

# **Annex 1 to the Tender Documentation for the Tender procedure for Provider of statutory audit and related services for Kooperativa pojišťovna, a.s., Vienna Insurance Group**

## **Part I - Structure of the Tender Offer**

In view of the “standard” requirements imposed by the contracting entity in the Kooperativa tender procedure, each bidder has to respect the following mandatory structure of the tender offer to be submitted:

### **1. Basic details on the bidder**

Business name:

Registered office (according to the Commercial Register, trade license):

Governing body (authorized representative):

Representative authorized to act in this procedure:

Id. No.:

Tax Id. No.:

Bank details:

Account No.:

Telephone number:

Fax:

Email:

### **2. Bidder's contact persons**

Bidders shall specify their contact persons:

- for communication with the contracting entity in this tender procedure;
- for communication in case of negotiations on a contract and establishment of a contractual relationship;
- for communication in the performance of the work (service);

in the following structure:

Name and surname of the contact person:

Position in the company:

Telephone number:

Email:

### 3. Qualification criteria

Beyond the scope of the qualification and professional criteria set out in Annex 1 Part II - Additional Tender Offer Requirements to the Tender Documentation, bidders are required to demonstrate compliance with the following qualification criteria to ensure their participation in the tender procedure:

#### 3.1. Basic qualification criteria

- 3.1.1. Extract from the Criminal Records for members of the bidder's governing body;
- 3.1.2. Extract from the Criminal Records of Legal Persons;
- 3.1.3. Confirmation issued by the competent tax authority on tax arrears;
- 3.1.4. Confirmation of arrears in premiums and penalties for social security and contribution to the State employment policy;
- 3.1.5. Confirmation that the bidder has not committed unfair competition in the form of bribery;
- 3.1.6. Confirmation that the bidder's assets are not subject to any pending insolvency proceedings within which a decision on insolvency would have been issued, or an insolvency petition has not been dismissed because the assets did not suffice for payment of the costs of the insolvency proceedings, or bankruptcy has not been cancelled because the assets were absolutely insufficient or receivership introduced pursuant to special regulations;
- 3.1.7. Confirmation that the bidder is not in liquidation.
- 3.1.8. Confirmation that the bidder has no arrears in premiums and penalties for public health insurance.
- 3.1.9. The bidder shall describe how, in the course of its business activities, it duly ensures compliance with **human rights, all labor law regulations, health and safety protection, environmental protection, and business ethics**. If the bidder has been sanctioned in the past in any of these areas, it is obligated to inform the contracting entity and provide detailed information. In such a case, the bidder shall describe the measures implemented to prevent the recurrence of the misconduct. Concealing this information may result in immediate exclusion from the tender procedure or termination of the contractual relationship.

Bidders shall demonstrate the basic qualification criteria by submitting copies of documents that are not more than 90 days old (paragraphs 3.1.1 to 3.1.2, or to 3.1.8) or an affirmation of their governing body (3.1.3 - 3.1.8) and a statement from the governing body (point 3.1.9).

Bidders may also demonstrate the basic qualification criteria by submitting an up-to-date (not more than 90 days old) extract from the list of qualified contractors (LQC) kept by the Ministry for Regional Development which clearly indicates that the bidder meets all the above-specified basic qualification criteria, except for point 3.1.9.

Bidders may demonstrate the basic qualification criteria by means of a summary declaration of their governing body on the points specified above.

### **3.2. Formal qualification criteria**

Bidders shall demonstrate the formal qualification criteria by submitting an officially authenticated copy of the following documents, not more than 90 days old:

- 3.2.1. Extract from the Commercial Register if the bidder is registered therein, or an extract from some other similar records where the bidder is registered;
- 3.2.2. Certificate of authorization to operate a business pursuant to special legal regulations to the extent corresponding to the subject of the tender procedure, in particular a certificate of the relevant trade authorization or license.

### **4. Requirements on bidders**

- 4.1 In its tender, each bidder shall submit a declaration on being bound by the tender for a period of 12 months from the end of the period for the submission of tenders. This declaration will be signed by a person authorized to act on behalf of or for the bidder.

#### **4.2 Further requirements**

- 4.2.1 Bidders shall submit a copy of their third-party liability insurance.
- 4.2.2. Bidders shall submit their statement of consent to a visit by the contracting entity to the bidder.
- 4.2.3. Bidders agree that, if the contracting entity is interested, they will present their respective proposed solutions to the contracting entity.
- 4.2.4. Bidders agree to also offer the same terms and conditions to other companies of the Vienna Insurance Group in the Czech Republic if they express interest in the respective bidder's services. The list of companies will be provided at request and will be updated by annotation.
- 4.2.5. Bidders agree to maintain confidentiality of confidential information and not to provide confidential information or any part thereof to any third party unless the contracting entities have given their prior written consent to the provision of such information.
- 4.2.6. Bidders agree not to use confidential information for their own purposes, but rather only in connection with this tender procedure. In particular, bidders shall not use such confidential information for their own business, investment or other activities.
- 4.2.7. Bidders shall express their consent to any contractual negotiations with the contracting entity. By virtue of this statement, each bidder acknowledges that any contractual negotiations are not considered an implicit conclusion of a contract, i.e. a contractual relationship need not be established once such negotiations are completed.
- 4.2.8. The bidder shall state whether it employs persons with disabilities and whether it is able to provide substitute performance.
- 4.2.9. The bidder declares that it monitors emerging legal regulations in the field of ESG and continuously prepares for the obligations arising from them.

Bidders may demonstrate compliance with paragraphs 4.2.2 to 4.2.9 by means of an affirmation.

**5. Subject of the tender procedure**

The requirements on the subject of the tender procedure are specified in detail in the Annex 1 – Part II Additional Tender Offer Requirements and in the part Appendix pursuant to Annex 1 of the Tender Documentation.

**6. Place of performance**

The requirements on the place of performance under the tender procedure are specified in Article 4 of the Tender Documentation.

**7. Timeframe of performance**

Bidders shall confirm the timeframe of performance pursuant to Article 3 on the Tender documentation and the Annex 1 Part II - Additional Tender Offer Requirements of the Tender Documentation.

**8. Bid price**

The requirements on the tender price are specified in Article 5 on the Tender documentation and the Annex 1 Part II - Additional Tender Offer Requirements of the Tender Documentation.

Bidders shall fill in the respective tender price they offer in the separate form “xls document” – Annex 2.

**9. Payment terms**

The requirements on payment terms are specified in Article 6 of the Tender Documentation.

**10. Proposals for risk elimination**

Risk elimination requirements are specified in Article 7 of the Tender Documentation and Annex 1 Part II - Additional Tender Offer Requirements of the Tender Documentation.

**11. Draft contract**

Each bidder shall draw up a draft contract covering the entire scope of the performance related to the bidder’s tender under this Tender Dossier, including the required penalties (proposed by the bidder).