

Competition Conditions

The municipality
Zeleneč announces
a design competition:
New centre for Zeleneč
and issues these
Competition Conditions

©MOBA studio s.r.o.

All rights reserved. Any republication, reprinting or distribution of any material or part of material of a textual or pictorial nature published in this document and its appendices is prohibited without prior permission. It does not apply to the sponsor of this competition.

„New centre for Zeleneč“ is an open two-phase architectural and urban design competition followed by a commission, which is announced and will be conducted in accordance with Czech law, in particular:

- Act on Public Procurement: no. 134/2016 Coll., on Public Procurement, as amended, hereinafter referred to as the "Act",
- Competition Rules of the Czech Chamber of Architects of 24 April 1993, as amended,
- Building Act: no. 283/2021 Coll. Building Act,
- Act on the Practice of the Profession: no. 360/1992 Coll., on the Practice of the Profession of Authorised Architects and on the Practice of the Profession of Authorised Engineers and Technicians Active in Construction, as amended, hereinafter referred to as the "Act on the Practice of the Profession",
- Copyright Act: no. 121/200 Coll., on copyright, on rights related to copyright and on amendments to certain acts (Copyright Act), as amended,
- Relevant provisions of the Civil Code: no. 89/2012 Coll., Civil Code, as amended

Abstract of the competition conditions

Contracting authority	the municipality Zeleneč
Competition type	Design competition
Submission deadline 1st phase	24. 1. 2025
Submission deadline 2nd phase	4. 4. 2025
Prizes and rewards total	CZK 2.000.000
Electronic tool mandatory to use	https://www.vhodne-uverejneni.cz/profil/00241041
Conditions of participation	
Professional competence	Authorized for business in relevant field, License in architecture

1. Identification data

1.1. Contracting Authority

Name of contracting authority	Obec Zeleneč
IN	00241041
Registered office address	Kasalova 454, 250 91 Zeleneč
Represented by	Vít Šikýř, mayor
Data box ID	zqhaskc

1.2. Public Contract

Name of the public contract	New centre for Zeleneč
Type and mode of contract	Above-the-threshold public contract
Contracting authority's profile	
https://www.vhodne-uverejneni.cz/profil/00241041	

1.3. Administrator

Representative of the contracting authority – administrator	Moba studio s.r.o.
IN	61459712
Registered office address	Turkmenská 1420/2, 101 00 Praha 10
Represented by	Igor Kovačević, CEO
Data box ID	mb5cici
People involved in the preparation of the competition documentation	Igor Kovačević Kateřina Juříčková Šrámková Kamila Dršata

2. Jury

2.1. Jury – dependent part

Vít Šikýř – mayor of Zeleneč – jury vice-chair
Roman Doležal – member of the assembly of Zeleneč
Pavel Fajt – first deputy-mayor of Zeleneč – alternate

2.2. Jury – independent part

David Hlouch – jury chair
Tereza Vojtěšovská
Jan Kalivoda
Anna Laubová – alternate
Petr Bureš – alternate

2.3. Auxiliary Bodies of the Jury

Competition secretary

Igor Kovačević, MOBA studio s.r.o.
ask@cceamoba.cz

Proposal examiner

Karin Grohmannová, MOBA studio s.r.o.

2.4. Invited Experts

During the competition, the jury may ask the contracting authority to invite experts.

3. Prizes and honorable mentions

3.1. Total amount for prizes and compensations

The total amount for prizes and sketch fees is set at CZK 2.000.000,-.

3.2. Prizes

First prize

The first prize is set at CZK 800.000,-.

Second prize

The second prize is set at CZK 500.000,- .

Third prize

The third prize is set at CZK 300.000,- .

3.3. Compensation for expenses in the competition (sketch fees)

An amount of CZK 400,000 will be distributed among the other participants of the second phase of the competition whose design proposals do not receive any prizes. The maximum sketch fee for each participant is set at CZK 200,000. The contracting authority will not award any special prizes.

3.4. Other allocation or non-awarding of prizes

Under the conditions set out in Section 12, paragraph 2 of the ČKA Competition Rules, the jury may, in exceptional cases, decide to reallocate or not award certain prizes or rewards.

4. Design competition

4.1. Type of competition

4.1.1. By subject

The competition is announced as an architectural and urban.

4.1.2. By range of participants

The competition is announced as open.

4.1.3. By number of phases announced

The competition is announced as a two-phase competition.

4.1.4. By intention

The competition will be followed by a commission.

4.2. The competition will be anonymous.

4.3. Competition language

The competition is announced and will be held in Czech and English. All parts of the competition proposal must therefore be written in Czech or English, Slovak language is also accepted.

The competition conditions and documentation are issued by the contracting authority in both Czech and English. In case of any discrepancies, the Czech version shall prevail.

5. Competition brief

5.1. Subject of the competition

The subject of the competition is the design of a new commercial and administrative centre for the municipality of Zeleneč.

The requirements for addressing the subject of the competition are defined in Annex P.01 Competition Brief and are set out as recommended.

The competition brief is in accordance with the principles of responsible public procurement: (1) the principle of socially responsible procurement, which limits participation conditions to the necessary minimum, thereby enabling the involvement of small and medium-sized enterprises; (2) the principle of environmentally responsible procurement, which supports eco-friendly solutions; (3) the principle of innovation, where the requirements specified in Annex P.01 Competition Brief are recommended, thus encouraging an innovative approach and solutions to the subject of the competition.

5.2. Purpose and aim of the competition

The purpose of the competition is to select and reward the most suitable design – solution to the subject of the competition – that meets the requirements set by the contracting authority in these competition conditions and in the competition documentation.

The aim of the competition is, through the awarding of prizes, to identify participants with whom the contracting authority will negotiate in a procedure without publication in accordance with § 143, paragraph 2, and § 65 of the Act (hereinafter referred to as “NPWP”) regarding the assignment of subsequent contracts as described in these conditions.

The aim of the competition is to find a partner with whom the contracting authority can develop a quality project – from refining the design to its successful implementation.

5.3. Place of performance

The place of performance for the public contract is the Czech Republic, specifically the cadastral area of the municipality of Zeleneč, on parcels 127/6, 162, and 713.

5.4. Duration of performance

The estimated duration of the public contract is 5 years.

5.5. Estimated investment costs

The estimated investment costs for the implementation are CZK 304 million excluding VAT. The competition will verify the estimated costs and will serve as an indicator for any potential updates.

6. Terms of participation

6.1. Participant in the competition

Participation is open to a natural or legal person individually or to several such persons jointly (this does not mean a complete author or collaborative team). A participant is defined by completing document PP.01 Identification data. This identification cannot be changed, is valid for the entire duration of the competition, is valid for the eventual NPWP and is also valid for the eventual signing of the follow-on contract. The definition of the participant also does not exclude any future subcontractor.

6.2. Terms for Participation in the Competition and Proof of Compliance

6.2.1. Terms for Participation set by the Competition Rules of the Czech Chamber of Architects (ČKA)

Each participant must meet the conditions established in § 3, paragraph 2 of the ČKA Competition Rules (detailed in annex PP. 02).

6.2.2. Basic Eligibility

Each participant must fulfil the basic eligibility requirements analogously to § 74 of the Act; the participant shall demonstrate basic eligibility through a sworn statement analogously to § 86, paragraph 2 (detailed in annex PP. 02).

6.2.3. Professional Competence

a) Participants in the competition must be registered in the Commercial Register or other similar register in accordance with § 77 paragraph 1 of the Act, if another legal regulation requires registration in such records (this does not apply to natural and legal persons based in a country where such registration is not required).

b) Participants in the competition must have business authorisation corresponding to the subject of the competition, at least for project activities in construction, analogously to § 77, paragraph 2(a) of the Act (this does not apply to individuals practising architecture as a liberal profession or to individuals based in a country where such authorisation is not legally required).

c) Participants in the competition must have, analogously to § 77, paragraph 2(c) of the Act, a person who is a licensed architect under the Law on the Performance of Professions (ČKA A1 or A0), or who is a licensed architect according to the law of the country of which they are a citizen.

The participant shall demonstrate professional competence analogously to § 86, paragraph 2 of the Act through a sworn declaration (detailed in annex PP. 02).

6.3. Proof of Compliance with the Terms for Participation

6.3.1. Proof of Compliance with the Terms for Participation for Multiple Natural Persons

If multiple natural persons submit a competition proposal together as participants, each of these persons must independently meet the conditions set forth in the ČKA Competition Rules (6.2.1) and demonstrate basic eligibility (6.2.2). The conditions for professional competence (6.2.3) must be proven collectively by these natural persons, meaning that at least one of them must meet these requirements.

6.3.2. Proof of Compliance with Terms for Participation for Multiple Legal Entities

If multiple legal entities submit a competition proposal together as participants, each of these entities must independently meet the conditions set forth in the ČKA Competition Rules (6.2.1), demonstrate basic eligibility (6.2.2), and fulfill the professional competence requirement according to 6.2.3(a). The professional

competence conditions according to 6.2.3(b) and (c) must be proven collectively by these legal entities, meaning that at least one of them must meet these requirements.

6.3.3. Proof of Professional Competence through another person

The participant is entitled to prove the fulfilment of professional competence according to 6.2.3 through another person. However, this person must be the author or co-author of the proposal.

6.3.4. Proof of Compliance with Terms for Participation by a foreign participant

A foreign tenderer shall prove compliance with the terms of participation in the competition to the extent required by the law of the country of which they are nationals or in which they are established.

6.4. Consequences of not meeting the terms of participation in the competition

If a participant fails to provide the required documents proving compliance with the terms of participation in the competition pursuant to 6.2, the contracting authority reserves the right to call upon such participant via an electronic tool to explain or supply the required documents. In the event that the participant fails to provide the requested documents by the deadline for completion or clarification, the contracting authority will exclude the participant from the competition.

7. Competition documents

7.1. Availability

The competition conditions and their annexes (competition documents) are published in the electronic tool from the date of publication of the competition in: <https://www.vhodne-uverejneni.cz/profil/00241041>

7.2. Documents

7.2.1. For elaborating the competition proposal

- P.01 Competition Brief(pdf)
- P.02 Maps (dwg)
- P.03 3D model (3dm, dwg, skp)
- P.04 Geodetic survey (dwg)
- P.05 Photos (jpg)
- P.06 Ortho Photomap (jpg)
- P.07 Related surveys and studies (pdf)
- P.08 Outputs of the public questionnaire (pdf)
- P.09 Data for production of the insertion model (dwg, pdf)
- P.10 Non-binding draft works contract
- P.11 Balance sheets to fill in the basic construction indicators (xls)

7.2.2. For administration purposes

- PP.01 Identification data, Author – template (doc)
- PP.02 Sworn statement – template(doc)
- PP.03 Non-binding price offer – template (xls) – the jury will not see it, new price offer will be submitted in NPWP

7.2.3. Documents use

The participants of the competition undertake to use the documents only for the purpose of deciding whether to participate in the competition and for the preparation of the competition proposal.

7.3. Questions

7.3.1. Asking questions via electronic tool

Participants may submit questions in writing via the electronic tool.

7.3.2. Asking questions via e-mail

Alternatively, participants can submit questions in writing to the e-mail address of the competition secretary (ask@cceamoba.cz) with the subject „ZEL – QUESTION“.

7.3.3. Deadline for questions

Pursuant to Section 144(2) of the Act, the contracting authority shall publish an explanation of the tender conditions on the contracting authority's profile at least 14 calendar days before the deadline for submission of proposals. Questions may therefore be submitted at the latest three working days before the end of the 14-day period before the deadline for submission of proposals.

7.3.4. Answers

The answer will be published with the text of the question without identifying the questioner on the profile of the contracting authority.

The contracting authority may also provide an explanation, amendment or supplement to the competition conditions without a prior request from the participant.

8. Timeline and course of the competition

8.1. Approval and launch

8.1.1. Jury approval

The competition conditions were discussed by the jury at the constitutive meeting on 24. 9. 2024 and 9. 10. 2024. The competition conditions were agreed by the jury by per rollam vote announced on 14.10.2024.

8.1.2. ČKA approval

The Czech Chamber of Architects issued a regularity clause to the competition conditions on 18 October 2024 by letter No 620-2024 /DM/KS.

8.1.3. Contracting authority approval

The competition conditions were approved by the contracting authority at the meeting of the municipal assembly on 22 October 2024 by resolution number: UZ-77-7/24.

8.1.4. Competition launch

The competition was launched on the date of sending the Notice of Opening of the Design Competition to the Public Procurement Bulletin. The deadline for submission of the proposal starts on that date.

8.2. Electronic tool

The competition will be published on an electronic tool (the contracting authority's profile) through which all communication between the participants and the contracting authority will take place, including the submission of the electronic part of the proposal. Registration in this electronic tool is required for participation in the competition: <https://www.vhodne-uverejneni.cz/registrace>

Information on the electronic tool, including information on the use of electronic signatures, is available at:

Customer service (Mo-Fr 9-17): + 420 538 702 705

E-mail: podpora@qcm.cz

8.3. Site visit

A site visit will not be organised.

8.4. Submission of the proposal

8.4.1. Method of submission

The proposal is to be submitted partly electronically and partly physically, please refer to the sheet on the last page of these competition conditions for checking. The physical submission must be submitted to the competition administrator during office hours.

Address: MOBA studio s.r.o., U Půjčovny 953/4, 110 00 Praha 1

Office hours: Monday-Friday 10:00 – 17:00 h, on the last day of submission 10:00-14:00 h

All parts of the physical submission shall be in one package, headed „NEW CENTRE FOR ZELENEČ“.

The proposal shall be submitted electronically only via the above-mentioned electronic tool.

8.4.2. Deadline for the 1st phase

The deadline for the submission of proposals is 24 January 2025, 14:00, for receipt in both electronic and paper form.

8.4.3. Deadline for the 2nd phase

The deadline for the submission of proposals in the second phase is 4 April 2025, 14:00 for receipt in both electronic and paper form.

8.4.4. Late submission

If the competition proposal is not received within the deadline, the contracting authority will not consider the one who submitted it as a participant in accordance with the Act and will not be evaluated in the competition. The physical form will remain archived with the contracting authority and will be returned on request.

8.5. Proposal check

A basic examination of the proposals with regard to compliance with the mandatory requirements of the contracting authority set out in Article 14 of these competition conditions will be carried out by the examiner.

She will prepare a report on the examination of the proposals, which will be submitted to the jury. The secretary will ensure the anonymity of the participants by marking each proposal with a number under which the proposals will be known to the jury.

8.6. Jury meeting 1st phase

The contracting authority reserves the right for the jury to reduce the number of proposals in Phase 1 of the competition according to the quality criteria set out in these terms and conditions. The jury's evaluation will result in the selection of the 5 proposals that best meet the requirements of the contracting authority.

The jury will not determine their ranking.

8.7. Participation cut between phases

Participants who are not selected by the jury for Phase 2 will be excluded from the competition. After the number of participants has been reduced, the contracting authority shall send out a notice of exclusion from the tender procedure, including a report on the evaluation of the proposals.

8.8. Invitation to the 2nd phase

Based on the jury's selection, 5 participants will be invited to Phase 2 of the competition via an electronic tool and will receive a call with specifications of the requirements to complete their design according to the jury's comments/ observations.

8.9. Jury meeting 2nd phase

In Phase 2 of the competition, the jury will again assess the proposals against the quality criteria set out in these conditions. The jury will award prizes and, where appropriate, rewards or reimbursement of expenses related to participation in the competition (sketch fees), in accordance with these terms and conditions.

8.10. Report on the evaluation of proposals (Competition protocol)

The report on the evaluation of the proposals shall include in particular:

- minutes of all jury meetings, including the results of all votes, taken on behalf of the jury chairman by the secretary, examiner or other member of the competition organiser's team; the accuracy of the minutes shall be verified by the signature of all voting members of the jury present,
- the decision to exclude proposals from consideration and a list of all the competition proposals considered,
- the method of application or specification of the evaluation criteria,
- the assessment of all competition proposals,
- the decision on the distribution of prizes and the award of exceptional prizes, if any, including the reasons,
- a verbal evaluation of the individual competition proposals in terms of the degree of fulfilment of the evaluation criteria referred to in Article 10(10.1) of the competition conditions,
- attendance lists from the individual jury meetings
- declarations by the judges, secretary, examiner and experts that they are not biased and that they do not know the identity of the authors of each design.

The report on the evaluation of the proposals shall be signed by all voting members of the jury present.

9. End of the competition

9.1. Decision and announcement of the result of the competition

9.1.1. Decision on the selection of the proposal

In selecting the most suitable proposal, the contracting authority is bound by the opinion of the jury pursuant to Section 148(7) of the Act. The contracting authority shall decide on the selection of the proposal within 50 calendar days of the drawing up of the report on the competition process pursuant to Section 148(5) of the Act. The contracting authority may decide to re-evaluate the proposals for the reasons set out in Section 148(7) of the Act.

9.1.2. Announcement of the result of the competition

The contracting authority shall send a notification of the selection of the most suitable proposal to all participants in the design competition without delay (within 10 calendar days of the contracting authority's decision at the latest) via an electronic tool. It shall attach the competition report to the notification.

9.2. Access to competition proposals

The 15-day period for access to the competitive proposals shall start on the date of publication of the notice of selection of the most suitable proposal in the electronic tool. Proposals will be made available from the competition organiser on request.

9.3. End of the competition

The competition is closed on the date on which:

- a) the time limit for all parties to object to the selection of a proposal under

Sections 241 to 244 of the Act expires if no objections are filed;

- b) if objections are raised, the time limit for filing a petition for review of the contracting authority's actions with the Office for the Protection of Competition pursuant to Section 251(2) and (3) of the Act expires if no petition is filed;
- c) if a proposal is submitted pursuant to Section 251 of the Act, the decision to cancel the design competition pursuant to Section 263 shall become final.
- d) according to the current wording of Section 149(3) of the ZZVZ: "the decision to cancel the design competition pursuant to Section 263 shall become legally effective".

9.4. Cancellation of the competition

The contracting authority has the right to cancel the competition. In the event of cancellation of the competition without its subsequent re-announcement, the contracting authority is obliged to pay to each of the participants who proves that they have sufficiently developed or elaborated the competition proposal before the cancellation of the competition a reasonable compensation (which is considered to be a proportional share of up to the total amount of prizes and awards, i.e. a proportional amount of up to CZK 2,000,000). The amount of the pro rata share will be decided by the contracting authority and the jury, but will not exceed CZK 300,000 per participant.

9.5. Reimbursement of prizes

The prizes will be paid no later than 50 calendar days from the date of closing the competition in accordance with Section 149(3) of the Act. The compensation payable in the event of cancellation of the competition is set at 50 calendar days from the date of cancellation of the competition.

9.6. Method of publication of proposals

The contracting authority will publish the competition proposals online at www.cceamoba.cz within 30 days of the decision. The contracting authority also expects to organise an exhibition of the competition proposals.

10. Evaluation criteria

10.1. Evaluation criteria

The criteria according to which the competition proposals will be evaluated are set out in no order of importance as follows:

- Quality of architectural design – comfort and flexibility of use, functional and logical links in the layout
- Quality of urban design – comfort and flexibility of use, functional and logical links within the site and the surrounding area
- Quality of design in terms of sustainability – resource management, water and energy management, working with terrain and vegetation and overall environmental friendliness of the project
- Technical level of design – design, technological and material solutions with emphasis on investment and operating costs

10.2. Evaluation of proposals by the jury

The jury will evaluate the proposals according to the quality criteria mentioned above, based on the knowledge and experience of its members. Such evaluation

will therefore be the professional but subjective opinion of the jury. This method of evaluation is generally standard in design competitions and by participating in the competition, the participants agree to this method of evaluation.

11. Follow-up negotiation and contract

11.1. Negotiation procedure without publication (NPWP)

Pursuant to Sections 143(2) and 65 of the Act, the Contracting Officer will negotiate with all successful bidders to award a follow-on contract to the extent described below. Bidders will be invited to negotiate and bid according to their ranking in the competition.

In the event that no agreement is reached with any of the invited tenderers, the negotiated procedure without publication will be terminated.

11.1.1. Submission of a bid by the highest ranked participant

The contracting authority will first invite the highest ranked tenderer to submit a tender and, if a contract is concluded with that tenderer, the negotiated procedure will be terminated.

11.1.2. Submission of a bid by the second highest ranked participant

In the absence of agreement on the conclusion of a contract in the negotiations referred to in the preceding paragraph, the contracting authority shall invite the tenderer whose proposal is ranked second highest to submit a tender and, if a contract is concluded with that tenderer, the negotiated procedure shall be terminated.

11.1.3. Submission of a bid by the third highest ranked participant

In the absence of agreement on the conclusion of a contract in the negotiations referred to in the preceding paragraph, the contracting authority shall invite the tenderer whose proposal is ranked third highest to submit a tender and, if a contract is concluded with that tenderer, the negotiated procedure shall be terminated.

11.2. Conditions for concluding a contract for the execution of a follow-on commission

11.2.1. Proof of compliance with the terms of participation

The participant who will be invited to conclude a contract on the basis of the results of the NPWP shall submit to the contracting authority, in accordance with Section 122(3) of the Act, the originals or officially certified copies of documents proving that the conditions for participation in the competition have been met in accordance with Article 6 of these competition conditions.

A tenderer who is not a citizen of the Czech Republic or does not have its registered office in the Czech Republic shall prove at the conclusion of the contract that it has a person authorised to carry out selected construction activities pursuant to Section 7(1)(b) and Section 30a of the Act on the exercise of professions.

11.2.2. The contract will be drawn up in the Czech language.

11.3. Scope of the follow-up contract

Based on the results of the competition, the contracting authority intends to award a contract for the preparation of a complete building design, including landscape design in accordance with the standards of architect's services according to ČKA: <https://web-api.cka.cz/sluzby/clenum/standardy-vykonu-a-dokumentace/standard-sluzeb-architekta-pozemni-stavby.pdf/@download/file>

FS 1 – Project preparation; FS 2 – Construction design – refinement of the competition design; FS 3 + FS 4 – Design for planning permission; FS 5 – Design for construction execution (including demolition works); FS 6 – Work and supply list; FS 7 – Author's supervision.

The contract will also include the design of the interior of the building.

The contract will include standard, above standard and procurement services of the architect, engineering, liaison with the client, cooperation in the removal of defects and deficiencies and commissioning of the construction. Necessary surveys and measurements will also be provided by the contractor depending on the type and scope.

The scope of the other activities will be specified depending on the design, which will be implemented on the basis of the contract concluded in the NPWP.

The estimated time of performance, i.e. completion of the design work and issue of the final planning permission, will be within 24 months of commencement.

The contracting authority expects to launch the procurement procedure for the construction works in 2026.

11.4. Estimated value of the follow-on contract

The fee for the performance of the subsequent contract in the scope specified in these Competition Terms and Conditions will be determined within the framework of the NPWP on the basis of the prices recommended according to the CKA Calculator, taking into account the non-binding bid prices submitted by the bidders. The price awarded in the tender will be credited to FS 1 and FS 2 by deducting it from the total price for the performance of the design work.

12. Other provisions

12.1. Copyright

12.1.1. Participant – contracting authority

The authors of the competition designs will retain their copyrights, may publish their designs after the end of the competition and may use them again in another case.

12.1.2. Reproduction and display of designs in the competition

By submitting their entries, participants agree to the free reproduction and display of their entries as part of the promotion of the competition and its results.

12.1.3. Ownership of competition designs

By submitting the competition entries, participants grant the contracting authority permission to use their copyrighted works for the purposes of this competition. The use of the competition designs or parts thereof for purposes other than those specified in these competition conditions is subject to the express permission of the authors.

12.2. Resolving conflicts

12.2.1. Objections

Participants may file objections to the contracting authority's procedures in the design competition in accordance with Part Thirteen of the Act or in accordance with the ČKA Competition Rules.

12.2.2. Application for initiation of proceedings for review of the acts of the contracting authority

The requirements for a petition to initiate proceedings for review of the acts of the contracting authority and further actions of the complainant are governed by Section 249 et seq. of the Act.

12.3. Clause on acceptance of the competition conditions

12.3.1. Consent from the contracting authority, the jury, its subsidiary bodies and invited experts

By participating in the competition, the contracting authority, the competition secretary, the competition design examiner, the jurors and the invited experts confirm that they have read all the terms and conditions of the competition and undertake to observe and honour these terms and conditions as a contract.

12.3.2. Consent from the participants

By submitting entries, entrants agree to all terms and conditions of the competition.

13. Competition proposal – Phase 1

13.1. Requirements

13.1.1. Binding requirements

The binding requirements are:

– timely submission of the competition proposal according to the competition conditions;

– anonymity of the competition proposal as described below,

Failure to comply with them will lead to elimination from the jury's evaluation and exclusion from the competition.

13.1.2. Recommended requirements

The requirements not mentioned in the previous point are set out as recommendations and failure to comply with them is not a reason to exclude the proposal from consideration and to exclude the participant from the competition. It is strongly recommended that the proposal be submitted complete in scope and content as defined in the following sections of this chapter. Incompleteness will not be grounds for disqualifying a participant from the competition, but it will significantly hinder the jury's ability to compare and evaluate the proposal and therefore the participant's chance of success in the competition.

13.2. Parts of the proposal

- Main presentation – “Panel”
- Detailed description – “Booklet”
- Physical insertion model in scale 1:500 – “Model”
- Identification data – “Participant”
- Sworn statement – “Statement”
- Non-binding offer price – “Price”

13.3. Main presentation – “Panel”

13.3.1. Layout

The presentation will be arranged on 1 panel in B1 portrait format. On the panel in the lower right corner there will be a blank space of real size 3 x 3 cm, which will be used by the secretary for numbering the proposal. At the bottom of the panel the title of the competition will be indicated “NEW CENTRE FOR ZELENEČ”.

13.3.2. Form of submission

Panels will be submitted physically and electronically – in paper form printed and taped with a lightweight board for exhibition purposes (kapa board), in electronic form using an electronic tool as JPG files with a resolution of at least 150 dpi.

In the event of a conflict between the physical and electronic form, the physical form of the proposal shall always prevail.

13.3.3. Recommended content

- mass plan 1:5000
 - situation/floor plan of the ground floor 1:500
 - 2 basic sectional views 1:500
 - diagram explaining the design concept (landscape, transport, supply,...)
- There will be no visuals or 3D displays on the panel in Phase 1 of the competition.

13.4. Detailed description – “Booklet”

13.4.1. Layout

The description will be arranged in an A4 portrait notebook.

The cover page will leave a blank space of real size 3 x 3 cm in the bottom right-hand corner for the secretary to use for numbering the proposal. The title of the competition will appear on the cover page “NEW CENTRE FOR ZELENEČ”.

13.4.2. Form of submission

The competition design workbook will be submitted physically and electronically – in paper form printed and bound in at least 1 copy, preferably in 2 copies, in electronic form using an electronic tool as a PDF file with a resolution of at least 150 dpi.

13.4.3. Recommended content

- front page
- annotation of the proposal in approx. 500 characters including spaces
- description of the overall architectural and urban design – including links to the surrounding area
- a description of the operational layout of the site and the entrance floors of the building
- a brief specification of the structures and materials chosen for the architectural and urban design
- a description of the energy concept of the site, with an emphasis on operational efficiency
- completed balance sheets section 1 phase 1 – see template issued as a supporting document.

A more detailed description of the proposal is not limited to the form of the text, it is recommended to supplement it with diagrams, sketches and other explanatory outputs, thanks to which the participant will best present the principles of his/her proposal to the jury.

13.5. Physical insertion model in scale 1:500 – “Model”

In the first phase of the competition, an individual model is required to be made at a scale of 1:500 within the scope of the plot in question. The Secretary will use a sticker to identify the model.

13.5.1. Form of submission

The model will be handed over physically – in suitable packaging that allows for easy removal, reuse, and safe transport.

13.5.2. Recommended content

The model is to represent the overall material solution in phase 1, i.e. without the detail of windows and facades. The choice of material is at the discretion of the competitors.

13.6. Identification data – “Participant”

Filled in template PP.01 (not submitted to the jury)

The Participant document will be submitted physically and electronically.

In electronic form as a single pdf file. In paper form in an envelope that will be in

one package along with the other parts of the physical submission.

13.7. Sworn statement – “Statement”

Filled in template PP.02 (not submitted to the jury) will be submitted only electronically as a single pdf file.

13.8. Non-binding offer price – “Price”

The price will be submitted only electronically as one XLS file – completed PP.03. The non-binding offer price is for the guidance of the contracting authority – this document will not be submitted to the jury but will be a guide for the preparation of the NPWP.

13.9. Binding conditions for the anonymity of the competition proposal

Proposals will be presented anonymously. No part of the competition proposal (except as expressly stated in these Competition Conditions) may contain the name, address or any other graphic mark of the entrant that could lead to his/her identification and thus to a breach of anonymity. Proposals that breach anonymity will be excluded from the competition by the contracting authority.

14. Competition proposal – Phase 2

The requirements and recommendations regarding the competition proposal will be specified by the jury in the invitation to participate in Phase 2 of the competition. Proposals will be submitted in paper and electronic formats similar to those used in Phase 1.

The tentative format will be 3 A1 panels, a booklet with a more detailed description of the proposal, an updated non-binding bid price and a physical model. The scale of the drawings is assumed to be 1:250, the elevation details 1:50. The 1:500 scale inset model will be produced in greater detail than the Phase 1 tender.

Overview of all submitted parts of the competition proposal phase 1

		electronically	physically
1 Panel Format B1	Main presentation to the jury and later to the public – communicates the concept and design ideas as clearly as possible	YES as JPG	YES posters glued on kapa boards
Booklet Format A4	Closer description – presents the proposal to the jury in a comprehensive and in-depth manner, illustrating diagrams, calculations, reasoning and a description of the proposal for which there is no space on the panels	YES as PDF	YES bound booklet, ideally 2 copies
Model	Separate fabrication of the insertion model scale 1 : 500 in the extent of the designed plot of uniform material of any material	NO	YES in the box in which the model will be transported after inspection
Participant PP.01	It serves to facilitate the matching of physical and electronic submissions, documents authorship and indicates the composition of the author team	YES as PDF	YES field with design in one package
Sworn Statement PP. 02	It is used to demonstrate the qualification of the participant	YES as PDF	NO
Price PP.03	Non-binding and indicative pricing of the subsequent order	YES as XLS	NO