@qcm.cz or +420 538 702 719.