

Registration in the electronic tool for Architectural Design Competition “VLTAVA PHILHARMONIC HALL”

Applications for participation and portfolios as well as other part of competition entry shall be submitted electronically using the Tenderarena electronic tool (hereinafter “Tenderarena”) available at www.tenderarena.cz.

To be able to submit an application for participation and a portfolio and, where applicable, a competition proposal via this electronic tool, a participant must be registered in this electronic tool.

The Contracting Authority encourages those interested in participating in this competition to begin the registration process as soon as possible!

Registration takes place in three steps:

1. Registering a Contractor
2. Registering a Contractor Administrator
3. Verifying the Contractor Account

First two steps are wholly electronic (on-line).

The third can be completed electronically (this alternative will be less suitable for foreign suppliers as the identity of the supplier is verified through electronic institutes, which foreign suppliers do not usually have) or by submitting required documents by the post.

The registration process should not take more than 48 hours (counted only on working days) after all the above 3 steps have been completed, i.e. in particular after all the documents required for the purpose of verifying the identity of the contractor have been received.

Manual for registration in English can be found at: <https://sites.google.com/fen.cz/napovedafen-en/fen-help/contractor-registration-and-verification>.

Helpdesk contacts are available at www.fen.cz.

Helpdesk telephone number providing support for registration is +420 515 917 947.

DETAILED DESCRIPTION OF THE INDIVIDUAL STEPS OF REGISTRATION:

1. Registering a Contractor

In this first step you need to fill the registration form: <https://cdd.fen.cz/#/registrace>.

Manual for filling the registration form can be found here: <https://fen.cz/napovedafen-en/fen-help/contractor-registration-and-verification/registering-a-contractor>.

2. Registering a Contractor Administrator

In the second step of appointing a person responsible for administration of the contractors' account follow instructions available at: <https://sites.google.com/fen.cz/napovedafen-en/fen-help/contractor-registration-and-verification/registering-a-contractor-administrator>.

3. Verifying the Contractor Account

Registration and verification process is to be completed by verifying the contractor account by means described here: <https://sites.google.com/fen.cz/napovedafen-en/fen-help/contractor-registration-and-verification/verifying-the-contractor>.

You can choose to perform the contractor account verification outside the registration system (by post) or "electronically" in the registration system.

For verification it is necessary to submit:

- **A registration form** (application for registration) generated by the registration system and completed by the contractor.
- **A document proving the existence of the contractor** (e.g. an extract from the commercial register or other similar document - it is necessary that the document proves the existence of the contractor and the person(s) authorised to act for the contractor).
- **A power of attorney to act on behalf of the contractor by the person signing the registration form.** If the signing person is a statutory representative of the contractor, power of attorney is not needed, but the authorization to represent the contractor must be apparent from another submitted document (see above).

If the submitted documents are not in the original Czech language, a certified translation¹ of all documents into Czech is required!

¹ i. e. having the official certified translation with [interpreter's and translator's clause](#) and [interpreter's and translator's seal](#) done by one of the authorized translators/interpreters. Officially certified translation is a commercial service provided by various subjects in Czech Republic, some of them also operating abroad. For finding a suitable translator, please use a web search engine.

This requirement is based on legislative provisions and cannot be waived.

You can verify your supplier either **electronically** in the registration system or outside the registration system - **by post**.

1. **Electronically** - to submit documents for verification of the contractor electronically, it is required to sign the registration form (application for registration) with an electronic signature based on a qualified certificate issued by Czech authorized entity² (to acquire such a signature, personal visitation at the authorized entity's premises is required)
2. **By post** - if the contractor does not have the above-mentioned electronic signature, all the above documents to verify the identity of the contractor can be sent to the administrator of the registration system by post to the following address:

Spojené nástroje elektronické s.r.o.

Nad hradním vodojemem 1108/53

Střešovice

126 00 Praha 6

Česká republika

All documents submitted should be in original form, i.e. not copies!

Once the contractor has met all of the above requirements, the registration system administrator shall change the contractor's registration status to "Enabled" and the registration system sends to the contractor an e-mail informing that the contractor has been successfully verified.

Only after the successful completion of the registration process is it possible to submit any documents (application, portfolio, etc.) to the Contracting Authority.

Please note that the announcement of the competition is planned for August 2021 (information will be published on the Contracting Authority's Profile, here: <https://tenderarena.cz/dodavatel/seznam-profilu-zadavatelu/detail/Z0003115/zakazka/441525>). If a contractor intends to participate in this competition, we strongly encourage you to start the registration process now!

² The list of which is available here: <https://www.mvcr.cz/clanek/seznam-kvalifikovanych-poskytovatelu-sluzeb-vytvarejicich-duveru-a-poskytovanych-kvalifikovanych-sluzeb-vytvarejicich-duveru.aspx> (services providers authorized for „Vydávání kvalifikovaných certifikátů pro elektronické podpisy“).