

Competition Conditions

Municipality Zeleneč is
launching a design competition:
New Primary school Mstětice
and issues these
Competition Conditions

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Abstract

Contracting authority	Municipality Zeleneč
Competition type	Design competition
Submission deadline	28. 11. 2025, 14:00
Prizes total	CZK 2.500.000,-
Electronic tool mandatory to use	https://www.vhodne-uverejneni.cz
Conditions of participation	
Professional qualification	Authorization to perform project activities in construction, as defined by the Czech Chamber of Architects – A1 or A0 (or equivalent foreign)

„**New Primary school Mstětice**“ is an open two-phase architectural design competition followed by commission,

which is announced and will be conducted in accordance with Czech law, in particular:

- Act No. 134/2016 Coll., on Public Procurement, as amended (hereinafter referred to as the “Act”);
- Competition Rules of the Czech Chamber of Architects dated 24 April 1993, as amended;
- Act No. 283/2021 Coll., Building Act, as amended;
- Act No. 360/1992 Coll., on the Practice of the Profession of Authorized Architects and on the Practice of the Profession of Authorized Engineers and Technicians Active in Construction, as amended (hereinafter referred to as the “Act on the Practice of the Profession”);
- Act No. 121/2000 Coll., Copyright Act, as amended;
- Relevant provisions of Act No. 89/2012 Coll., Civil Code, as amended.

Approval of Competition Conditions

Jury approval

The competition conditions were discussed by the jury at the constitutive meeting held on 27. 8.

2025. The conditions were subsequently approved by the jury via per rollam voting initiated on 8. 9. 2025.

Czech Chamber of Architects approval

The Czech Chamber of Architects issued a regularity clause to the competition conditions on 18. 09. 2025 by letter No. 565-2025/DM/KS.

Contracting authority approval

The competition conditions were approved by the contracting authority at the municipal district council meeting on 11. 9. 2025 by resolution no: UZ-70-4/25.

1. Identification data

1.1. Contracting authority

Name	Municipality Zeleneč
ID	00241041
Address	Kasalova 454, 250 91 Zeleneč
Represented by	Vít Šikýř, mayor

1.2. Public contract

Name	New Primary school Mstětice
Type and mode	above-threshold public contract for services
Contracting authority's profile	https://www.vhodne-uverejneni.cz/profil/00241041

1.3. Administrator

Name	MOBA studio s.r.o.
ID	61459712
Address	Turkmenská 1420/2, 101 00 Praha 10
Represented by	Igor Kovačević, CEO
Data box ID	mb5cici
Elaborators of the competition conditions and competition brief	Kamila Dršata Karin Grohmannová Katka Juříčková Šrámková Igor Kovačević Yvette Vašourková

2. Jury

2.1. Jury – dependent part

Vít Šikýř – mayor, jury vice–chair
Jiří Skřivan – council member
Pavel Neuer – investor representative
Ladislav Mrklas – council member, alternate
Lukáš Jaroš – investor representative, alternate

2.2. Jury – independent part

Markéta Žáček Zdebská – architect, jury chair
Markéta Bromová – architect
David Hlouch – architect
Pavel Buryška – architect
Gabriela Sládečková – architect, alternate

2.3. Auxiliary bodies of the jury

Competition secretary
Igor Kovačević, MOBA studio s.r.o.
ask@cceamoba.cz
Proposal reviewer
Karin Grohmannová, MOBA studio s.r.o.

2.4. Invited experts

During the course of the competition, the jury may request the contracting authority to engage experts.

3. Prizes

3.1. Total

The total amount for prizes is set at CZK 2.500.000,-.

3.2. Prizes

First prize – selected proposal

The first prize is set at CZK 1.100.000,-.

Second prize – selected proposal

The second prize is set at CZK 700.000,-.

Third prize – selected proposal

The third prize is set at CZK 450.000,-.

Fourth prize

The fourth prize is set at CZK 250.000,-.

3.3. Redistribution or non-award of prizes

Under the conditions set forth in Section 12, § 2 of the competition rules of the Czech Chamber of Architects (CCA), the jury may, in exceptional cases, decide on the redistribution or non-award of certain prizes.

3.4. Reimbursement of costs

Participants are not entitled to reimbursement of costs related to their participation in the competition, except for the prizes described above.

3.5. Loss of the right to prize payment

A participant selected to take part in the competition will lose the right to receive a prize if they fail to fulfil the obligations arising from these competition conditions.

4. Design competition

4.1. Type

4.1.1. By subject

The competition is announced as an architectural design competition.

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 one-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 will be announced and conducted in Czech and English.

All parts of the competition proposal must therefore be prepared in Czech

or English; Slovak language is also accepted.

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

5. Competition brief

5.1. Subject of the competition

The subject of the competition is the new primary school building in Mstětice, which is part of the municipality of Zeleneč. The new school will be built on a plot of land designated in the land use plan for the construction of a new school, with a total capacity of 2 x 9 classrooms for approximately 600 pupils.

The requirements for the competition design are outlined in Annex P.01 – Competition Brief and are to be considered as recommended guidelines.

The competition brief is in line with the principles of responsible public procurement: minimising participation requirements to enable the involvement of small and medium-sized enterprises (principle of socially responsible procurement), promoting environmentally friendly solutions (principle of environmentally responsible procurement), and encouraging innovation through the use of recommended – not mandatory – design requirements (principle of innovation).

5.2. Purpose and aim of the competition

The purpose of the competition is to select and award the most suitable proposal that meets the contracting authority's requirements as stated in these competition conditions and documents.

The competition also serves as a basis for awarding prizes and selecting participants with whom the contracting authority will enter into a negotiated procedure without prior publication in accordance with §143(2) and §65 of the Public Procurement Act (hereinafter referred to as the "NPWP").

The aim is to find a partner capable of delivering a high-quality project, from design development to successful implementation.

5.3. Place of performance

The place of performance of the public contract is the registered office of the contracting authority and the location of the construction site.

5.4. Duration of performance

The expected duration of the follow-up public contract is 5 years.

5.5. Estimated investment costs

The estimated investment costs for the implementation are 600 million CZK excluding VAT. The competition will verify the amount of the investment costs and may update it if necessary.

6. Terms of participation

6.1. Participant

A competition participant may be either a natural or legal person, or a consortium thereof. The participant(s) shall be identified in the competition by completing Annex PP.01 – Identification Data. The entity identified in this way shall be the one with whom the contracting authority will negotiate during the NPWP and with whom the subsequent contract will be signed.

6.2. Conditions for participation and proof thereof

6.2.1. Conditions set out by the CCA's Competition Rules

Each participant must meet the conditions set forth in § 3(2) of the Competition Rules of the Czech Chamber of Architects (detailed in Annex PP.02).

6.2.2. Basic eligibility

Each participant must meet the basic eligibility requirements in accordance with § 74 of the Act. The participant shall demonstrate basic eligibility under § 86(2) of the Act by completing Annex PP.02 – Sworn statement (as detailed therein).

6.2.3. Professional qualification

a) In accordance with § 77(1) of the Act, the participant must be registered in the Commercial Register or a similar register, where required by applicable legal regulations (this does not apply to natural persons or to legal persons based in countries where such registration is not required).

b) Under § 77(2)(a) of the Act, the participant must hold a business licence relevant to the subject of the competition, at a minimum for activities in the field of construction project design (this does not apply to those practising architecture as a liberal profession, or to those based in countries where such licensing is not required by law).

c) The participant must, pursuant to § 77(2)(c) of the Act, include among its team a person authorised as an architect under the Act on the Performance of Profession (Czech Chamber of Architects authorization levels A1 or A0), or authorised as an architect in accordance with the laws of the participant's country of origin.

The participant shall prove professional qualification under § 86(2) of the Act by completing Annex PP.02 – Sworn statement.

6.3. Proof of compliance by multiple natural persons in a consortium

Where the participant is composed of multiple natural persons, each must individually meet the requirements of the CCA Competition Rules pursuant to section 6.2.1 and the basic eligibility requirements pursuant to section 6.2.2. Professional qualifications pursuant to section 6.2.3 must be met collectively, i.e., at least one member must fulfil the requirement.

6.4. Proof of compliance by multiple legal entities in a consortium

Where the participant is composed of multiple legal entities, each must individually fulfil the requirements of section 6.2.1, 6.2.2, and 6.2.3(a). Requirements under sections 6.2.3(b) and (c) must be met collectively, i.e., by at least one of the legal entities.

6.5. Proof of professional qualification via a third party

The participant may prove professional qualification pursuant to section 6.2.3 through reliance on a third party. The third party must commit in writing

to cooperation with the participant and must meet the basic eligibility criteria and the requirements of the CCA Competition Rules. A template for the Written Commitment is included in Annex PP.02 Sworn statement.

6.6. Proof of compliance by foreign participants

Foreign participants must demonstrate compliance with the participation requirements in accordance with the legal framework of their home country.

6.7. Entry in the List of Qualified Contractors

If the participant submits an extract from the List of Qualified Contractor pursuant to § 228 of the Act, this document shall substitute proof of:

- a) basic eligibility under § 74 of the Act;
- b) professional qualification under § 77 of the Act, to the extent documented in the extract.

The extract must not be older than 3 months as of the date on which eligibility or qualification is to be proven.

6.8. Certificate of a certified contractor

If the participant submits a certificate issued under the system of certified contractors pursuant to § 233 et seq. of the Act, this certificate may serve as proof of qualification to the extent specified therein. The maximum validity of such a certificate is one year from its date of issuance.

6.9. Consequences of failure to meet the conditions for participation

Should a participant fail to submit the required documents proving fulfilment of the conditions outlined in section 6.2, the contracting authority reserves the right to request clarification or submission of the documents through the electronic tool. If the participant does not provide the required documents within the specified time limit, they shall be excluded from the competition.

7. Competition documents

7.1. Availability

The competition conditions and their annexes (competition documents) are published on the contracting authority's profile from the date of the competition announcement.

Contact person for the competition

The contact person for competition participants is the competition administrator or the competition secretary: Igor Kovačević, ask@cceamoba.cz

Registration in the electronic tool

Although the competition conditions and documents are freely accessible in the electronic tool, registration in the electronic tool is required to submit a proposal. This registration is free, but may require actions that could take several days. The contracting authority strongly recommends that participants register well in advance.

An electronic encryption key, if required, will be generated and published on the contracting authority's profile along with the competition documentation.

7.2. Q&A

Participants are entitled to request a written explanation of the competition conditions from the contracting authority – a question. Both the question and the answer will be published, without disclosing the identity of the inquirer, on the contracting authority's profile. The contracting authority may provide an clarification without a prior request.

7.2.1. Submitting questions via the electronic tool

Participants may submit questions in writing through the electronic tool.

7.2.2. Submitting questions via Email

Participants may alternatively submit questions in writing to the administrator's email address (ask@cceamoba.cz) with the subject „ZES–QUESTION“.

7.2.3. Deadline for submitting questions

In accordance with § 144(2) of the Act, the contracting authority will publish the explanation of the competition conditions on the contracting authority's profile at least 14 calendar days before the deadline for submission of proposals. Therefore, questions may be submitted no later than three business days before the end of the 14-day period prior to the submission deadline for proposals.

7.3. Competition documents

7.3.1. Documents for elaborating the competition proposal

- P.01. Competition brief (pdf)
- P.02. Maps (dwg)
- P.03. 3D Model (dwg)
- P.04. Topographic survey (dwg)
- P.05. Photos
- P.06. Orthophoto (jpg)
- P.07. Related surveys and studies (pdf)
- P.08. Balance sheet for filling in basic building indicators (xls)

7.3.2. Administrative documents

- PP.01 Identification Data – template to fill in (pdf)
- PP.02 Sworn Statement – template to fill in (pdf)
- PP.04 Non-binding price offer – template to fill in (xls) – will not be submitted to the jury; a new offer will be submitted in the NPWP.

7.3.3. Use of the competition documents

Participants in the competition undertake to use the documents only for deciding on participation in the competition and for preparing the competition proposal.

8. Schedule and process of the competition

8.1. Competition launch

The competition begins on the day the announcement of the competition for the proposal is sent to the Public Procurement Bulletin. This marks the start of the period for submitting proposals.

8.2. Publication of the competition - electronic tool

The competition will be published on the contracting authority's profile, through which all communication between participants and the contracting authority, including the submission of the electronic part of the proposal, will take place. Registration in the electronic tool is required for participation (see section 1.2).

8.3. Site visit

A site visit of the competition area will not be organized.

8.4. Submission of the proposal

8.4.1. How to submit

The proposal will be submitted both electronically and in physical (printed) form. See the table on the last page of these competition conditions for further details. The physical submission has to be delivered to the address of the competition administrator:

Address: MOBA studio s.r.o., U Půjčovny 953/4, 110 00 Prague 1
Phone: +420 222 222 521
Office hours: Monday to Friday 10:00 – 17:00,
on the final submission day 10:00 – 14:00

All components of the printed submission will be enclosed in one package labelled "NOVÁ ZÁKLADNÍ ŠKOLA MSTĚTICE".

The electronic submission of the proposal will be made exclusively through the designated electronic tool of the contracting authority.

8.4.2. Submission deadline

The deadline for the submission of proposals is 28. 11. 2025, 14:00. This deadline applies to both the electronic and physical submission.

8.4.3. Late submission

If a competition proposal is not delivered within the deadline set forth in these conditions, the contracting authority will not consider the submitter as a participant in accordance with the Act, and the proposal will not be evaluated. The unopened physical submission will remain archived by the contracting authority and may be returned upon request.

8.5. Proposal review

A preliminary review of the proposals to verify compliance with the mandatory requirements specified in Article 13 of these competition conditions will be conducted by the proposal reviewer.

The reviewer will prepare a report on the preliminary review, 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 they will be known to the jury.

8.6. Jury evaluation meeting

The jury will evaluate the proposals in the competition according to the quality criteria set forth in these conditions. The jury will award prizes in accordance with these competition conditions.

8.7. Evaluation report

The evaluation report shall include in particular the following:

- minutes of all jury meetings, including the results of all votes, taken by the secretary or another authorized member of the competition administration team; these minutes are verified by the signatures of all present voting jury members;
- decisions on the excluding proposals from consideration and a list of all proposals evaluated;
- method and specification of how the evaluation criteria were applied;
- assessment of all submitted proposals;

- decisions on prize distribution, including justifications;
- written evaluation of each proposal in terms of fulfilment of the evaluation criteria as stated in Article 10.1 of the competition conditions;
- attendance lists from all jury meetings;
- declarations by the jury members, secretary, reviewer and experts that they are not biased and that they do not know the identity of the authors of the individual proposals.

The evaluation report is signed by all present jury members.

9. End of the competition

9.1. Decision and announcement of the competition results

9.1.1. Decision on the selection of the proposal

The contracting authority is bound by the jury's recommendation in accordance with Section 148(7) of the Act. The contracting authority may decide to re-evaluate the proposals for the reasons specified in Section 148(7) of the Act.

9.1.2. Notification of competition results

The contracting authority will notify all participants of the selected proposal via the electronic tool without delay (no later than 10 calendar days after the decision). The evaluation report will be attached.

9.2. Access to competition proposals

Fifteen days from the publication of the result in the electronic tool, all submitted proposals will be made available online at the administrator's website www.cceamoba.cz.

9.3. End of the competition

The competition officially ends when:

- a)** the deadline for participants to file objections under Sections 241–244 of the Act has passed and no objections were filed;
- b)** if objections were filed, the deadline to submit a request for review under Sections 251(2)–(3) has passed and no request was filed;
- c)** if a request under Section 251(1) was filed, the decision to terminate the proceedings or reject the request has become final;
- d)** the decision to cancel the design competition under Section 263 has become final.

9.4. Cancellation of the competition

The contracting authority has the right to cancel the competition. If so, they are obliged to compensate each participant who proves that their proposal was sufficiently developed before cancellation. Compensation will be a proportional share of the total prize pool (CZK 2,500,000), decided jointly by the contracting authority and the jury, with a maximum of CZK 500,000 per participant.

9.5. Prize payment

Prizes will be paid within 50 calendar days after the competition ends, as per Section 149(3). In case of cancellation, compensation will be paid within 50 calendar days of the cancellation date.

9.6. Proposal publication method

Proposals will be published online at www.cceamoba.cz. The contracting authority also intends to organize an exhibition of the competition proposals.

10. Evaluation criteria

10.1. Criteria

Proposals will be evaluated based on the following criteria (in no particular order of importance):

- Quality of urban and landscape design – comfort and flexibility of use, functional and logical connections within the site and its surroundings;
- Quality of architectural design – comfort and flexibility of use, functional and logical connections in the spatial layout;
- Sustainability quality– management of resources, water and energy use, interaction with the terrain and vegetation, and overall environmental friendliness of the project;
- Technical quality of the proposal – structural, technological and material solutions;
- Economic efficiency, investment, and operational costs.

10.2. Jury evaluation

The jury will assess the proposals according to the above criteria, drawing on the expertise and experience of its members. The evaluation reflects a professional but inherently subjective judgment. This approach is standard in design competitions, and by participating in the competition, participants agree to this evaluation method.

11. Follow-up negotiation and contract

11.1. Negotiated procedure without prior publication (NPWP)

In accordance with § 143 (2) and § 65 of the Act, the contracting authority will enter into negotiations with the participants awarded first, second, and third prize, i.e. the selected proposals, in the competition regarding the follow-up contract described below. Participants will be invited to submit offers in the order of their placement.

If no agreement is reached with any of the invited participants, the negotiated procedure will be terminated.

11.1.1. Submission of an offer by the participant awarded first prize

The contracting authority will first invite the first prize winner to submit an offer. If a contract is concluded with this participant, the negotiation procedure ends.

11.1.2. Submission of an offer by the participant awarded second prize

If no agreement on contract conclusion is reached with the participant awarded first prize, the contracting authority will invite the participant awarded second prize to submit an offer. If a contract is concluded with this participant, the negotiation procedure ends.

11.1.3. Submission of an offer by the participant awarded third prize

If no agreement is reached with the participant awarded second prize, the contracting authority will invite the participant awarded third prize to submit an offer. If a contract is concluded with this participant, the negotiation procedure ends.

11.2. Conditions for concluding the follow-up contract

11.2.1. Proof of eligibility

The participant who will be invited to conclude a contract on the basis of the NPWP shall submit to the contracting authority simple copies of documents proving their eligibility in accordance with § 122 (3) of the Act, as outlined in article 6 of these competition conditions.

If the selected participant is not a Czech citizen or does not have a registered office in the Czech Republic, they must demonstrate compliance with § 7 (1)(b) and § 30a of the Act on the performance of professional activities in construction.

11.2.2. The contract will be drawn up in Czech.

11.3. Scope of the follow-up contract

The contracting authority intends to award a contract, based on the results of the competition, for the development of a complete building project, including landscape design, in accordance with the architectural service standards of the Czech Chamber of Architects (CCA):

<https://www.cka.cz/sluzby/clenum/standardy-vykonu-a-dokumentace>

FS 1 – Project preparation

FS 2 – Design development – elaboration of the competition proposal

FS 3 – Documentation for building permit

FS 4 – Construction documentation (including demolition works)

FS 5 – List of works and deliverables

FS 6 – Author's supervision

The contract will include standard, above-standard, and procurement-related architectural services, engineering, cooperation with the contracting authority, assistance in resolving defects and outstanding works, and commissioning of the building. All necessary surveys and measurements, depending on the type and scope of the project, will also be arranged by the contractor.

The scope of additional services will be specified based on the selected design, to be implemented under a negotiated procedure without prior publication (NPWP).

The expected completion period — i.e., finalisation of the design documentation and obtaining a valid planning permit — is within 30 months from the start of the contract. The contracting authority anticipates launching the procurement for construction works no earlier than 2027.

11.4. Estimated value of the follow-up contract

The fee for the execution of the follow-up contract within the scope defined in these competition conditions, will be determined in the negotiated procedure (NPWP) based on the Czech Chamber of Architects' fee calculator and the indicative price offers submitted by participants.

The prize awarded in the competition will be counted toward phases FS 1 and FS 2, and will be deducted from the total price for the design services.

12. Other provisions

12.1. Copyright

12.1.1. Protection of authors' rights between participant and contracting authority

Authors retain copyright to their competition proposals. After the competition ends, they may publish and reuse their designs freely.

12.1.2. Reproduction and exhibition of proposals

By submitting their proposals, participants agree to the free reproduction and exhibition of their designs for the purpose of promoting the competition and its results.

12.1.3. Use of submitted proposals

By submitting a proposal, participants grant the contracting authority the right to use their work for the purposes of this competition. Any use of the proposals or their parts beyond the scope of these competition conditions is subject to the authors' explicit consent.

12.2. Dispute resolution

12.2.1. Objections

Participants may raise objections to the contracting authority's actions in accordance with Part Thirteen of the Act or the Rules for Architectural Competitions of the Czech Chamber of Architects (CCA).

12.2.2. Review procedure

Requests for review of the contracting authority's actions must comply with §249 and following of the Act.

12.3. Acceptance of competition conditions

12.3.1. Acceptance by contracting authority, competition administrator, jury, and experts

By participating in the competition, the contracting authority, the competition secretary, the proposal reviewer, jury members, and invited experts confirm they are familiar with all competition conditions and agree to abide by them as a binding agreement.

12.3.2. Acceptance by participants

By submitting a proposal, participants agree to all competition conditions.

13. Competition proposal

13.1. Requirements for the competition proposal

13.1.1. Mandatory requirements

The following requirements are mandatory:

- Timely submission of the competition proposal in accordance with the competition conditions;
- Anonymity of the competition proposal as described below.

Failure to meet these requirements will result in disqualification from the evaluation by the jury and exclusion from the competition.

13.1.2. Recommended Requirements

Requirements not mentioned in the previous point are considered as recommended, and failure to meet them will not result in the proposal being disqualified from evaluation or the participant being excluded from the competition.

It is strongly recommended that the proposal be submitted in full, both in scope and content, as defined by the following sections of this chapter. Incomplete submissions will not result in disqualification, but they will significantly complicate the jury's ability to compare and evaluate the proposal, and therefore diminish the participant's chance of success in the competition

13.2. Parts of the competition proposal

- Main presentation – Panel
- Detailed description – Booklet
- Physical model – Model
- Digital version of the proposal
- PP.01 Identification data
- PP.02 Sworn statement
- PP.04 Non-binding price offer

13.3. Main presentation – Panel

13.3.1. Layout

The presentation will be arranged on 3 panels in B1 portrait format. In the lower right corner of the panel, there will be a blank space of 3 x 3 cm, which the reviewer will use to number the proposal. At the bottom of the panel, the name of the competition will be displayed: „NOVÁ ZÁKLADNÍ ŠKOLA MSTĚTICE“.

13.3.2. Form of submission

The panels will be submitted both physically and electronically. Physically, in paper form, printed and taped on a light board (foam board) for exhibition purposes. Electronically, via the electronic tool as JPG files with a resolution of at least 150 dpi. In case of any discrepancy between the physical and electronic versions, the physical version of the proposal will always prevail.

13.3.3. Recommended content

Panel 1

- Situation with inserted entrance floor (1st floor) + room descriptions, 1:250;
- Architectural and urban situation of the designed area and its surroundings, 1:1000;
 - Brief description of the proposal, explanation of the design concept.

Panel 2

- Floor plans of all other floors, including basic dimensions + description of rooms, 1:250;
- 2x characteristic section (transverse/longitudinal) including basic dimensions, 1:250;

Panel 3

- Detail of the facade solution (comprehensive detail in the form of a section and view with description, 1:50;
- Views including the surrounding area, with basic dimensions, 1:250;
- Visualization of the exterior of the school building/complex;
- Visualization of the interior.

13.4. Detailed description – Booklet

13.4.1. Layout

The booklet will be arranged in A4 portrait format.

In the lower right corner of the cover page, there will be a blank space of 3 x 3 cm, which the reviewer will use to number the proposal. The title page will include the name of the competition: „NOVÁ ZÁKLADNÍ ŠKOLA MSTĚTICE“.

13.4.2. Form of submission

The booklet of the competition proposal will be submitted both physically and electronically. In physical form, printed and bound in at least 1 copy, preferably in 2 copies. Electronically, via the electronic tool as a PDF file with a resolution of at least 150 dpi.

13.4.3. Recommended content

- Cover page;
- Annotation of the design in approximately 500 characters, including spaces;
- Description of the overall urban and landscape design, including links to the wider surroundings;
- Any diagrams relating to the urban and landscape design;
- Description of the overall architectural design – including links to the surrounding area and operational, structural, and material design;
- Description of the energy concept for the building and grounds, with an emphasis on operational efficiency;
- Description of the social aspects of the proposal;
- Completed balance sheets – see the form provided as a template.

The detailed description of the proposal is not limited to text form. It is recommended to supplement it with diagrams, sketches, and other explanatory outputs to help the participant best present the principles of their proposal to the jury.

13.5. Physical model – Model

The physical model will be made on a scale of 1:500 as an insert model within the scope of the land in question (the area for the location of the building) according to the provided documentation for the production of the insert model. The model will be made of a uniform material as a mass solution without details of windows and facades. The choice of material is at the discretion of the competitors.

13.6. Digital version of the proposal

The digital version of the design will be submitted in a simplified form in two files. The first file (in dwg format) will contain 2D drawings of the floor plans of all proposed floors and is intended primarily for checking the sizes of the rooms listed in the balance sheet. A simplified 3D model in dwg or skp format will also be submitted, without details of facades, structures, or surfaces.

13.7. PP.01 Identification data

The filled-in PP.01 Identification Data document will be submitted both physically and electronically. In electronic form as a single PDF file. In physical form, it will be submitted in an envelope, along with the other parts of the physical submission, all in one package. This document will not be presented to the jury.

13.8. PP.02 Sworn statement

The filled-in PP.02 Sworn statement document will be submitted electronically only, as a single PDF file. This document will not be presented to the jury.

The PP.02 Sworn statement has three parts:

- Part 1 – Statement of meeting basic eligibility requirements and compliance with CCA Competition Rules
- Part 2 – Statement of meeting professional qualifications
- Part 3 – Written commitment in case professional qualifications are proven by another person

13.9. PP.04 Non-binding price offer

The completed PP.04 Non-binding price offer template will be submitted electronically only, as a single XLS file.

The non-binding price offer will have a guiding character for the contracting

authority. This document will not be presented to the jury, but will serve as a benchmark for the subsequent NPWP.

13.10. 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 participant that could lead to their identification and breach of anonymity. Proposals that breach anonymity will be excluded from the competition by the contracting authority.

Overview of all required parts of the competition proposal

		electronic	physical
<u>Panel</u> mount 3 format B1	Main presentation for both the jury and the public; communicates the core ideas of the concept and design as clearly as possible.	YES as JPG	YES
<u>Booklet</u> formát A4	Detailed description provides the jury with a deeper and more comprehensive understanding of the proposal, including diagrams, calculations, reasoning, and design explanations that do not fit on the panels.	YES as PDF	YES ideally 2 copies
<u>Model</u> 1:500	Mass solution of architectural design without details of windows or facades	NO	YES
<u>Digital version of the proposal</u> format dwg, skp	Files containing simplified floor plans and a mass model are used to check the size of the areas and volume of the proposed building.	YES	NO
<u>P.08</u> <u>Balance sheet</u>	Used to fill in basic construction indicators	YES as XLS	YES as part of the Booklet
<u>PP.01</u> <u>Identification data</u>	Facilitates the pairing of physical and digital submissions and identifies the participant.	YES as PDF	NO
<u>PP.02</u> <u>Sworn statement</u>	Serves to demonstrate the qualification of the participant	YES as PDF	NO
<u>PP.04</u> <u>Non-binding price offer</u>	Non-binding and indicative pricing of the subsequent contract	YES as XLS	NO

