

INSTRUCTIONS FOR SUBMISSION OF COMPETITION ENTRIES

Under point 2.1.5 of the Competition Terms and Conditions the Contracting Authority set out that the Design Competition will be **anonymous** in all stages of the competition and that all competition entries must comply with strict **conditions of anonymity** set out in particular in point 7.2 of the Competition Terms and Conditions.

Please note that **entries which will breach the anonymity requirement** will be **eliminated** without further review in accordance with point 9.3.1 (b) of the Competition Terms and Conditions.

To assist the participants with the preparation of electronic submission of the respective parts of the competition entries the Contracting Authority has drawn up these instructions for the participants. These instructions should serve as a manual for submitting those parts of the competition entry which are submitted in an electronic form.

In accordance with point 6.1 of the Competition Terms and Conditions in the 1st stage the participants will submit:

- graphic part **in documentary form** (see point 6.1.1.1 of the Competition Terms and Conditions)
- portfolio of the competition entry **in an electronic form** via the electronic tool EZAK (see point 6.1.1.2 of the Competition Terms and Conditions)
- separate electronic file labelled “Contact address” **in an electronic form** via the electronic tool EZAK (see point 6.1.1.3 of the Competition Terms and Conditions)
- separate electronic file labelled “Author” **in an electronic form** via the electronic tool EZAK (see point 6.1.1.4 of the Competition Terms and Conditions)

In accordance with point 6.2 of the Competition Terms and Conditions in the 2nd stage the participants will submit:

- graphic part **in documentary form** (see point 6.2.1.1 of the Competition Terms and Conditions)
- portfolio of the competition entry **in an electronic form** via the electronic tool EZAK (see point 6.2.1.2 of the Competition Terms and Conditions)
- separate electronic file labelled “Author” **in an electronic form** via the electronic tool EZAK (see point 6.3 of the Competition Terms and Conditions)

In order to successfully complete an **electronic submission of a competition entry** the participant must take the following steps (in the precise sequence specified below):

- 1. to create an anonymous e-mail account for the purposes of the Competition;**
- 2. to anonymously register in the electronic tool EZAK SŽDC for the purposes of the Competition;**
- 3. to precisely follow the procedure prescribed for the submission of competition entries in the respective stages.**

1. CREATING AN ANONYMOUS E-MAIL ACCOUNT FOR THE PURPOSES OF THE COMPETITION

The participants are requested to create for the purposes of submitting competition entries an e-mail account which they will use for the purposes of the Design Competition.

In order to maintain confidentiality of the Design Competition, in communication with the Contracting Authority in the course of the Design Competition (and within the E-ZAK tool) **it is strictly prohibited** to use any e-mail address other than the address created for the purposes of the Design Competition in line with the procedure specified below.

Instructions for creating an anonymous e-mail account:

- In order to avoid undesired disclosure of the participant's identity in connection with their competition entry and to comply with the anonymity requirement the participant must create first a Google e-mail account (gmail.com) – see [HERE](#).
- To create an e-mail account all participants will fill in the same identification details, namely:
 1. **First name: ucastnik** (same for all participants)
 2. **Last name: ucastnik** (same for all participants)
- User name and account:
 3. **Username:** the participant will choose their own user name at their discretion. Please note that the user name **MUST NOT contain any information** which would **identify** the participant or author in any manner. The participant will carefully and solely on their own responsibility choose their user name (such as **anonym** etc.);
 4. **Password:** the participant will choose their password at their discretion.

An example of creating an anonymous Google account:

Google
Create your Google Account
to continue to Gmail

First name
ucastnik

Last name
ucastnik

Username
anonym @gmail.com

You can use letters, numbers & periods

Password Confirm

Use 8 or more characters with a mix of letters, numbers & symbols

[Sign in instead](#) **Next**

One account. All of Google working for you.

Participants will state the e-mail account (e-mail address) created as indicated above when registering in the electronic tool EZAK. This e-mail account will serve the participants for receiving all communications and notices regarding the status of the Design Competition. Therefore, the Contracting Authority advises the Design Competition participants to check this e-mail account on a regular basis.

2. REGISTRATION IN THE ELECTRONIC TOOL EZAK FOR THE PURPOSES OF THE COMPETITION

A competition entry may be submitted only by a **registered competition participant**. Therefore, the participants are requested to register in the electronic tool EZAK for the purposes of the Design Competition. They must register directly in the Contracting Authority's SŽDC EZAK profile - [HERE](#).

If a participant is already registered in this profile, they are not allowed to use such a registration. In such a case the participant must create **a new anonymous registration for the purposes of the Competition**.

Instructions for registration in the electronic tool EZAK of the Contracting Authority
SŽDC:

- Participant will fill in solely the information specified below in accordance with the procedure specified below. The participant **MUST NOT fill in** any other information (those indicated **in red** in the figure on the following page).
- Upon registration, all participants will fill in only the following identification details:
 1. **They will check the option “natural person ”**
 2. **CRN:** they will arbitrary choose 8 digits, thus creating a completely **anonymous non-existing** CRN. The chosen number may not contain any identifying character (please note that commonly used digit sequences such as 11111111 may be already used; it is possible that a participant will have to repeatedly choose a random combination of 8 digits before they choose a combination which is not used yet in the EZAK tool);
 3. **Surname:** **ucastnik** (same for all participants);
 4. **First name:** **ucastnik** (same for all participants);
 5. **E-mail:** participant will state the new anonymous e-mail address **created in accordance with point 1 of these instructions**;
 6. **User login:** participants will choose the same login that they stated as their **user name for their new e-mail account**. The chosen login must not contain any identifying character.

Examples of registration in the electronic tool EZAK:

Contractor

Natural person Legal person

CRN: 11111111

Surname: ucastnik

Firstname: ucastnik

Degree: optional

Telephone: optional

Fax: optional

E-mail: optional

Description: optional

Address: (optional)
Street name house number / street number
Postal code City

Country of residence/place of business/habitation: CZ - Czech Republic

Activity type (as the contractor): (optional)
 supplies
 services
 works

The image shows a web form with two main sections: 'User' and 'Login credentials'.
In the 'User' section, there are fields for Surname, Firstname, Degree, Role, Telephone, Fax, and E-mail. The E-mail field contains 'anonym@gmail.com'. A button labeled 'copy data form the Contractor block' is positioned above the optional fields. A green arrow points from the E-mail field to the User login field in the 'Login credentials' section.
The 'Login credentials' section includes fields for User login (containing 'anonym'), Password, and Password verification.

3. SUBMISSION OF THE COMPETITION ENTRY IN THE 1ST STAGE

In the 1st stage the participants will submit their competition entries as structured below within the prescribed deadlines:

- **The Graphic part of the entry in documentary form on 2 panels (as per Annex 7 of the Competition Terms and Conditions) before 8 April 2019 12:00 noon;**
- **The separated electronic file labelled “Contact address” and the separated electronic file labelled “Author” in an electronic form before 8 April 2019 12:00 noon;**
- **The portfolio of the competition entry in an electronic form on 8 April 2019 from 3:00 p.m. to 10:00 p.m.**

3.1 Electronic submission of files labelled “Contact address” and “Author”

Electronic files labelled “Contact address” and “Author” must be submitted in an electronic form before the deadline for the submission of competition entries no later than on 8 April 2019 12:00 noon.

For the purposes of maintaining anonymity, these files will be intentionally submitted independently, separately from the portfolio of the competition entry.

Please be informed that only authorised persons that will not participate in the evaluating session of the jury will have access to these parts of the competition entries.

After expiry of the deadline for submission of these parts of the competition entry it will be no longer possible to submit these mandatory parts of the competition entry (this possibility will be disabled/terminated for the participants in the electronic tool). If a participant fails to submit these parts of the competition entry it will not be

subsequently possible to accept their portfolio of the competition entry either and the participant will be disqualified from the Competition.

For the above reason Contracting Authority strongly requests the participants to cautiously watch the deadline and to submit all the required documents well in advance. Please note that the deadline for the submission of these parts of the competition entry is immovable.

Instructions for submission of electronic files labelled “Contact address” and “Author”:

- After logging in the EZAK tool (after successful registration of the participant – see point 2 above) the participant will look up the respective design competition entitled **Architectural Design of the Velešlavín Railway Station** for which they submit their competition entry;
- A button labelled “*send request to participate*” will be displayed for a logged-in participant for this precise contract (above the table headed “Information on public contract”);

Public contract: Návrh architektonického řešení stanice Velešlavín

The screenshot shows a web interface with a blue header bar containing a menu icon and the text 'Information on public contract'. Below the header, there are several sections of information:

- DBID: 6944**
Public contract number: **P19V00000080**
Under the Act: no. 134/2016 Coll.
Date of commencement: **31.01.2019**
Time limit for requests to participate: **01.02.2019 15:00**
- procurement procedure phase**
Receipt of requests to participate
Contractors can submit requests to participate, they prove their qualifications.
- Title, type and description of public contract**
 - Title: **Návrh architektonického řešení stanice Velešlavín**
 - Type of public contract: **Services**
- Contracting authority**
 - Official name: **HAVEL & PARTNERS s.r.o., advokátní kancelář**
 - CRN: **26454807**
 - Postal address: **Na Florenci 2116/15 11000 Praha**
- Procedure type, estimated value**
 - Procedure type: **competitive procedure with negotiation commenced by information notice**
 - Public contract regime: **above-the-threshold**
 - Estimated value: **5 300 000 Kč without VAT**
- Contact address**
Tenders or requests to participate submit to: prostřednictvím elektronického nástroje E-ZAK (<https://demo.zakazky-online.cz>)

- After clicking this button a page for the electronic submission of the files labelled “Contact address” and “Author” in the 1st stage of the design competition containing sections “Message”, “Attachments” and “Sign Method” will open – see the figure below;
- First, the participant will fill in the field “**Subject**” in the section “Message” (by stating “**Kontaktni adresa_Autor**”) and the field “**Text**” (by stating solely **Kontaktni adresa_Autor 1. faze**);
- In the section “Attachments” the participant will **click the button “Vybrat soubor”** (select file) and **insert via a search feature the pre-prepared files “Contact**

address” and “Author” in .pdf format (with the files containing the particulars set out in points 6.1.1.3 and 6.1.1.4 of the Competition Terms and Conditions);

- Finally, in the section “Sign Method” the participant will choose the “**Sign without using JAVA applet**” option.

The screenshot displays a web interface for submitting a competition entry. It is divided into three main sections:

- Message:** Contains a header "Procurement procedure: Návrh architektonického řešení stanice Veleslavín". Below it, fields for "Sender:", "Recipient: The person responsible for the receipt of requests to participate", "Subject: Kontaktní adresa_Autor", and "Text: Kontaktní adresa_Autor 1. fáze" are visible. The "Subject" and "Text" fields are circled in green.
- Attachments:** Shows two files: "Kontaktní adresa.docx (12 622 bytes)" and "Autor.docx (12 645 bytes)". A "Remove selected" button is present. Below the attachments is a "New file:" section with a file selection button "Vybrat soubor" and a "Soubor nevybrán" button. A note states "The maximum individual file size: ca. 50 MB".
- Sign method:** Features two radio button options: "Sign without using JAVA applet" (which is selected and circled in green) and "Sign using JAVA application".

A black button at the top right of the interface reads "delete the content of the request to participate".

3.2 Electronic submission of the portfolio of the competition entry

After expiry of the deadline for the submission of the electronic files “Contact address” and “Author” the Contracting Authority will switch the user accounts of the Contracting Authority’s authorised persons within the electronic tool to a mode which does not allow accepting the participants’ portfolios of the competition entries any longer.

Portfolios of the competition entries must be submitted by the participants in an electronic form via the electronic tool on 8 April 2019 from 3:00 p.m. to 10:00 p.m.

Please note that if the participants failed to submit the electronic files labelled “Contact address” and “Author” (see point 3.1 above) before the deadline prescribed for the submission of these files, it will not be possible to subsequently accept any portfolios from these participants.

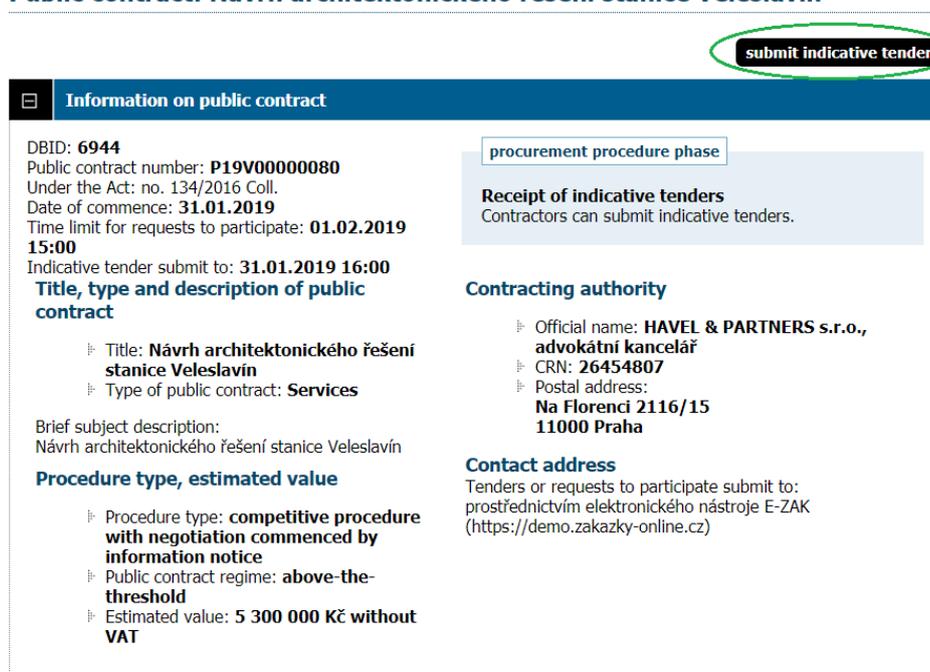
Thus, on 8 April 2019 from 3:00 p.m. to 10:00 p.m. participants must submit only the portfolio of the competition entry which must be completely anonymous. At this point

the participants may not submit any other documents containing information identifying the participants, author or any other person connected with the competition entry or portfolio as its part.

Instructions for electronic submission of the portfolio:

- After logging in the EZAK tool (following the participant's successful log-in – see point 2 above) the participant will look up in EZAK the respective competition entitled *Architectural Design of the Veleslavín Railway Station* for which they submit a competition entry.
- A button labelled “**submit indicative tender**” will be displayed for a logged-in participant for this precise contract (above the table headed “Information on public contract”).

Public contract: Návrh architektonického řešení stanice Veleslavín



submit indicative tender

Information on public contract

DBID: **6944**
Public contract number: **P19V0000080**
Under the Act: no. 134/2016 Coll.
Date of commencement: **31.01.2019**
Time limit for requests to participate: **01.02.2019 15:00**
Indicative tender submit to: **31.01.2019 16:00**

Title, type and description of public contract

- Title: **Návrh architektonického řešení stanice Veleslavín**
- Type of public contract: **Services**

Brief subject description:
Návrh architektonického řešení stanice Veleslavín

Procedure type, estimated value

- Procedure type: **competitive procedure with negotiation commenced by information notice**
- Public contract regime: **above-the-threshold**
- Estimated value: **5 300 000 Kč without VAT**

procurement procedure phase

Receipt of indicative tenders
Contractors can submit indicative tenders.

Contracting authority

- Official name: **HAVEL & PARTNERS s.r.o., advokátní kancelář**
- CRN: **26454807**
- Postal address: **Na Florenci 2116/15 11000 Praha**

Contact address
Tenders or requests to participate submit to:
prostřednictvím elektronického nástroje E-ZAK
(<https://demo.zakazky-online.cz>)

- After clicking this button a page for the electronic submission of the files labelled “Portfolio” in the 1st stage of the design competitions containing sections “Message”, “Attachments” and “Sign Method” will open – see the figure below;
- First, the participant will fill in the field “**Subject**” in the section “Message” (by stating solely “**Portfolio**”) and the field “**Text**” (by stating solely **Portfolio 1. faze**);
- In the section “Attachments” the participant will **click on the button “Vybrat soubor”** (select file) **and insert via a search feature their pre-prepared file “Portfolio”** in .pdf format (with the file containing the particulars set out in point 6.1.1.2 of the Competition Terms and Conditions);
- Finally, in the section “Sign Method” the participant will choose the “**Sign without using JAVA applet**” option.

delete content of the indicative tender

Message

Procurement procedure: Návrh architektonického řešení stanice Veleslavín

Sender:

Recipient: The person responsible for the receipt of tenders

Subject: Portfolio

Text: Portfolio 1. [faze](#)

Attachments

Attachments: remove | filename

Portfolio.docx (12 661 bytes)

Remove selected

New file: Soubor nevybrán

The maximum individual file size: ca. 50 MB

Sign method

Sign **without using** JAVA applet

Sign **using** JAVA application

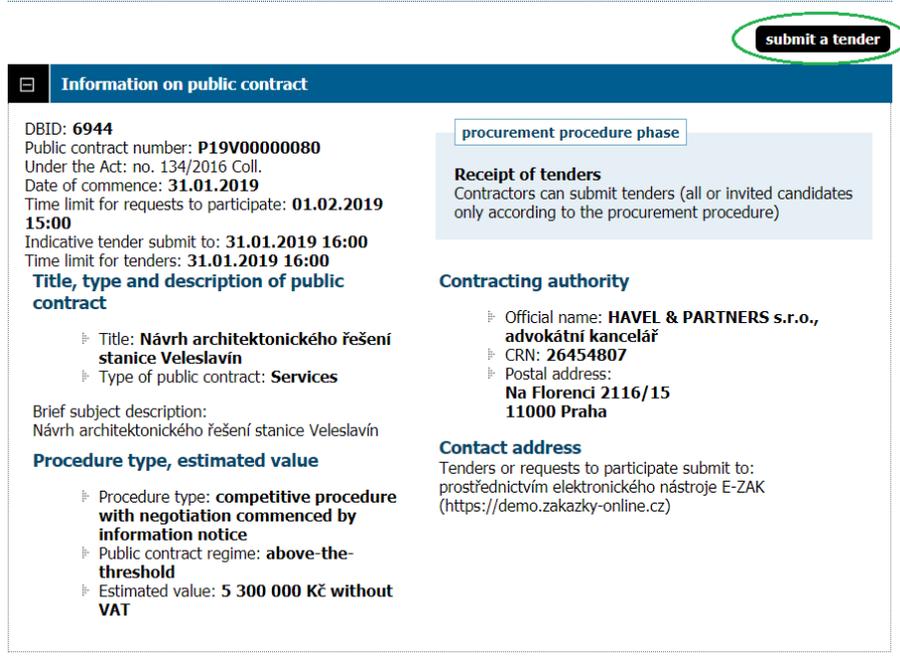
4. SUBMISSION OF THE COMPETITION ENTRIES IN THE 2ND STAGE

Participants who will be selected and invited to participate in the 2nd stage will resubmit their competition entries. **In the second stage all documents will be submitted by the participants within a single step.**

Instructions for submission of the electronic competition entry in the 2nd stage:

- After logging in the EZAK tool (following the participant's successful log-in – see point 2 above) the participant will look up in EZAK the respective design competition entitled *Architectural Design of the Veleslavín Railway Station* for which they submit a competition entry.
- A button labelled “**submit a tender**” will be displayed for a logged-in participant for this precise contract (above the table headed “Information on public contract”);

Public contract: Návrh architektonického řešení stanice Veleslavín



The screenshot shows a web interface for a public contract. At the top right, there is a button labeled "submit a tender" which is circled in green. Below this, a blue header bar contains a menu icon and the text "Information on public contract". The main content area is divided into several sections:

- DBID: 6944**
Public contract number: **P19V00000080**
Under the Act: no. 134/2016 Coll.
Date of commencement: **31.01.2019**
Time limit for requests to participate: **01.02.2019 15:00**
Indicative tender submit to: **31.01.2019 16:00**
Time limit for tenders: **31.01.2019 16:00**
- Title, type and description of public contract**
 - Title: **Návrh architektonického řešení stanice Veleslavín**
 - Type of public contract: **Services**
- Brief subject description:**
Návrh architektonického řešení stanice Veleslavín
- Procedure type, estimated value**
 - Procedure type: **competitive procedure with negotiation commenced by information notice**
 - Public contract regime: **above-the-threshold**
 - Estimated value: **5 300 000 Kč without VAT**
- procurement procedure phase**
 - Receipt of tenders**
Contractors can submit tenders (all or invited candidates only according to the procurement procedure)
- Contracting authority**
 - Official name: **HAVEL & PARTNERS s.r.o., advokátní kancelář**
 - CRN: **26454807**
 - Postal address: **Na Florenci 2116/15 11000 Praha**
- Contact address**
Tenders or requests to participate submit to: prostřednictvím elektronického nástroje E-ZAK (<https://demo.zakazky-online.cz>)

- After clicking this button a page for the electronic submission of the files labelled “**Author**” and “**Portfolio**” in the 2st stage of the Design competitions containing sections “Message”, “Attachments” and “Sign Method” will open – see the figure below;
- First, the participant will fill in the field “**Subject**” in the section “Message” (by stating solely **2. faze**) and the field “**Text**” (by stating solely **2. faze**);
- In the section “Attachments” the participant will **click on the button “Vybrat soubor”** (select file) and **insert via a search feature their pre-prepared files “Portfolio” and “Author”** in .pdf format (with the files containing the particulars set out in points 6.2.1.2 a 6.3 of the Competition Terms and Conditions);
- Finally, in the section “Attachments” the participant will check the box “**second envelope**” next to the electronic file “**Author**”.

Competition Terms and Conditions – Annex no. 12 Instructions for Submission of Competition Entries

Message

Procurement procedure: Návrh architektonického řešení stanice Velešlavín

Sender:

Recipient: The person responsible for the receipt of tenders

Subject: 2. faze

Text: 2. faze

Attachments

WARNING! Contracting authority have set two-envelopes form of electronic tenders. Attachments containing information about tender price or cost must be included into the second envelope. In other attachments (not included in the second envelope) must not these information appear!

Attachments: remove | filename

	second envelope
<input type="checkbox"/> Portfolio.docx (12 661 bytes)	<input type="checkbox"/>
<input type="checkbox"/> <u>Autor.docx</u> (12 645 bytes)	<input checked="" type="checkbox"/>

Remove selected

New file: **Vybrat soubor** | Soubor nevybrán

The maximum individual file size: ca. 50 MB

Sign method

Sign **without using** JAVA applet

Sign **using** JAVA application