TENDER DOCUMENTATION

to ensure the contract with the name

„Specific Courses and Delivery of Software"

in accordance with the project

„Skills, professional skills and knowledge of employees in PCB division, company Gatema s.r.o."

registration number CZ.1.04/1.1.04/92.00098

This tender documentation has been prepared in with applicable instructions set forth in the Methodical guideline for tenders in OP HRE version 1.7 valid since 1.11.2012 (hereinafter as „Methodical guideline").

The contracting authority is not a public authority in accordance with the Act. The contracting authority is obliged to award a contract to folow the Methodical guideline.

This is not a contract or a tender in accordance with Act No. 137/2006 Coll., on Public Procuderement (hereinafter as „Act").

The contracting authority apply the Act only as supporting standard and only those conditions that directly refer to the precise provisions of the Act.

1. Identification of the Contracting Authority

Name:	Gatema s.r.o.
Registred office:	Havlíčkova 18, 680 01 Boskovice, CZ
Identification number:	60749954
VAT number:	CZ60749954
Address for the receipt of offers:	Havlíčkova 18, 680 01 Boskovice, CZ
Person authorized to act on behalf of the contracting authority:	Ing. František Vlk, company executive
Contact person:	Ing. Jana Veselá, project manager
Email:	jana.vesela@gatema.cz
Telepfone:	+420 516 426 720; +420 775 299 017

2. Subject of the tender

The subject of the tender is specific training in the use of the original characteristic of software Genesis in accordance with the project „Skills, professional skills and knowledge of employees in PCB division, company Gatema s.r.o.".

The contract is divided into two parts and allows partial performance.

1. Training Courses of software Genesis

Training courses will be attended by 15 employees. Training will be 5 working days, 7,5 per a day, it will be a total 37,5 hours. 1 hour = 60 minutes.

Training courses will take the form of expert instruction with a practical demonstration in the plant authority. In the case of the interpretation training in a foreign language, contracting authority ensures translators.

Training courses must be implemented in the following structure:

Day	Topic	Course Length in hrs.	Number of empl.
1	CAD tools to design printed circuit boards (PCB) – general overview CAD for HDI applications (Cadence, Mentor Graphics) Engeneering for production Engineering for assebly	7,5	15
2	Data formats for entering production (Gerber, ODB++,....) CAM tools for the preparation of production data – general overview CAM350, U-CAM, Genesis – features, advantages, disadvanteges Preparation of manufacturing documents using the Genesis	7,5	15

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3	Create and use macros Genesis Optimizing data for testing Optimizing data for mechanical operations (drilling, milling) Products to prepare production data and management of the production process InStack	7,5	15
4	InPlan Panels with controlled impedance – the principles of design, features, use The method of calculating the impedance The effect of structural variables on impedance boards Measurement of impedance PCB	7,5	15
5	Compensation of the linear instability materials in the production of multi-layer PCB The principles of mutual registration of layers and holes Compensation before lamination (motif) and after lamination (dribling data) – advantages, disadvantages, consequences	7,5	15
Σ	-	37,5	-

2. Delivery of software Genesis

Software Genesis is a powerful tool for preparing Printed Circuit Board (PCB) data for effective manufacturing. Software Genesis is for the planner or pre-production engineer at a bareboard fabrication plant. It is the complete solution for data reception and preparation, from customer files to the production floor.

The functions of the Genesis system is categorized as follows:

Input

The input stage imports data from multiple sources/formats into a common job "container" in the system database. Input complexity depends on the source CAD system. Genesis can import directly from system databases, through ODB++, or from low level formats (such as Gerber, Excellon, DXF, etc.).

Cleanup and Analysis

The cleanup process prepares imported data for effective analysis. The level of cleanup depends on the source system. The analysis processes which are performed after cleanup verify the correctness and the manufacturability of the design. This stage can be customized to a number of depth levels, depending on the specific requirements of the designer/manufacturer.

Editing and optimalization

Genesis provide an extensive set of tools for automatic/manual editing and optimization of design data. These tools provide single board editing, panelization, manufacturing tool preparation, and finishing with design of the board stackup, complying with thickness and impedance constraints.

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Output

Once the job is complete and ready for production, the system provides a large set of tools for sophisticated output file generation. The output tools generate data for bareboard fabrication (artwork files, drill files and netlists), as well as data for board assembly and drawings.

Requested configuration of additional seat of Genesis LT:

Auto-Inputs

- Input - Gerber 274D
- Input - Gerber 274X
- Input - IPC D-356A
- Input - IPC D-356A
- Input - Autocad DXF
- Input - CSI Autoplot
- Input - Barco DPF
- Input - Excellon I & II Drill & Rout
- Input - HPGL I & II
- Input - ODB++ XML
- Input - Sieb & Meyer Drill/Rout
- Input - Trudril

Auto-Outputs

- Output - Gerber 274D
- Output - Gerber 274X
- Output - IPC-D-356A
- Output - IPC-D-356
- Output - Autocad DXF
- Output - Barco DPF
- Output - Excellon I&II Drill & Rout
- Output - HPGL
- Output - ODB++ XML
- Output - OPFX (LP 7008)
- Output - Postscript
- Output - Sieb & Meyer Drill/Rout

Advance Pattern Fill methods
PCB Analyzer
Discovery Automatic
Auto Drill Manager
Auto Rout Manager
Legend Detection
DFM - Advanced Pad Subst (all angles)
DFM - Advanced Teardrop

DFM - Pin Hole Elimination
DFM - Peelable & Sliver Repair
DFM - Signal Layer Optimizer
DFM - Solder Mask Optimizer
DFM - Silk Screen Optimizer
Rout Dimension Editor
Drill Path Optimizer
Drill Tool Manager
EDA Viewing
ERF Editor
Etch analysis
Workforms
Graphic Editor
KIT Package
Netlist Analysis
Netlist Optimizer
ODB++ converter
Online DRC
Panel Optimizer
Script Debugger
Step Compare Manager

3. Expected value of the tender

The expected value of the tender is:

1. Training courses of software Genesis: **570 000 CZK = 21 965,3 EUR**

2. Delivery of software Genesis: **59 500 CZK = 2 292,9 EUR**

(according to the CNB rate of 16 July 2013 – 1 Euro = 25,950 CZK).

These prices are defined as the maximum allowable. The tenderer defines the bid price for each partial contract. The tender price must include all costs of the tenderer (contractor) necessary for the proper and timely performance of the contract..

4. Performance period and place of the tender

Contract performance will take between 12th August 2013 to 30th August 2013 and will be specified on the basis of an agreement with the contractor authority.

The place of performance of the contract is in the registred office of contracting authority:
Gatema s.r.o.
Havlíčkova 18
680 01 Boskovice
Czech Republic

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5. Qualification requirements

Fulfillment of the qualification requirements in compliance with the Contracting authority's requirements provided in accordance with the Methodical guideline is a prerequisite for the assessment and evaluation of the tenderer's offer in the tendering procedure.

5.1. Basic qualification requirements

The Contracting Authority requires the tenderer to prove the fulfillment of basic qualification requirements **by the declaration on word of honor** – refer to **Appendix 2** of this tender documentation (must be signed by a person authorized to act on behalf of the tenderer).

5.2. Profession qualification requirements

The Contracting Authority requires the tenderer to prove the fulfillment of profession qualification requirements by submitting following documents **_(plain copy of documents is sufficient)_:**

- a copy of the **entry into the Trade Register, or Trade Certificate** including subject of business connected to the subject of this tender. (In case trade certificate does not exist, for foreign tenderers, statutory declaration is needed, with following wording: _"I hereby declare, that I'm authorised to do business in the scope of the subject of this tender procedure, the document requested by the Contracting Authority is not issued in the country where my company has its registered head office."_)

- a copy of the **entry into the Companies Register**, if registered therein, or a copy of entry into another similar register, if registered therein (for foreign tenderers official documents in their official language are sufficient)

5.3. Statutory declaration of economic and financial capacity of the tenderer to fulfill the contract

It is not requested by the contracting authority.

5.4. Technical qualification requirements

The Contracting Authority requires the tenderer to provide following documents:

- at least three references to similar trainings (1) and to similar delivery of software (2) in the past three years, in the form of an affidavit (in case of tender only one partial performance, tenderer submits references only to that transaction).

6. Commercial and payment conditions

6.1. Commercial conditions

An integral part of this tender documentation is :

Appendix No. 3a - Contract for the implementation of specific courses (draft).
Appendix No. 3b – Contract for delivery of software (draft).

The Contracting Authority requires the use of the draft contract enclosed to the tender documentation.

The tenderer is not entitled to make any changes in the draft contract. The tenderer is allowed to fill the draft contract only in designated places and only by the required data.

The draft contract will be signed by the statutory body or a person appropriately empowered; the original authorization or a certified copy must then be a part of the tenderer's offer. Submission of an unsigned draft contract will not be considered as a tender offer. In that case the tenderer's offer is considered as incomplete and the contracting authority will exclude such tenderer from the further participation in the tender.

The tenderer submits that draft contract, which corresponds to the partial filling. If the tenderer submits offers for both lots, a signed both options draft contracts.

Failure to comply with the commercial conditions may be the reason for excluding the tenderer from further participation in the tender procedure.

6.2. Conditions of payment

Payments for the services will be made by wire transfer on the basis of invoices issued by the supplier. Invoicing period is 14 calendar days, payment of invoices is 30 calendar days.

The invoice must contain all the requirements of a proper invoice in accordance with applicable law and must be identified by a number and name of the project. If the invoice does not have matching requirements, the contracting authority entitled to send it by the due date back to the supplier to complete a treatment, without getting into arrears due.

7. Instructions for the preparation and submission of tender

7.1. Deadlines

31th July 2013 at 10:00 a.m.

Offers received after his deadline will not be evaluated and the contracting authority shall retain for the purposes of administration of the project. The evaluation is based on the date the offer is accepted at the Authority not stamp the transport company.

7.2. Place for submission of tender

Gatema s.r.o.
Havlíčkova 18
680 01 Boskovice
Czech Republic

7.3. Date and time of opening the envelopes

31th July 2013 at 10:05 a.m. in the seat of authority

7.4. Way submission of tender

The tenderer send the offer by registred post or personally to the attention of the contract person of authority properly secured and labeled envelope to the address of the contracting authority.

7.5. Form of the tender offer

Offer must be made in writting in *Czech* or *English language* and must be written in 1 original, 1 copy and 1 CD. The offers must be marked „ORIGINAL" and „COPY".

Each pages of the offer must be firmly bound together and numbered in ascending sequence. Offer must be firmly sealed so that it is not possible to offer contect unlawfully manipulated. Offer must be delivered in a sealed envelope, labeled with the address of the contracting authority, address of the tenderer, the contract title, registration number of the project and and distinctive inscription in Czech language: **„NEOTEVÍRAT – Výběrové řízení".**

7.6. Mandatory information in the offer

1. Identification of supplier, contact person, its telepfone and address
2. Appendix No. 1 – Bid cover letter
3. Appendix No. 2 – Statutory declaration and other documents proving qualifications
4. Appendix No. 3a, 3b – Draft contract
5. Specification implementation of the contract
6. References
7. Price calculation

7.7. Tender price

Tender price will be listed in CZK or EUR (for conversion of the tender price to CZK the Evaluating Commission use the unified exchange rate – according to ČNB as of the day of meeting of the Evaluating Commission).

Tender price will be listed in classifications: without VAT, VAT amount, total amount with VAT, which will be mentioned in the Cover letter of the bid – *Appendix No. 1 of the tender documentation*, separely for each partial performance.

Offer must be signed by a person authorized to act or authorized person, the power of attorney must be part an offer.

7.8. Tendering period

The tenderer must maintain the tender 90 days.

7.9. Variant tender offers, the performance parts

The contracting authority recognized alternative offers and allows partial performance.

8. Method of evalutation offers

Complete and timely delivered offers will be evaluated according to the criterion of *the lowest tender price.*

9. Other provisions and rights of Contracting Authority

The contracting authority has the right not to return the received offers and not to pay costs incurred by the Contractor in connection with his participation in the tender.

The contracting authority has the right to cancel the tender conditions laid down Methodical guideline for award of contracts OP HRE.

10. Questions

Questions can be asked only in electronic form to the email address of the contact person the contracting authority. The contracting authority is obliged to answer these questions.

Answers including the text of the questions will be posted on the website www.esfcr.cz

11. Appendices of the tender documentation

Appendix No 1. – Bid cover letter

Appendix No. 2 – Statutory declaration

Appendix No. 3a - Contract for the implementation of specific courses (draft).

Appendix No. 3b – Contract for the delivery of software (draft).

In Boskovice 17th July 2013

Signature of the person authorized to act on behalf of the Contracting Authority:

Gatema [11]

Gatema s.r.o.
Havlíčkova 18, CZ 680 01 Boskovice
DIČ CZ60749954 www.gatema.cz

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Ing. František Vlk
company executive
Gatema s.r.o.