

Správa železnic Headquarters

**P19. Instructions for the
submission of a competition
entry in electronic form**

P19. Instructions for the submission of a competition entry in electronic form

In accordance with the Competition Terms and Conditions, the participants are obligated to file some of their submissions in electronic form in the course of the Competition.

The Contracting Authority advises the participants to follow these instructions for any electronic submission in the Competition, in particular when submitting the below submissions in the Design Competition:

In accordance with Article 7.2.1. of the Competition Terms and Conditions, the participants should submit the following parts of their competition entry in electronic form:

- **The graphical part of the competition entry (see Article 6.2. of the Competition Terms and Conditions)**
- **The text part of the competition entry (see Article 6.3. Competition Terms and Conditions)**
- **Other parts of the competition entry (see Article 6.4. Competition Terms and Conditions)**

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

A competition entry in electronic form can only be filed by a participant registered in the appropriate electronic tool.

For the above reason, the Contracting Authority requests the participants to register for the purposes of the Competition in the Contracting Authority's electronic tool EZAK - <https://zakazky.spravazeleznice.cz/registrace.html>.

Detailed instructions for registration in the electronic tool EZAK are contained in the user manual available [HERE](#).

A successful completion of registration will require a recognised electronic signature (i.e. secured electronic signature based on a qualified certificate) within the meaning of Section 6(2) of Act no. 297/2016 Sb., on trust services for electronic transactions.

Obtaining an electronic signature and successfully registering in the electronic tool may be time-consuming; therefore, the Contracting Authority strongly recommends that prospective participants register as soon as possible.

Electronic signatures based on a qualified certificate are issued in the Czech Republic by the following accredited providers of certification services:

- Česká pošta, s.p. (<http://qca.postsignum.cz>)
- eIdentity, a.s. (<http://www.eidentity.cz>)
- První certifikační autorita, a.s. (<http://www.ica.cz>)

Electronic signatures based on a qualified certificate issued by a foreign provider according to the list published on <http://eutsi.3xasecurity.com/tools/index.jsp> are also accepted.

2. SUBMISSION OF A COMPETITION ENTRY

The participants should submit a competition entry electronically in the manner described below within the time-limit set out in the Competition Terms and Conditions.

Instructions for submitting a competition entry in electronic form:

- to log in the EZAK system (following a participant's previous successful registration - see point 1 above), the participant will look up the relevant design competition entitled "Správa železnic Headquarters " for which the participant submits a competition entry;
- once the participant logged in, the button "*poslat nabídku*" (submit bid) will appear for the given design competition (above the table entitled "*Informace o veřejné zakázce*" (Information about the public contract);
- after clicking the button "*poslat nabídku*", a page will appear for the electronic submission of files with sections "*Zpráva*" (Message), "*Přílohy*" (Annexes) and "*Metoda podpisu*" (Signing method);
- in the section "*Zpráva*", the participant will complete the field "předmět" (subject) (stating "*Soutěžní návrh*") and the field "text" (stating "*Soutěžní návrh*");
- in the section "*Přílohy*", the participant will check the box "*Vybrat soubor/Procházet*" (Choose File/Browse) and insert, with the use of a search engine, the files prepared in accordance with Articles 6.2. - 6.4 of the Competition Terms and Conditions, as separate files – SEE THE DIAGRAM FOR SUBMISSION (last page of the Competition Terms and Conditions);
- in the section "*Metoda podpisu*" (Signing Method), the participant will finally choose "*Odeslat bez podepsání*" (Send without signing) and click the "*Pokračovat*" (Continue) button;
- next, the participant will choose the option "*odeslat bez podepsání*" (send without signing).

The Contracting Authority hereby assures the participants that only the Contracting Authority's authorised representatives who will not participate in the evaluation session of the competition jury will be able to access all electronically filed parts of the competition entries which could be identified with their author. The submissions filed by the participant will be electronically delivered to the jury always in a form compliant with the principle of anonymity of the Design Competition participants.