

Nový Hlavák

New Main Station District

Competitive Dialogue Procurement Procedure

Tender documentation

**P04 Instructions for electronic submission
of the application for participation**

Capital City of Prague
Správa železnic, state organization
Prague Public Transit Company, joint-stock company

&
Prague Institute of Planning and Development, contributory organisation



IPR
PRAGA

P04 INSTRUCTIONS FOR ELECTRONIC SUBMISSION OF APPLICATION FOR PARTICIPATION

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

In order to be able to submit an Application for Participation, a participant must be registered on the Contracting Authority's Profile. The participant may register via the Electronic Tool registration form.

If the participant is already registered in the Electronic Tool, it is not necessary to re-register (i.e. the login data from previous participation in tender procedures can be used).

REGISTRATION VIA THE REGISTRATION FORM IN THE ELECTRONIC TOOL

The registration form for the Electronic Tool is available here: <https://zakazky.spravazeleznic.cz/regitrace.html>

To successfully complete the registration, a valid, advanced electronic signature (i.e. an advanced electronic signature based on a qualified certificate) will be required in accordance with Section 6(2) of Act No. 297/2016 Sb., on Trust Services for Electronic Transactions.

Obtaining an electronic signature and successful registration in the electronic tool can be time-consuming, and 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>)

Also accepted are electronic signatures based on a qualified certificate issued by a foreign provider according to the list published on

<http://eutsl.3xasecurity.com/tools/index.jsp>.

2. SUBMITTING AN APPLICATION FOR PARTICIPATION

To apply, it is necessary to be logged in and located on the "Public Contract detail page".

Click on the "Send request to participate" button on the Contract detail page. Clicking on the "Send request to participate" button will open the page for the creation of the Application for Participation.

On the Bid page, fill in the Subject, Text and attach files, if applicable, using the "Open" or "Browse" button.

Select the file you want to add as an attachment and click on the “Open” button in this dialog. You will be notified that the file has been successfully uploaded when the file name, size and status are displayed.

Take these steps to attach all files that are part of the Application for Participation. The size of one file is limited to 50 MB, but it is possible to upload multiple files in one submission.

Once you have filled in all the details and attached the relevant files, you can click on the “Continue” button to go to the page for electronically signing the Application for Participation.

An Application for Participation can also be submitted without an electronic signature. If the participant chooses to sign the Application for Participation, this can be done either by using a browser or by using a Java application.

After successful submission, a notification will be displayed confirming successful submission. The submitted application for participation will also be displayed in the “Sent electronic tenders/request to participate” section in the Public Contract detail.

For more information on the registration in the Electronic Tool and its operation, the Contracting Authority refers to the Electronic Tool user manual available here:

https://zakazky.spravazeleznice.cz/document_download_36479.html

The operator of the Contracting Authority’s Profile is an entity different from the Contracting Authority or the Organiser of the Procurement Procedure; any questions regarding registration on the Contracting Authority’s Profile should be addressed to the following contacts: info@gcm.cz or +420 538 702 719.