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## EXPLANATION OF TENDER DOCUMENTATION NO. 5

Dear Sir or Madam,

on behalf of the contracting authority, Charles University, ID No.: 002 16 208, with registered seat at Ovocný trh 560/5, 116 36 Praha 1, in connection with the negotiated procedure with prior publication of above-the-threshold public contract called "RUK - SBZ - Nové varhany pro Velkou aulu Karolina (RUK SBZ – New Organ for the Great Hall of Carolinum)", ev. No. VVZ Z2019-019439, we provide an explanation of the tender documentation based on an initiative of the contracting authority, and partially according to a request delivered on September 23<sup>rd</sup> 2019.

### Explanation based on an initiative of the contracting authority:

The new organ could be situated in the current organ room. It is also possible to place the new instrument into other two arcades (balconies) under the condition that this solution would not require any additional construction works (building modifications). It is not allowed to occupy all three balconies (arches) by the new organ. One of the three balconies must remain unoccupied.

It is possible to move the first balcony a bit forward, approximately 1 m compared to its current placement. It is not allowed to move it up nor downwards. The same applies to the painting of the balcony.

The current organ room could be isolated from the neighbouring room with a wooden wall (or with a part of the organ case). This applies also for the isolation of the new organ from its surrounding in general. Windows in the current organ room might be covered similarly, under the condition it would not obstruct the passage necessary for cleaning the windows or for repairs (from within the room).

The mobile console is supposed to be placed on the podium of the Great Hall. The single electric plug is required, it will be built by the contracting authority under the supplier's instructions (three-phase electric plug is possible). The cable to plug-in the mobile console shall be delivered by the supplier.

The floor of the Great Hall, neither any other surface, must not be damaged during the transportation of the mobile console; the transportation, including all the necessary equipment, is solely the supplier's responsibility.

The contracting authority insists on the mechanical key action of the organ console (as had been stated in the tender documentation).

It is not necessary to keep the wooden floor beneath the new organ. In such a case, the wooden floor will be removed by the contracting authority under the supplier's instructions.

Transportation of the new organ is solely the supplier's responsibility. The contracting authority prefers and recommends the usage of the main entrance and the stairway. It is not ruled out to build a lift from Železná street, but obtaining the necessary administrative permissions, as well as the technical solution and the building (construction) of the lift, are solely the supplier's responsibility.

**Request of a supplier:**

1. The organ shall be built within 24 months of signing the contract. When is this contract going to be signed? What timeline do you expect?
2. On page 36 of the Tender documentation it is stated that the existing organ shall be packed and stored at designated place.

"A footnote: The front case part of the old organ placed on the I. balcony and the current organ machine from the year 1969 standing in a room linked with the balcony will be dismantled in an expert manner, all its parts will be put in boxes prepared for this purpose and subsequently placed into the designated depository."

We understand that we are responsible for the disassembly of the instrument. Where exactly does it need to be stored? (Distance) Or: is it possible that we arrange dismantling and keep / buy the old organ parts?

**Explanation of the contracting authority:**

1. The contracting authority expects the contract to be signed in the second half of December 2019. This can be subject to change, according to the specific process of the tender procedure, and can not be guaranteed. The 24 months mentioned by the request can be subject of negotiation in the tender procedure (can be shortened).
2. As the supplier presumes, according to the tender documentation the supplier will be responsible for disassembling of the existing organ. According to Annex 6 of the Contract for Work *"The dismantling of the organ, its proper packing and transport up to 50 km to a site determined by the Client is stated as an item price that is included in the total price. The dismantling has to be carried out in a professional way so that the organ remains functional."* The place of transport will be communicated to the selected supplier. The contracting authority has not been (yet) considering selling the existing organ or its parts.

**The contracting authority extends the time limit for submitting the preliminary bids, from the original 18<sup>th</sup> October 2019 10:00 a.m. until 25<sup>th</sup> October 2019 10:00 a.m.**

In Prague on 26<sup>th</sup> September 2019

Dr. Csaba Csorba, attorney-at-law

HAVEL & PARTNERS s.r.o., advokátní kancelář,

Contracting authority's representative for procurement activities