



evropský
sociální
fond v ČR



EVROPSKÁ UNIE



OPERAČNÍ PROGRAM
LIDSKÉ ZDROJE
A ZAMĚTNANOST

PODPORUJEME
VAŠI BUDOUCNOST
www.esfcr.cz



Tender - Languages lessons

Name of the tender: **“Supply of Languages Lessons”**

Date of announcement: **24th September 2009**

The tender is according to regulations of OP LZZ in version MAD 99 by 2.3.2009, the tender is not according to law No. 137/2006.

Project No.: **CZ.1.04/1.1.02/23.00033**
The project is financed by ESF and State budget CR.

1 Information about our company

Name:	MEGA a.s.
Address:	Drahobejlova 1452/54, 190 00 Praha 9
CEO:	Ing. Luboš Novák, CSc. Tel.: 487 888 101 E-mail: lnovak@mega.cz
Identification number:	44567146
Tax identification number:	CZ44567146
Person responsible for the tender:	Ing. Miloslava Kopecká Tel.: 487 888 350 E-mail: miloslava.kopecka@mega.cz

2 Subject of the tender

Subject of the tender: supply of languages lessons for the project No. CZ.1.04/1.1.02/23.00033 „**Education of MEGA employees**“.

The subject of the tender is divided into 4 parts:

1.	English – Czech teacher
2.	English – English teacher
3.	Russian – Russian teacher
4.	Spanish – Czech teacher

Applicants can submit their offer that covers just one part or all parts.

Specifications of the subject of the tender are stated in enclosure No. 1.

3 Deadline for offers

Deadline for your offer is **9th October 2009 by 14:00**. Offers that will be sent by post have to be delivered by 9th October 2009, 14:00. Offers that will be sent after deadline time will not be evaluated.

There are 2 ways how to submit your offer:

- in person
- by post

4 Place of submission

MEGA a.s.

Pod Vinicí 87

471 27 Stráž pod Ralskem

5 Date of realization

- from November 2009 till October 2010
- the exact dates will be stated in a contract with a winner of the tender

6 Place of realization

MEGA a.s.

Pod Vinicí 87

471 27 Stráž pod Ralskem

7 Evaluation

Criterion	Importance	Type of criterion
Price	30 %	numeral
Methodology of the lessons	40 %	subjective
Quality of the teacher – CV, certificate,...	20 %	subjective
Reference	10 %	subjective

8 Qualification request

- declaration that the supplier hasn't had tax debts
- declaration that the supplier hasn't had debts on health insurance and social insurance
- Trade Certificate

9 Offer

Your offer has to be submitted in Czech or English language. The offer has to be sign by responsible person. In the offer has to be stated contact person – his/her name, his/her phone number and e-mail address.

10 Price

The price has to be stated in Czech currency (CZK) and dividend into:

- price for one lesson (without VAT)
- price for one lesson (with VAT)
- price for all offer (without VAT)
- price for all offer (with VAT)

The prices have to cover all costs.

The maximum price of the tender is **795.000,-** (without VAT).

The maximum price of the parts of the tender (without VAT):

No.	Parts of the tender	Maximum price of the parts
1.	English – Czech teacher	340.000
2.	English – English teacher	150.000
3.	Russian – Russian teacher	260.000
4.	Spanish – Czech teacher	45.000

Way how to submit your offer

Please submit your offer in one original and one copy:

- in writing form – in Czech or English language
- in closed envelope with your firm name, firm stamp, sign and sentence: *“Supply of Languages Lessons – TENDER, please don’t open”*
- the offer cannot include corrections that could cause misunderstanding
- the pages has to contain numbers and has to be stick together

11 Questions

You can send questions by post or e-mail into 5 days before deadline.

12 Envelopes opening

- by 10 working days after deadline in MEGA a.s., Pod Vinicí 87, 471 27 Stráž pod Ralskem

13 Evaluation

- the offers will be evaluated by 3 persons
- there will be evaluated: formal issue and criterions
- many points better offer – the winner is the offer with most of all points

All participants will receive report from the tender by 5 working days after evaluation.

14 Others

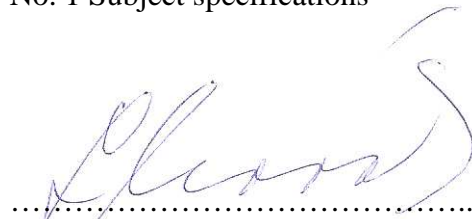
- one participant can submit just one offer
- there is no right for cost compensation that is related to the drawing up the offer
- there will be added regulations in a contract with the winner – for example the supplier has to allow any controls from Work Ministry, Financial Ministry, Control Office, EC, European accounting courtyard

15 Cancel of the tender

- it is stated in regulations of OP LZZ in version MAD 99 by 2.3.2009 (in: <http://www.esfcr.cz/file/6500/>)

16 Enclosures

No. 1 Subject specifications



Ing. Luboš Novák, CSc.

CEO

In Stráž pod Ralskem, 24th September 2009

Enclosure No. 1

Specifications of the subject

English – Czech teacher	
Groups	10 groups (2-3 students in each group)
Time	each group will have a lesson 1x week á 60 minutes during 1 year (November2009 – October 2010)
Place	MEGA a.s. Stráž pod Ralskem
Orientation	Almost all students have got intermediate degree, so there is need to improve their knowledge in technical issue

English – English teacher	
Groups	4 groups (2-3 students in each group)
Time	each group will have a lesson 1x week á 60 minutes during 1 year (November2009 – October 2010)
Place	MEGA a.s. Stráž pod Ralskem
Orientation	Almost all students have got intermediate degree, so there is need to improve their knowledge in technical issue

Russian – Russian teacher	
Groups	8 groups (2-3 students in each group)
Time	each group will have a lesson 1x week á 60 minutes during 1 year (November2009 – October 2010)
Place	MEGA a.s. Stráž pod Ralskem
Orientation	Almost all students have got intermediate degree, so there is need to improve their knowledge in technical issue

Spanish – Czech teacher	
Groups	1 group (3 students)
Time	each group will have a lesson 1x week á 60 minutes during 1 year (November2009 – October 2010)
Place	MEGA a.s. Stráž pod Ralskem
Orientation	Almost all students have got intermediate degree, so there is need to improve their knowledge in technical issue