



SAVOY WESTEND HOTEL



**LUXURY SPA RESORT
KARLOVY VARY**

**TENDER DOCUMENTATION
AND
INSTRUCTIONS FOR PROCESSING THE OFFER**

bespoke

„Delivery of drawings and architectural design of rooms“

Submitter

Savoy Westend Hotel, s.r.o.

Rybná 668/2

Praha 1, Staré Město

1 GENERAL PROVISIONS

This tender procedure is not a public tender or a public promise and it is not a public contract realized pursuant to Act No. 134/2016 Coll., on Public Procurement.

Offers will be processed in Czech or English language.

The Advertiser reserves the right to cancel the tender procedure.

2 IDENTIFICATION OF SUBMITTER

2.1 Submitter

Company:	Savoy Westend Hotel, s.r.o.
Address:	Rybná 668/2, Praha 1, Staré Město
ID VAT:	27110532 / CZ 27110532
Contact person:	A.Karpova, deputy.manager@savoywestend.cz, +420731132601

3 DEFINITION OF THE SUBJECT OF THE CONTRACT

3.1 Subject of the contract

The subject of the contract is "Delivery of drawings and architectural design of rooms".

3.2. The Submitter requests:

- Delivery of drawings for the project variants presented in Annex 2 (Technical Assignment No. 1) and Annex No. 3 (Alternative Concepts)
- an estimate of the preliminary cost of realizing the work for each of the implementation options

Drawings to Technical Specification No. 1 are given separately in the attachment (Drawing/vykres 1).

Drawings for the Alternative Concepts are presented separately in the attachment (Drawing/vykres 2).

Existing room technical parameters are listed separately in zip folder, in .dwg format.

3.3. Place of performance of the contract

Hotel Savoy Westend, Petra Velikého 16, Karlovy Vary.

3.4. Term of performance of the contract

Expected date of performance commencement of the contract is the end of 2018 / beginning in 2019.

4 QUALIFICATION ASSUMPTIONS

Submitter equires tenders to demonstrate qualifications in the following range:

Reference sheet of completed contracts. The reference sheet must contain a min. 2 contracts of a similar nature for the last 3 years, for each contract the name of the customer, the subject of performance and term of performance.

5 CRITERIA FOR EVALUATION OF TENDERS

Bids will be evaluated based on the lowest bid price and the project solution.

Bids will be sorted according to the bid price from the most advantageous to the least advantageous. The winning bid is the lowest (best) bid.

6 METHOD OF PROCESSING THE OFFER PRICE

The bidder will provide the total bid price including VAT. The price will be in CZK.

All prices will be quoted with separate value added tax.

The tenderer shall indicate tender price on the cover sheet of the tender (according to Annex 1). In case of different prices in other parts of the offer, the price stated on the cover sheet is considered as valid.

7 DEADLINE AND PLACE FOR SUBMISSION OF TENDERS

7.1 Time limit for submission of tenders

The deadline for submission of tenders expires on 22.8.2018 at 14:00. The date of receipt of the bid is decisive, not the date of its submission.

7.2 Place for submission of tenders

Tenders may be submitted personally or by post to: Hotel Savoy Westend, Petra Velikého 16, 360 01 Karlovy Vary.

By submitting an offer is considered the physical takeover of the offer.

8 METHODS OF PROCESSING OF TENDERS

Tenders shall be submitted in a sealed envelope stating:

- "Selection procedure"
- the title of tender "Supply of drawings and architectural design of rooms"
- address of the applicant

The tender will be submitted in one copy in writing.

Content of the offer:

- the cover sheet of the tender according to Annex 1
- documents demonstrating the fulfillment of qualification prerequisites
- project concept offer

9 ENVELOPE OPENING AND EVALUATION OF TENDERS

The evaluation committee opens envelopes after the deadline for submitting bids. It shall evaluate whether tenders meet the requirements of the contracting authority set out in the tender file. Bids that do not meet these requirements will be discarded. The remaining offers will be sorted according to the bid price.

The Submitter reserves the possibility to repeatedly invite suppliers to adjust the bid price. The tenderer will notify the bidders of the lowest bid and bidders will be able to submit a new quotation for the delivery of a part of the performance subject within the set deadline. This part of the tender can be done electronically (by e-mail).

10 ADDITIONAL INFORMATION

The tenderer is entitled to request additional information in writing about the tender conditions from the Submitter. The written request (email) must be delivered to the Contracting Authority no later than 3 working days before the deadline for submission of tenders.

The Submitter will send additional information on the terms of the contract, or related documents, no later than 2 working days after receipt of the application.

11 CONTACT PERSON

Address: Hotel Savoy Westend, Petra Velikého 16, 360 01 Karlovy Vary
Name: A. Karpova
Phone: +420 731 132 601
E-mail: deputy.manager@savoywestend.cz

12 ATTACHMENTS

Attachment no. 1: Cover sheet of the offer
Attachment no.2: Technical assignment no. 1
Attachment no. 3: Alternative concepts

In Karlovy Vary on 06.08.2018

For the Submitter: Vanja Kurko
General Manager, Savoy Westend Hotel



Attachment no. 1

COVER SHEET OF THE OFFER

Title of the tender: " Delivery of drawings and architectural design of rooms "

Identification of candidate:

Name:

Headquarters:

ID VAT:

Contact person

Name:

email:

phone:

Offer price:

Item	Price without VAT	VAT	Price with VAT

Attachment no. 2

Technical assignment NO. 1

Area 1 – Toilets (including shower) rooms

Enlarge this room so that a shower, a children's urinal and a children's sink (low) – for men

Enlarge this room so that there is a shower and a children's sink – for women

Vapor and smoke extraction will be provided by the existing system.

Area 2 – Store and staff room

There is a need for ventilation, lighting and approximately 4 electrical outlets.

Area 3 – Treatment rooms

Requirement for 3 rooms of approx. 12-15m² each, with dimmable lighting and 4x electrical outlets in each. In the ceiling, sound distribution. A small sink is required in each room. Room temperature required around 23C.

Area 4 – Hall and relaxation room

This area will include chairs and tables, a small bar for children's drinks and fitness center users. At the entrance it is necessary to demolish the wall. Distribution of 2 ethernet cable in the ceiling (for wifi) and sound distribution.

Area 5 – Kids room

Equipment for kids of different age from 3 year olds up to 12 and varied activities (toboggan, playfield, PlayStation, TV sets etc). Recommended lighting for this area approx. 10 electrical outlets. Distribution of satellite signal by cable. In the ceiling, sound distribution and projector connections. Area size approx. 56-60m². Room temperature required around 21-22C.

Area 6 – Fitness center

Recommended lighting for this area and approx. 6 electrical outlets. Distribution of satellite signal by cable. In the ceiling, sound distribution. Area size approx. 70-75m². Room temperature required is maximum 17-18C.

Area 7 – Rehabilitation room

In the ceiling, sound distribution. Recommended lighting for this area and approx. 15 electrical outlets. This area will consist of 8 rehabilitation machines, where it will be necessary to provide for each compressed air duct to be fed to the floor of Area 8. Area size approx. 100m². Room temperature required is maximum 17-18C.

Area 8 – Technical room

There will be a technical background for Area 7. Recommended lighting for this area and approx. 6 electrical outlets.

Area 9 – Glass corridor

Here, it is necessary to add the front face of the corridor by glazing approx. 40m² (glass roof already existant). Floor heating of the corridor is required.

Design of air conditioning:

A 4-zone air conditioning system must be installed. Because of the possibility of regulation in Area 3,5,6,7.

Attachment no. 3

Alternative concepts

Area 1 – Shower and WC

Enlarge this room so that a shower, a children's urinal and a children's sink (low) – for men

Enlarge this room so that there is a shower and a children's sink – for women

Vapor and smoke extraction will be provided by the existing system.

Area 2 – Storage area

There is a need for ventilation, lighting and approximately 4 electrical outlets.

Area 3 – Entertainment/ lounge area (sitting and tables)

To be used for private events, nightclub, weddings, karaoke towards the back and closer to the kids play area for waiting parents.

Area 4 – Bar

Previously meant to be only a counter (with underneath storage area) should grown into a full size bar serving entertainment/lounge area

Area 5 – Kids room

Equipment for kids of different age from 3 year olds up to 12 and varied activities (toboggan, playfield, PlayStation, TV sets etc). Recommended lighting for this area approx. 10 electrical outlets. Distribution of satellite signal by cable. In the ceiling, sound distribution and projector connections. Area size approx. 56-60m². Room temperature required around 21-22C.

Area 6 – Fitness center/ Gym

Recommended lighting for this area and approx. 6 electrical outlets. Distribution of satellite signal by cable. In the ceiling, sound distribution. Area size approx. 70-75m². Room temperature required is maximum 17-18C.

Area 7 – Group exercises area

Yoga and alike activities room (mirrors preferable on one or two sides, built in speakers on ceiling or walls for appropriate music to play)

Area 8 – Home cinema

Sound proofed, reclining armchairs, own sound system

Area 9 – Finishing Kitchen

For bar and lounge meant to serve entertaining area (would require installation of vapor extraction and storage)