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## Annex 7 of the Tender Documentation - Josephine communication

### ELECTRONIC COMMUNICATION REQUIREMENTS

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## 1. Communication between contracting authority and participants

- 1.1 JOSEPHINE is a web application located on the <https://josephine.proebiz.com> domain, intended for electronic communication between the contracting authority and the contractor according to Section 211 of Act 134/2016 Coll. on Public Procurement (hereinafter referred to as the “Act”).
- 1.2 The contracting authority will primarily use the communication module of the JOSEPHINE system, i.e., an electronic tool that meets the requirements of Section 213 of the Act, when communicating with the participants in the procurement procedure. This method of communication refers to any electronic communication between the contracting authority and the participants, including communication in the Dynamic Purchasing System (hereinafter referred to as the “DPS”).
- 1.3 For smooth use of the JOSEPHINE system, you must have one of the Mozilla Firefox 13.0 or higher web browsers, Google Chrome or Microsoft Edge installed on your computer. Further, it is necessary to have the I.CA PKIServiceHost component installed, as well as the appropriate add-ons for the Mozilla Firefox, Google Chrome and Microsoft Edge web browsers. Find detailed information on the support page (the link is located in the footer of the system page) or directly on the link <https://josephine.proebiz.com/cs/support>.
- 1.4 The content of electronic communication through the JOSEPHINE system includes the submission of a bid, explanation of the procurement documentation, completion of qualifications, clarification of the bid, submission of an objection, submission of a participation application in the DPS, submission of the bid in the DPS subcontract and any communication between the participant included in the DPS and the contracting authority. An exception to mandatory electronic communication may be applied in accordance with Section 211 Paragraph 5 of the Act (e.g., the special nature of a public contract, submission of samples, protection of sensitive information, conclusion of a public contract according to Section 124, Paragraph 1 of the Act, etc.). Electronic communication through the JOSEPHINE system does not include communication with a third party. In the case that the contracting authority decides on the possibility of a different method of communication than the JOSEPHINE system, the contracting authority will clearly state this fact in the procurement conditions.
- 1.5 The delivery of an electronic communication message (hereinafter referred to as “data messages”) via the JOSEPHINE system within the scope of point 1.4 means the moment of receipt of the data message at the addressee’s or addressees’ electronic address in the JOSEPHINE system. A record of the delivery of a data message via the JOSEPHINE system will be made in accordance with the applicable laws.
- 1.6 If the sender of the data message is the contracting authority, the participant will receive information to the contact e-mail specified by the participant that there is a data message regarding the contract in question (or the DPS in question). The participant logs into the system and the content of the data message will be available in the communication module of the contract (or DPS).



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- 1.7 If the sender of the data message is the participant, the participant may send data messages in the above-mentioned range through this system after logging into the JOSEPHINE system. The participant may view the entire history of the communication with the contracting authority in the JOSEPHINE system.
- 1.8 In the case that the participant is interested in receiving notification e-mails regarding the public contract or the DPS, the contracting authority recommends that the participant click on the "I'M INTERESTED" icon for a specific public contract (or for a specific DPS) (at the top right of the screen).

## 2. Registration

- 2.1 The authorized person of the participant registers in the JOSEPHINE system by completing the registration form on the <https://josephine.proebiz.com> domain, while proceeding in the manner indicated in the form. The contracting authority points out **that the registration of the authorized person and its subsequent verification is a one-time action, and it is in the interest of the participant to complete this registration in sufficient time before performing any operations in the JOSEPHINE system.** The participant acknowledges that the verification of the authorized person may require up to three business days.
- 2.2 In the case that the registration form is completed by a person who is the executive director of the participant and who is also registered in the commercial register, this person does not need to document this fact in any manner and may perform any actions in the JOSEPHINE system after successful verification.
- 2.3 If the registration form is completed by a person authorized to act on behalf of the organization on the basis of a power of attorney, he or she is required to document this power of attorney. Also in such case, this person may perform any actions in the JOSEPHINE system after successful verification.
- 2.4 In the case that the registration form is completed by a person who is not authorized to act on behalf of the organization, this person must be authorized to perform electronic actions in the JOSEPHINE system. The authorization is granted based on the documentation of the Power of Attorney, available in the JOSEPHINE registration form. The registrant shall download this Power of Attorney, ensure that it is signed by the executive director and attach the authorized document to the registration form.
- 2.5 External documents may be attached to the registration form electronically, in accordance with applicable laws, or their notarized copies may be sent by registered mail to the address of PROEBIZ s.r.o., Masarykovo nám. 33/52, 702 00 Ostrava – Moravská Ostrava.
- 2.6 The registrant chooses his/her own access data during registration and submits the registration form. By sending the registration form, the authorized person is registered in the system and may perform actions within small-scale public contracts (SSPC), or within public contracts in which the contracting authority did not stipulate the obligation to use an electronic signature.



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- 2.7 In order to be authorized to perform actions within public contracts in the regime of the Act (or in public contracts where the contracting authority has stipulated the obligation to use an electronic signature), verification of the identity of the authorized person is required. In order to verify the identity, it is necessary for the registrant to log into the system using his/her login data and to use his/her electronic signature when logging in. The electronic signature is then entered into the system by clicking on the “Electronic signature” menu item located in the “User card”.
- 2.8 After sending the electronic form with the attached electronic signature or after sending the paper documents, the system provider will commence the process of verifying the identity of the registrant. Verification (authentication) of the registrant will take place on business days between 8am and 4pm and will be carried out within three business days from the receipt of the documents for authentication. The contracting authority points out that the provider of the JOSEPHINE system has the right to contact the participant in order to verify the submitted data in more detail. In the case of ambiguities in the submitted documents, the authentication process may be extended to the extent necessary.
- 2.9 After the documents have been authenticated, an e-mail will be sent to the registrant with information about the authentication result, and in the case of a positive authentication, the JOSEPHINE system will be made available to that person. The system provider points out that in case of registration of a person with a requirement to document a Power of Attorney to perform electronic actions in the JOSEPHINE system (i.e. the registering person is not the executive director and at the same time he/she is not a person authorized to act on behalf of the organization on the basis of a power of attorney), the sample Power of Attorney document specified in the registration form will be required for positive authentication. A reason for not accepting a power of attorney to perform electronic actions in the JOSEPHINE system other than the Power of Attorney specified in the sample on the registration form is the fact that with individual powers of attorney to perform electronic actions, the completeness of the range of electronic actions of the system or their functional correctness cannot be guaranteed.
- 2.10 After logging into the JOSEPHINE system, the authenticated person of the participant chooses a public contract or DPS and may start using the system to its full potential. **In order to successfully log in to the system, it is necessary to use an electronic signature**, which is based on a qualified certificate. The contracting authority points out that after successfully logging into the system, an electronic signature will no longer be required for individual electronic actions, but all actions performed in the system will be viewed as actions of the person who used this electronic signature when logging in. When logging into the system again, it is necessary to use the electronic signature again.
- 2.11 The detailed registration procedure is provided in the JOSEPHINE system, in the filling out the registration form environment. In case of any ambiguities, the provider’s technical support is available on business days between 8am and 5pm.

### 3. Electronic submission of public procurement bid outside the DPS



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- 3.1 The participant shall submit a bid electronically exclusively through an electronic tool, the JOSEPHINE system, which is located at <https://josephine.proebiz.com/>.
- 3.2 Submitting a bid means either filling out the (electronic) bid form and the simultaneous submission of relevant documents in the form of attachments or only submitting the relevant documents (i.e., only attachments). Information on the method of submitting a bid and information on attachments, i.e., on the required format of individual documents, on their scope and on their order, will be provided by the contracting authority in the procurement conditions.
- 3.3 If the contracting authority requires the submission of the (electronic) bid form, the participant enters the bid price(s) in the “Unit price without VAT – Evaluation criterion (currency)” column, fills in the value of the VAT rate indicated in % in the “Fill in VAT” column and also fills in other information requested by the contracting authority. In the case that the contracting authority has set the price including VAT as the evaluation criterion, the column for filling in the price bid is labelled “Unit price with VAT – Evaluation criterion (currency)”. The contracting authority states that, in the event of any discrepancy between the electronic form and the prices listed outside the electronic form, the procedure will be as specified in the procurement conditions or the Act.
- 3.4 The participant shall submit a bid within the period for submitting bids. Submission of a bid within the bid submission period means delivery of the bid in time including the smallest specified time unit designated for bid submission. The smallest possible system time unit intended for submitting a bid is a second.
- 3.5 The contracting authority points out that, with the exception of small-scale public contracts, for which the contracting authority has not stipulated the obligation of an electronic signature, encryption is also part of the electronic submission of the bid. The bid is encrypted automatically when it is submitted, and the encryption time depends on the size of the bid and the quality of the participant's computing technology configuration. The bid is considered to have been submitted at the moment of delivery of its encrypted form in the JOSEPHINE system. The contracting authority recommends that the participant ensure sufficient time reserve for the electronic submission of the encrypted bid.
- 3.6 Any bid received **after the deadline** for submitting bids will be accepted by the system as a bid submitted after the deadline for submitting bids; such bid **will not be included in the bids intended for opening** and will not be made available to the contracting authority. A notification e-mail about this fact will be sent to the participant. Any bid that has not been delivered to the contracting authority within the time limit or in the manner specified in the procurement documentation or in the call listed in Annex No. 6 of the Act shall not be taken into account (see Section 28, Paragraph 2 of the Act on Public Procurement).
- 3.7 The contracting authority points out that the participant may submit only one bid during the period for submitting bids (for details, see Section 107, Paragraphs 3 to 5 of the Act). The participant may withdraw their bid at any time during the period for submission of bids. The bid may be withdrawn by clicking on the “Withdraw bid” trash icon. If the participant would like to modify the submitted bid within the period for bid submission, it





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is necessary to first withdraw the previous bid and then enter a new bid. Entering/withdrawing a bid always means handling the entire bid; it is not possible to make partial corrections, modifications or change individual documents in the system.

- 3.8 The participant is bound by their bid for the duration of the procurement period, i.e., if the contracting authority has set a procurement period in the procurement conditions, the participant may not withdraw from the procurement procedure within this procurement period. The procurement period is extended in cases according to Section 40, Paragraph 2 of the Act. Withdrawal within the procurement period may, as a result, be evaluated as failure to submit documents requested by the contracting authority, failure to submit required samples, failure to provide cooperation to conclude the contract, etc., and therefore in the case of the selected contractor be a reason for exclusion according to Section 122, Paragraph 8 or Section 124, Paragraph 2 of the Act. The consequence of such an exclusion may be the exercise of the right to the performance security, if the contracting authority required its provision. If the participant would like to withdraw from the procurement procedure, the participant is entitled to notify the contracting authority of this request. Communication takes place via the communication module of the JOSEPHINE system.

### 4. Participation application submission in a not-yet-introduced DPS

- 4.1 The participant submits a participation application in a not-yet-introduced DPS electronically at <https://josephine.proebiz.com>, by attaching documents in the required format, scope and order according to the request of the contracting authority.
- 4.2 The participant shall submit a participation application within the period for submitting participation applications. Submission of a participation application within the specified period means its delivery in time, including the smallest specified time unit designated for submitting participation applications. The smallest possible time unit of the system intended for submitting a participation application is a second.
- 4.3 The contracting authority points out that encryption is also part of the electronic submission of a participation application in the not-yet-introduced DPS. The encryption of the participation application occurs automatically when it is submitted; the encryption time depends on the size of the participation application and the quality of the configuration of the participant's computer technology. The participation application is considered to have been submitted at the moment of delivery of its encrypted form in the JOSEPHINE system. The contracting authority recommends that the participant ensure sufficient time reserve for the electronic submission of the encrypted participation application.
- 4.4 If the contracting authority has divided the DPS into categories, the participant is obligated to follow the contracting authority's instructions given in the procurement documentation when applying for participation. The provider points out that the JOSEPHINE system allows the submission of joint documents intended for inclusion in several categories, however, the participant is obligated to indicate in which categories the participant is submitting their application when applying for participation. The



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participant shall confirm this fact by clicking on the relevant category icons, which will be available in the electronic form and to which the participant shall attach the relevant documents. The provider expressly points out that it is not possible to submit a participation application in individual categories in such a manner that the participant only attaches attachments corresponding to joint documents and does not indicate in the electronic form to which categories the participant submits their application.

- 4.5 A participation application received **after the deadline** for submitting applications for participation will be accepted by the system as a participation application submitted after the deadline for submitting participation applications; this application **will not be included in the participation applications intended for the opening** and will not be made available to the contracting authority. A notification e-mail will be sent to the participant about this fact. Any participation application that has not been delivered to the contracting authority within the time limit or in the manner specified in the procurement documentation or in the call for participation applications shall not be taken into account (see Section 28, Paragraph 2 of the Act on Public Procurement).
- 4.6 The contracting authority points out that the participant may submit only one participation application within the period for submission of participation applications. The participant may withdraw their participation application at any time during the participation application period. The participation application may be withdrawn by clicking on the "Withdraw participation application" trash icon. If the participant would like to modify the submitted participation application within the period for submitting participation application, it is necessary to first withdraw the previous participation application and then enter a new participation application. Entering/withdrawing a participation application always means handling the entire participation application; partial corrections, modifications or changes to individual documents cannot be made in the system.
- 4.7 After the deadline for submitting applications for participation in a not-yet-introduced DPS, the contracting authority will assess whether the conditions for participation have been met and notify the participant of their inclusion in the DPS or their exclusion. This message is delivered to the participant via the JOSEPHINE communication module.
- 4.8 The registered participant is informed about the introduction of DPS through the JOSEPHINE communication module.
- 4.9 The participant is informed about the delivery of the data message in the JOSEPHINE communication module by receiving a notification email.

### 5. Participation application submission in an already introduced DPS

- 5.1 The contractor shall submit the participation application in the already introduced DPS electronically at <https://josephine.proebiz.com>, by attaching documents in the required format, scope and order according to the request of the contracting authority.



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- 5.2 The contractor may submit a participation application in an already introduced DPS at any time during the entire duration of the DPS. Submitting a participation application in an already introduced DPS is not encrypted. Until the application is opened by the contracting authority, the contractor may withdraw their participation application at any time and may submit it repeatedly; however, the contractor may have no more than one participation application submitted in the system at any given time. A participation application in an already introduced DPS system is considered to have been submitted at the moment of its delivery in the JOSEPHINE system.
- 5.3 If the contracting authority has divided the DPS into categories, the contractor is obligated to follow the instructions of the contracting authority listed in the procurement documentation when applying for participation. The provider points out that the JOSEPHINE system allows the submission of joint documents intended for inclusion in several categories, however, when submitting a participation application, the contractor is obligated to indicate in which categories the contractor is submitting their application. The contractor shall confirm this fact by clicking on the relevant category icons, which will be available in the electronic form, and to which the contractor shall attach the relevant documents. The provider expressly points out that it is not possible to submit a participation application in individual categories in such a manner that the contractor only attaches attachments corresponding to joint documents and does not indicate in the electronic form to which categories the contractor submits their application.
- 5.4 After assessing the fulfilment of the participation conditions, the contracting authority shall notify the contractor of inclusion in the DPS or of their rejection. This message is delivered to the contractor via the JOSEPHINE communication module. In the case of refusal to include the contractor in the already introduced DPS, the contractor is entitled to submit a new participation application, and the number of such submitted applications is not limited in any way.
- 5.5 If, during the duration of the introduced DPS, the contractor loses eligibility to be included in the DPS, the contractor is obligated to notify the contracting authority of this fact within 5 working days and to submit new documents or declarations of qualification within 10 working days of notification of the change. According to Section 140a Paragraph 4 of the Act on Public Procurement, the contracting authority does not invite contractors to submit a bid. Communication between the contractor and the contracting authority takes place through the JOSEPHINE communication module.
- 5.6 The contractor is informed about the delivery of the data message in the communication module by receiving a notification e-mail.

## 6. Bid submission in a DPS subcontract (outside the electronic catalogue)

- 6.1 The contractor shall submit the bid electronically exclusively through the electronic tool, the JOSEPHINE system, which is located at <https://josephine.proebiz.com/>.





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- 6.2 The contractor shall submit a bid in the DPS subcontract in the manner specified in the invitation to submit a bid according to Section 141 of the Act, either by filling out a (electronic) bid form with the possible submission of documents as requested by the contracting authority or only by submitting documents without using the (electronic) bid form.
- 6.3 If the contracting authority requires the submission of a (electronic) bid form, the contractor enters the bid price(s) in the “Unit price without VAT – Evaluation criterion (currency)” column, fills in the value of the VAT rate indicated in % in the “Fill in VAT” column and also fills in other information requested by the contracting authority. In the case that the contracting authority has set the price including VAT as the evaluation criterion, the column for filling in the price bid is labelled “Unit price with VAT – Evaluation criterion (currency)”.
- 6.4 The contractor shall submit a bid in the DPS subcontract within the period for submitting bids. Submission of a bid within the bid submission period means delivery of the bid in time including the smallest specified time unit designated for bid submission. The smallest possible system time unit intended for submitting a bid is a second.
- 6.5 The submission of a bid in the DPS subcontract is not encrypted. The bid is considered to have been submitted at the moment of its delivery in the JOSEPHINE system.
- 6.6 Any bid received **after the deadline** for submitting bids will be accepted by the system as a bid submitted after the deadline for submitting bids; such bid **will not be included in the bids intended for opening** and will not be made available to the contracting authority. A notification e-mail about this fact will be sent to the contractor. Any bid that was not delivered to the contracting authority within the time limit or in the manner specified in the call for submitting bids will not be taken into account (see Section 28, Paragraph 2 of the Act on Public Procurement).
- 6.7 The contracting authority points out that the contractor may submit only one bid within the period for bid submission. The contractor may withdraw their bid at any time during the bid submission period. The bid may be withdrawn by clicking on the “Withdraw bid” trash icon. If the contractor would like to modify the submitted bid within the period for bid submission, it is necessary to first withdraw the previous bid and then enter a new bid. Entering/withdrawing a bid always means handling the entire bid; it is not possible to make partial corrections, modifications or change individual documents in the system.

## 7. DPS subcontract submission in the form of electronic catalogue

- 7.1 In accordance with Section 215 of the Act, the contracting authority may, in the call for bids, request or allow the bid to be submitted as an electronic catalogue or for the electronic catalogue to be part of the bid. The electronic catalogue of the JOSEPHINE system is called “SPEED KATALOG” and is located at <https://josephine.proebiz.com/>.
- 7.2 The contractor is entitled to fill out a price bid for individual items in the catalogue after receiving notification of their inclusion in the DPS. This does not apply in the event that the contracting authority allows the electronic catalogue to be filled out by a non-included



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contractor as well; the method of filling it in or the requirements of the contractor's further procedure will be specified in the procurement documentation. The contractor may update or cancel this price bid at any time. The contractor fills in the price bid for individual catalogue items by entering the bid price(s) in the "Unit price without VAT" and "Unit price with VAT" columns and filling in the value of the VAT rate indicated in % in the "Fill in VAT" column. The contracting authority points out that filling out the price bid for individual items in the catalogue is not yet a bid submission, however, by filling out the catalogue, the contractor creates an environment for future submission of a bid at the time of announcing a subcontract in the DPS. **Information on the prices listed for individual catalogue items is not available to the contracting authority during the duration of the DPS.**

- 7.3 The contractor shall submit a bid in the DPS subcontract within the period for submitting bids, either by the procedure according to Section 215 Paragraph 4 letter a) or by the procedure according to Section 215 Paragraph 4 letter b) of the Act. The decision on the procedure for submitting a bid via the electronic catalogue will be indicated by the contracting authority in the call for submitting bids.
- 7.4 In the case of the procedure according to Section 215 Paragraph 4 letter a) of the Act, the contractor is invited to submit bids in the DPS subcontract by the contracting authority selecting the required catalogue item and the contractor being presented with their summary, including the current price values of these items (i.e., those items that the contracting authority included among the subcontract items in the DPS). The contractor is entitled to update the prices of the selected items in their catalogue; the update of the catalogue prices carried out before the end of the period for submitting bids in the given DPS subcontract will then also be reflected in the contractor's bid submitted for the public subcontract. The bid is considered to have been submitted if the contractor has expressed his agreement with the submission of the bid by the end of the period for bid submission. The contractor agrees to submit a bid by clicking on the "Submit a bid" icon.
- 7.5 In the case of the procedure according to Section 215 Paragraph 4, letter b) of the Act, the contractor is notified reasonably in advance that the contracting authority will select the catalogue item for the DPS subcontract and that the contractor's bid will be submitted automatically for the selection of these items from their catalogue. The contractor may update the price values of the selected items, and at the same time the contractor is entitled to express their disagreement with the submission of a bid. If the contractor does not respond by the end of the bid submission period, the JOSEPHINE system will automatically create the contractor's bid at the time corresponding to the end of the bid submission period. The bid will be created according to the current prices listed in the contractor's catalogue and, if complete, it will be automatically included in the evaluation. If the contractor does not agree with this method of submitting a bid, the contractor shall express their disagreement by pressing the "Reject the submission of a bid" button; in which case there will be no automatic bid submission in that particular DPS subcontract.

Before awarding a public subcontract, the contracting authority submits the selected data from the electronic catalogue to the selected contractor for physical inspection.

- 7.6 The submission of a bid in the DPS subcontract is not encrypted. The bid is considered to have been submitted at the moment of its delivery in the JOSEPHINE system. An



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incomplete bid (i.e., a bid that contains at least one or more selected items without a bid price) will be accepted by the system, but will not be included in bid evaluation. The contracting authority has at their disposal the contractor's price bid submitted in the subcontract exclusively within the scope of the selected items of the DPS subcontract. **The contracting authority does not have information about the current prices of other items in the catalogue.**

- 7.7 The contracting authority in accordance with Section 215 Paragraph 2 letter b) of the Act in the call for submitting bids, among other things, also stipulates whether the contracting authority will select individual items from one catalogue (in which case the public subcontract will be awarded to one contractor, whose offer will be evaluated as the most economically advantageous based on the summary of items), or whether the contracting authority will make a selection from multiple electronic catalogues for each item separately (i.e., the result will be the conclusion of a contract in relation to the relevant item, with the contractor whose bid was evaluated as the most advantageous in relation to the relevant item; if the subject of the public subcontract was multiple items, it may be in that case, multiple contracts are also concluded).
- 7.8 The exact procedure of the contracting authority for the evaluation of bids in the public subcontract awarded in DPS is specified in the call for submitting bids.

## 8. Proposal submission in proposal competition

- 8.1 The participant shall submit the proposal in the manner specified in the procurement documentation. Submission of a proposal includes the mandatory submission of electronic documents entered into the JOSEPHINE system (<https://josephine.proebiz.com>) with the optional possibility of delivery of the physical portion of the proposal (i.e., samples, mock-ups, models, etc.) via a postal service provider, according to instructions given in the procurement documents. The contracting authority points out that all data and information displayed on the computer screen as a "bid/application" refer to the "proposal".
- 8.2 Submission of the electronic portion of the proposal means the submission of both non-anonymized documents intended for evaluation by the contracting authority, as well as submission of anonymized documents entered in the Anonymized Proposal section intended for assessment and evaluation of proposals by the contracting authority. Submission of documents in the Anonymized Proposal section is mandatory; in the JOSEPHINE system, it is not possible to use a procedure that would use delivery through a postal service provider to submit the anonymized portion of the proposal, and no document would be submitted in the Anonymized Proposal section. The (electronic) bid form is usually not filled out, however, if the contracting authority requires it to be filled out, this requirement is indicated in the procurement documentation. However, for the sake of completeness, the contracting authority points out that the values given in the (electronic) bid form are not the values intended for the evaluation of the proposals and



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that the (electronic) bid form is not part of the anonymized proposal and is thus not made available to the jury.

- 8.3 The participant shall submit a proposal within the deadline for submitting proposals. Submission of a proposal within the period for submission of proposals means delivery of the proposal within the time specified in the procurement documentation, including the smallest time unit designated for submission of the proposal. The smallest possible time unit of the JOSEPHINE system for submitting a proposal is a second. In the case of delivery of the physical portion of the proposal through a postal delivery service provider, the time of delivery means the date and time of receipt of the shipment by the representative of the contracting authority, at the place indicated in the procurement documentation. The procedure of the participant when submitting the physical portion of the proposal as well as the procedure of the contracting authority's representative during its delivery are also specified in the procurement documentation.
- 8.4 The electronic access, decryption and opening of the proposals separates the documents submitted in the Anonymized Proposal section from other documents, and also systemically generates an identification code for each participant so that the contracting authority anonymizes the participant's real identification data during electronic communication with the jury. In the case of submission of the physical portion of the proposal delivered through a postal service provider, the administrator will also mark the relevant shipment with this identification code and remove all data and information from the package of the delivered shipment that could identify the participant in any way in relation to the jury. The physical portion of the proposal will not be physically opened by the contracting authority; however, after the anonymized proposals have been made available to the jury and after the packaging has been modified (i.e., after the removal of identification data and the assignment of an identification code), it will be handed over to the jury, who will open this shipment. The procedure for returning physical portions of already assessed proposals is specified in the procurement documentation.
- 8.5 The contracting authority points out that encryption is also part of the electronic submission of the proposal. The proposal is encrypted automatically when it is submitted and the encryption time depends on the size of the proposal and the quality of the participant's computing technology configuration. The proposal is considered to have been submitted at the moment of delivery of its encrypted form in the JOSEPHINE system. The contracting authority recommends that the participant ensure sufficient time reserve for the electronic submission of the encrypted proposal.
- 8.6 The electronic portion of the proposal delivered **after the deadline** for submitting proposals will be accepted by the system as a proposal submitted after the deadline for submitting proposals; such proposal **will not be included in the proposals intended for opening** and will not be made available to the contracting authority. In the case that such a participant also delivers the physical portion of the proposal, even if this physical portion was delivered within the period for submission of proposals, due to the late delivery of the electronic portion, the physical portion of the proposal will be returned to the participant and the submitted proposal will not be assessed or evaluated. A notification e-mail will be sent to the participant about the late delivery of the electronic portion of the proposal.



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- 8.7 The physical portion of the proposal delivered after the deadline for submitting proposals will always be returned to the participant.
- 8.8 The contracting authority points out that the participant may submit only one proposal within the period for submission of proposals. A participant may withdraw their proposal at any time during the proposal submission period. The proposal may be withdrawn by clicking on the "Withdraw bid" trash icon. If the participant would like to modify the submitted electronic proposal within the period for submission of proposals, it is necessary to first withdraw the previous proposal and then enter a new proposal. Entering/withdrawing a proposal always means handling the entire proposal; it is not possible to make partial corrections, modifications or change individual documents in the system. The withdrawal of the physical portion of the proposal is not bound to the electronic withdrawal of the proposal; this proposal (i.e., the shipment) may only be withdrawn after communication with the contracting authority.
- 8.9 The contracting authority points out that the documents submitted in the Anonymized Proposal section will be verified by the contract administrator, and the subject of verification will be their actual anonymization. In the case that these documents contain any data that could be used to identify the participant, the administrator will proceed in accordance with the procedure specified in the procurement documentation. The contract administrator is responsible for communication with the participant regarding the editing of anonymized documents; communication between the administrator and the participant takes place through the JOSEPHINE communication module.

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### **Information from the contracting authority provided in accordance with the provisions of Section 36, Paragraph 4 of the Act**

Requirements for electronic communication were processed by PROEBIZ s.r.o., Masarykovo nám. 33/52, 702 00 Ostrava – Moravská Ostrava.