

Urban planning and architectural one-stage  
restricted design competition

## **New Building of the Brno City Municipality**

### Safe Submission Guide



Urban planning and architectural one-stage restricted design competition

# **New Building of the Brno City Municipality**

Contracting Authority

**Statutory City of Brno**

Competition Organiser and Author of the Competition Conditions

**Kancelář architekta města Brna, příspěvková organizace**

Zelný trh 331/13

602 00 Brno



# Request to Participate

## Schedule

9 January 2026 .....start of the Competition

until 21 January 2026 .....submission of questions

until 26 January 2026 .....publication of answers

until 2 February 2026, 12:00 CET .....submission of requests to participate

approx. 12 February 2026 .....jury meeting to assess requests to participate

## Checklist

According to the template *P02 – Template of the Request to Participate*, the request to participate shall contain:

- ☐ the title page of the request to participate;
- ☐ the cover sheet with the request to participate in the Competition;
- ☐ the participant's details (name and surname / business name, address / registered address, e-mail, telephone, website);
- ☐ the signed declarations of honour on meeting the conditions of participation pursuant to Section 4.1 of the Competition Conditions and prepared in accordance with the template *P03 – Template of the Declaration of Honour on Meeting the Conditions of Participation*;
- ☐ the portfolio of reference designs to the extent specified in Section 4.3.3 of the Competition Conditions and prepared in accordance with the template *P02 – Template of the Request to Participate*.

## Method of submitting the part of the request to participate and the competition design submitted digitally via the Contracting Authority's profile (E-ZAK)

The participant shall submit the request to participate and those parts of the competition design which, under the Competition Conditions, are not submitted physically to the Contracting Authority, via the electronic tool E-ZAK available at [ezak.brno.cz](https://ezak.brno.cz).

### **!!!Notice!!!**

All parts of the competition design shall be prepared in both Czech and English. In the event of a discrepancy between the Czech and English versions, the Czech version of the competition proposal shall prevail.

## Registration in the EZAK electronic tool for the purposes of the Competition

The Contracting Authority requests participants to register for the purposes of the Competition in the Contracting Authority's electronic tool EZAK ([ezak.brno.cz](https://ezak.brno.cz)). To obtain access to the E-ZAK system, it is necessary to register in the **Central Supplier Database (CDD)** of the **FEN.cz** system at <https://fen.cz/#/registration>, where all details and registration instructions can be found. A detailed manual on how to register in the EZAK electronic tool is available for download at <https://ezak.brno.cz/manual.html>.

The Contracting Authority also points out that, for the purpose of registration, **a valid electronic signature** (i.e. a qualified electronic signature based on a qualified certificate) **is required** within the meaning of Section 6(2) of Act No. 297/2016 Coll., on Trust Services for Electronic Transactions.

Qualified electronic signatures based on a qualified certificate are issued in the Czech Republic by the following **accredited certification service providers**:

- Česká pošta, s. p. ([qca.postsignum.cz](https://qca.postsignum.cz))
- Identity, a. s. ([www.eidentity.cz](https://www.eidentity.cz))
- První certifikační autorita, a. s. ([www.ica.cz](https://www.ica.cz))
- Správa základních registrů
- Software602 a. s.
- SEFIRA spol. s r. o.

Electronic signatures based on a qualified certificate issued by a foreign provider listed at [webgate.ec.europa.eu/tl-browser/#/](https://webgate.ec.europa.eu/tl-browser/#/) are also accepted.

For further details, see <https://ezak.brno.cz/manual.html> or <https://fen.cz/#/cdd>.

### **!!!Notice!!!**

The Contracting Authority informs participants that obtaining an electronic signature, if the participant does not already possess one, as well as completing the registration in the CDD, **may be time-consuming**. Participants are therefore advised to complete these steps as early as possible. If the participant already has an existing registration on this profile, they shall use their login credentials.

The Contracting Authority further notes that this **Guide is valid only as of the date of commencement of the Competition**. Any changes to the competition documentation during the competition period will be made by means of additional information and published in the Contracting Authority's electronic tool EZAK.

## Instructions for the electronic submission of the request to participate

To successfully submit the request to participate electronically, the participant must follow precisely the procedure set out below:

1. After logging into the E-ZAK system (following the participant's successful prior registration – see Registration in the Electronic Tool), the participant shall search in the E-ZAK system for the relevant design contest titled “**Nová budova Magistrátu města Brna / New Building of the Brno City Municipality**”, for which they are submitting their request to participate.
2. For the logged-in participant, a button labelled “**poslat žádost o účast**” will appear directly at this contract (above the table titled “Informace o soutěži o návrh”) – see E-ZAK Preview No. 1.

E-ZAK Preview No. 1

Soutěž o návrh: Nová budova Magistrátu města Brna / New building of the Brno City Municipality

**poslat žádost o účast**

**Informace o soutěži o návrh**

DBID: [redacted]  
Systémové číslo: [redacted]  
Dle zákona: č. 134/2016 Sb.  
Datum zahájení: [redacted]  
Žádost o účast podat do: [redacted]

**fáze soutěže o návrh**

**Prokazování kvalifikace**  
Dodavatelé mohou podávat žádosti o účast, prokazují splnění kvalifikace.

3. After clicking the “**poslat žádost o účast**” button, a page for digital file submission will appear, containing the sections “Zpráva”, “Přílohy”, and “Metoda podpisu” – see E-ZAK Preview No. 2.

4. In the “Zpráva” section, the participant shall fill in the field “Předmět” (entering “**Nová budova Magistrátu města Brna / New Building of the Brno City Municipality**”) and the field “Text” (entering “**Žádost o účast / Request to Participate**”).

5. In the “Přílohy” section, the participant shall select the button “Vybrat soubor/Procházet” and, using the file selector, upload their pre-prepared files in accordance with Section 4.3.2 of the Competition Conditions.

6. In the “Metoda podpisu” section, finally select the method “Odeslat bez podepsání” and click the “Pokračovat” button.

7. In the next step, confirm by clicking the “Odeslat bez podepsání” button – see E-ZAK Preview No. 3.

E-ZAK Preview No. 2

**Žádost o účast**

[vymazat obsah žádosti o účast](#)

**Zpráva**

Zadávací řízení: Nová budova Magistrátu města Brna / New building of the Brno City Municipality

Odesílatel: [redacted]

Příjemce: Osoba zodpovědná za příjem elektronických žádostí

Předmět: Nová budova Magistrátu města Brna / New building of the Brno City Municipality

Text: Žádost o účast / Request to participate

**Přílohy**

Přílohy: odebrat | název souboru

**Nejsou připojeny žádné přílohy!**

Nový soubor: [Vybrat soubor](#) Soubor nevybrán

Maximální možná velikost jednoho souboru: cca 50 MB

**Metoda podpisu**

☒ Odeslat bez podepsání

☐ Podepsat s použitím prohlížeče (nevyžaduje Javu)

☐ Podepsat s použitím Java aplikace

[zpět](#) [pokračovat](#)



## Odeslání žádosti o účast

Před odesláním zprávy, prosím, zkontrolujte všechny údaje a případné přílohy.  
Pokud chcete datovou zprávu podepsat, použijte tlačítko **zpět k editaci** a poté odpovídající volbu.

Zadávací řízení:	Nová budova Magistrátu města Brna / New building of the Brno City Municipality
Odesílatel:	[REDACTED]
Čas vytvoření:	[REDACTED]
Název:	Žádost o účast / Request to participate
Text:	Žádost o účast / Request to participate
Přílohy:	[REDACTED]

**zpět k editaci**

**odeslat bez podepsání**

### !!! Notice !!!

Individual files submitted as part of the competition designs must not exceed the **maximum permitted size of 50 MB**. The participant may attach an unlimited number of files within one submission, each with a maximum size of 50 MB.

# Competition Proposal

## Schedule

- until 20 May 2026 ..... submission of questions
- until 29 May 2026 ..... publication of answers
- until 12 June 2026, 12:00 CEST ..... submission of the graphic part of the proposal  
..... submitted physically
- until 12 June 2026, 12:00 CEST ..... submission of the part of the proposal submitted  
..... digitally
- until 19 June 2026, 12:00 CEST ..... submission of the insert model of the proposal
- approx. 25–26 June 2026 ..... jury evaluation meeting
- within 90 days from the issuance of the jury's opinion . decision of the Contracting Authority on the  
..... selection of the proposal
- within 10 working days from the selection ..... sending the notification of selection to participants
- within 15 days from the delivery of the notification ..... possibility to submit objections

## Prizes and Reimbursements

- 1st Prize ..... **CZK 1,500,000**
- 2nd Prize..... **CZK 1,300,000**
- 3rd Prize..... **CZK 1,000,000**
- Total Reimbursements ..... **CZK 2,400,000**  
(min. CZK 300,000 and max. CZK 480,000 per one proposal)

### **!!!Notice!!!**

To ensure the up-to-date validity of the competition documents and requirements for the competition designs, regularly check the Contracting Authority's profile at [ezak.brno.cz/](http://ezak.brno.cz/) or [kambrno.cz/souteze/](http://kambrno.cz/souteze/).

The Competition is anonymous. None of the parts assessed by the jury, including the proposal packaging, may be marked with a logo, graphic symbol or any other means that would breach anonymity.

All parts of the competition design shall be prepared in both Czech and English. In the event of a discrepancy between the Czech and English versions, the Czech version of the competition proposal shall prevail.

### **Checklist of mandatory Competition conditions, the breach of which shall result in exclusion from the Competition**

- ☐ the required components of the competition proposal pursuant to Section 5.1 of the Competition Conditions (graphic part, written part, insert model and other required documents),
- ☐ the arrangement of the graphic part of the competition proposal on 4 panels in B1 format (700 × 1,000 mm), portrait orientation, pursuant to Section 5.2.2 of the Competition Conditions,
- ☐ the scale of the insert model pursuant to Section 5.4.1 of the Competition Conditions,
- ☐ the content requirements of the other requested documents pursuant to Section 5.5.1 of the Competition Conditions,
- ☐ the method of submitting the competition proposal pursuant to Section 5.6.1(a) and (b), sub-items b1) and b2), of the Competition Conditions,
- ☐ anonymous presentation of the competition proposal without the participant's name, signature, motto, or any other graphic symbol,
- ☐ for proposals submitted by post or another public delivery service, a uniform sender's address:  
**Czech Chamber of Architects**  
**Josefská 6, 118 00 Prague 1 – Malá Strana,**  
or, where applicable, the address of the professional association in which the participant is registered,
- ☐ preparation of the competition proposal in both Czech and English,

☐

the deadline for submission of the competition proposal to the Contracting Authority pursuant to Sections 9.6.1 and 9.6.2 of the Competition Conditions.

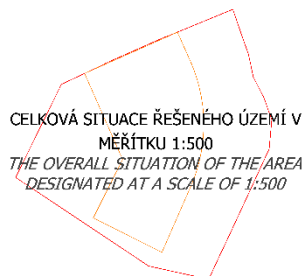
**!!!Notice!!!**

Competition proposals that breach the mandatory requirements listed above shall be excluded from evaluation by the jury, and the Contracting Authority shall subsequently exclude the participant from the Competition pursuant to Section 10(6) of the Competition Rules.

# Hard-copy format of the competition proposal

## Panel layout

Panel 01



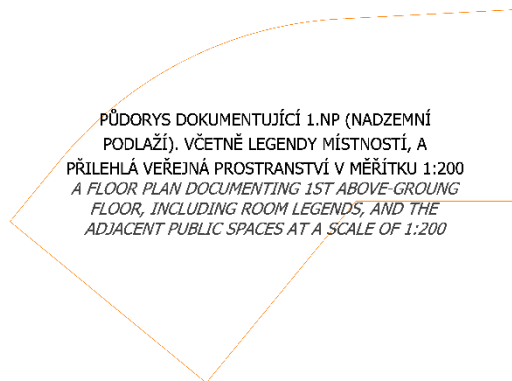
CELKOVÁ SITUACE ŘEŠENÉHO ÚZEMÍ V  
MĚŘÍTKU 1:500  
THE OVERALL SITUATION OF THE AREA  
DESIGNATED AT A SCALE OF 1:500

ANOTACE POPISUJÍCÍ ZÁKLADNÍ MYŠLENKY  
CELKOVÉHO ŘEŠENÍ NÁVRHU (V ROZSAHU CCA 500  
ZNAKŮ VČ. MEZER)  
AN ANNOTATION DESCRIBING THE FUNDAMENTAL  
IDEAS OF THE OVERALL DESIGN CONCEPT (APPROX.  
500 CHARACTERS INCLUDING SPACES)

ZÁKRESY NÁVRHU DO FOTOGRAFIE (P17 - ZÁKRESOVÉ  
FOTOGRAFIE), Z ULICE BENEŠOVY SMĚREM K  
MALINOVSKÉHO NÁMĚSTÍ A Z ULICE KOLIŠTĚ SMĚREM  
K HLAVNÍMU NÁDRAŽÍ  
PHOTOMONTAGES OF THE DESIGN INSERTED INTO  
PHOTOGRAPHS (DOCUMENT P17 - BASE  
PHOTOGRAPHS), FROM BENEŠOVA STREET TOWARDS  
MALINOVSKÉHO SQUARE AND FROM KOLIŠTĚ STREET  
TOWARDS THE MAIN TRAIN STATION

1 NOVÁ BUDOVA MAGISTRÁTU MĚSTA BRNA / NEW BUILDING OF THE BRNO CITY MUNICIPALITY

Panel 02



PŮDORYS DOKUMENTUJÍCÍ 1.NP (NADZEMNÍ  
PODLAŽÍ). VČETNĚ LEGENDY MÍSTNOSTÍ, A  
PŘÍLEHLÁ VEŘEJNÁ PROSTRANSTVÍ V MĚŘÍTKU 1:200  
A FLOOR PLAN DOCUMENTING 1ST ABOVE-GROUND  
FLOOR, INCLUDING ROOM LEGENDS, AND THE  
ADJACENT PUBLIC SPACES AT A SCALE OF 1:200

PŮDORYSY VŠECH OSTATNÍCH PODLAŽÍ V MĚŘÍTKU  
1:200 VČETNĚ LEGEND MÍSTNOSTÍ  
FLOOR PLANS OF ALL OTHER STOREYS AT A SCALE OF  
1:200, INCLUDING ROOM LEGENDS

PODÉLNÝ A PŘÍČNÝ ŘEZ OBJEKTEM V ŠIRŠÍM KONTEXTU  
ZACHYCUJÍCÍ NÁVAZNOST NA PŘÍLEHLÁ VEŘEJNÁ  
PROSTRANSTVÍ V MĚŘÍTKU 1:200  
A LONGITUDINAL AND A TRANSVERSE SECTION  
THROUGH THE BUILDING IN A BROADER CONTEXT,  
SHOWING ITS CONNECTION TO THE ADJACENT PUBLIC  
SPACES AT A SCALE OF 1:200

2 NOVÁ BUDOVA MAGISTRÁTU MĚSTA BRNA / NEW BUILDING OF THE BRNO CITY MUNICIPALITY

Panel 03

PŮDORYSY VŠECH OSTATNÍCH PODLAŽÍ V  
MĚŘÍTKU 1:200 VČETNĚ LEGEND MÍSTNOSTÍ  
FLOOR PLANS OF ALL OTHER STOREYS AT A  
SCALE OF 1:200, INCLUDING ROOM LEGENDS

POHLEDY NA OBJEKT ZACHYCUJÍCÍ  
SOUSEDNÍ OBJEKTY V MĚŘÍTKU 1:200  
ELEVATIONS OF THE BUILDING  
SHOWING NEIGHBOURING BUILDINGS  
AT A SCALE OF 1:200

3 NOVÁ BUDOVA MAGISTRÁTU MĚSTA BRNA / NEW BUILDING OF THE BRNO CITY MUNICIPALITY

Panel 04

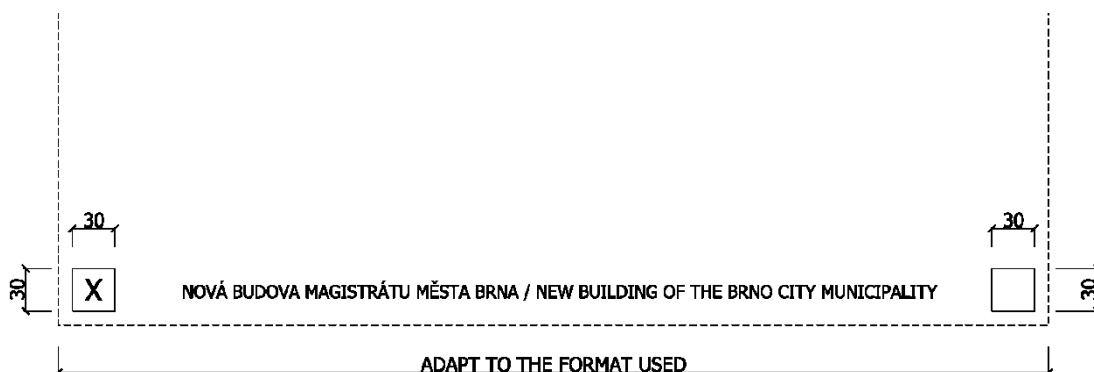
PŮDORYSY VŠECH OSTATNÍCH PODLAŽÍ V  
MĚŘÍTKU 1:200 VČETNĚ LEGEND MÍSTNOSTÍ  
FLOOR PLANS OF ALL OTHER STOREYS AT A  
SCALE OF 1:200, INCLUDING ROOM LEGENDS

SCHÉMATA (NAPŘ. ŠIRŠÍ VZTAHY, KONCEPCE  
NÁVRHU, PROVOZNÍ SCHÉMA, DOPRAVNÍ  
ŘEŠENÍ, ŘEŠENÍ MODROZELNÉ  
INFRASTRUKTURY, VEGETACE A JINÉ)  
DIAGRAMS (E.G. BROADER URBAN  
RELATIONSHIPS, DESIGN CONCEPT,  
OPERATIONAL SCHEME, TRANSPORT  
SOLUTION, BLUE-GREEN INFRASTRUCTURE  
SOLUTION, VEGETATION AND OTHERS)

4 NOVÁ BUDOVA MAGISTRÁTU MĚSTA BRNA / NEW BUILDING OF THE BRNO CITY MUNICIPALITY

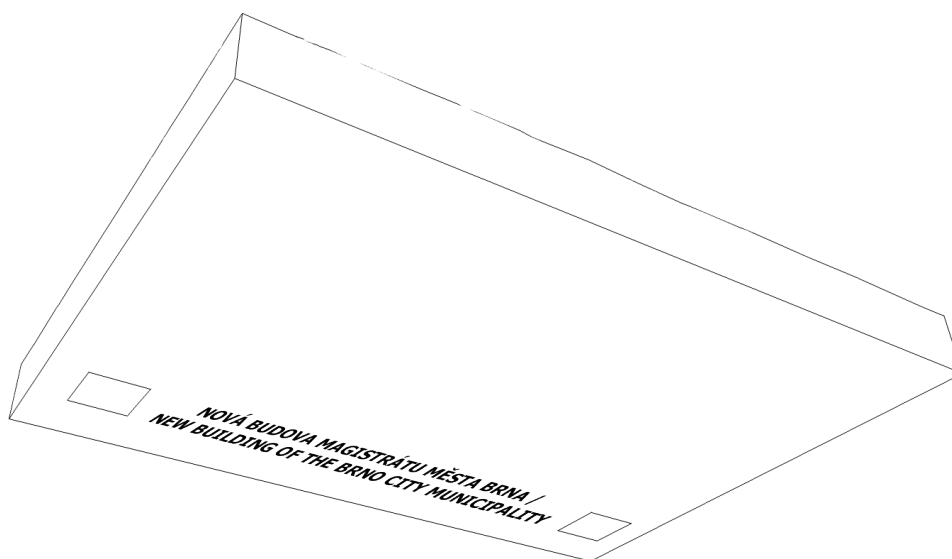
## Marking of the part of the competition proposal submitted physically

It is recommended that the parts of the competition proposal submitted physically pursuant to Section 5.6.1(a) of the Competition Conditions (graphic part) be labelled as follows:



X – sequential number of the design part

marking of the insert model



X – sequential number of the proposal part

## Marking of the packaging of the part of the competition proposal submitted physically

The parts of the proposal submitted physically [see Section 5.6.1(a) of the Competition Conditions] should, in the participant's own interest, be placed in a firm and sealed package protecting the proposal against damage and secured against opening, marked with the inscription: „**NEOTEVÍRAT / DO NOT OPEN – SOUTĚŽNÍ NÁVRH – NOVÁ BUDOVA MAGISTRÁTU MĚSTA BRNA / COMPETITION PROPOSAL – NEW BUILDING OF THE BRNO CITY MUNICIPALITY**“.

The requirements for the package are recommended; however, the Contracting Authority shall not be held liable if proposals without proper marking on the package are not delivered to the place of submission of competition proposals or are damaged, nor for the jury's inability to assess damaged competition proposals.



## Checklist of the part of the competition proposal submitted physically

### **Mandatory requirements for the part of the competition proposal submitted physically:**

- ☐ the graphic part pursuant to Section 5.1.1(a) of the Competition Conditions
- ☐ the insert model pursuant to Section 5.1.1(c) of the Competition Conditions
- ☐ the 1:500 scale of the insert model pursuant to Section 5.4.1 of the Competition Conditions
- ☐ the arrangement of the graphic part of the proposal **on 4 panels** in B1 format (700 × 1,000 mm), portrait orientation, pursuant to Section 5.2.2 of the Competition Conditions.

### **!!!Notice!!!**

Competition proposals that breach the mandatory requirements listed above shall be excluded from evaluation by the jury, and the Contracting Authority shall subsequently exclude the participant from the Competition pursuant to Section 10(6) of the Competition Rules.

### **Recommended content requirements for the graphic part pursuant to Sections 5.2.1(a) to (i):**

- ☐ the overall site plan of the area of interest at a scale of 1:500
- ☐ an annotation describing the fundamental ideas of the overall design concept (approx. 500 characters including spaces)
- ☐ a floor plan documenting the 1st above-ground floor, including a room legend, and the adjoining public spaces at a scale of 1:200
- ☐ floor plans of all other storeys at a scale of 1:200, including room legends
- ☐ a longitudinal and a transverse section through the building in a broader context, showing its relation to the adjoining public spaces at a scale of 1:200
- ☐ elevations of the building showing neighbouring buildings at a scale of 1:200
- ☐ photomontages of the proposal inserted into photographs (*Annex P17 – Base photographs*), from Benešova Street towards Malinovského Square and from Koliště Street towards the Main Railway Station
- ☐ diagrams (e.g. broader urban relationships, design concept, operational scheme, transport solution, blue-green infrastructure solution, vegetation, and others)

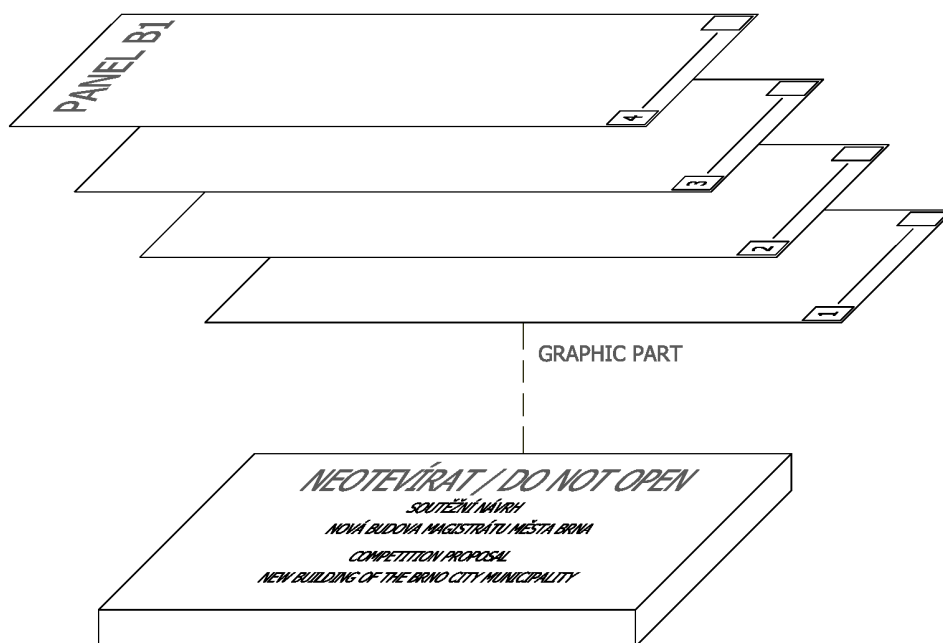


- ☐ additional visualisations at the participant's discretion

**Recommended content requirements for the insert model pursuant to Sections 5.4.1(a) to (d):**

- ☐ mounting on a firm board that allows insertion into the context model
- ☐ the colour of the proposed development, terrain and greenery shall be in a white shade (RAL 9003)
- ☐ the roadway lines in the model shall be milled into the terrain surface to a depth of 0.75 mm
- ☐ provision of tree staffage

Checklist for the packaging of the graphic part of the competition proposal submitted physically



Address for submitting the part of the competition proposal submitted physically:

**Kancelář architekta města Brna, p.o.**

**Zelný trh 331/13**

**602 00 Brno**

## Digital form of the competition proposal

Checklist of the part of the competition proposal submitted digitally on the Contracting Authority's profile (E-ZAK)

### **Mandatory requirements for the part of the competition proposal submitted digitally:**

- ☐ the text part pursuant to Section 5.1.1(b) of the Competition Conditions
- ☐ the other required documents pursuant to Section 5.1.1(d) of the Competition Conditions

### **Mandatory content requirements for the other required documents pursuant to Sections 5.5.1(a) to (d):**

- ☐ the document "**Participant Information**", which shall contain the information specified in Annex *P11 – Template of Participant Information* (natural person/company, address, e-mail, mobile phone number, data box ID, etc.)
- ☐ the signed declaration of honour on meeting the requirements for ensuring copyright protection of the design in the participant–author relationship, pursuant to Annex *P12 – Template of the Declaration of Honour on Meeting the Requirements for Ensuring Copyright Protection of the Design in the Participant–Author Relationship* (see Section 11.1 of the Competition Conditions)
- ☐ the non-binding price offer for the Subsequent Contract pursuant to Section 3.3.5 of the Competition Conditions; the price offer shall be structured in accordance with Annex *P13 – Model Table – Tender price for complete design and engineering works*; the non-binding price offer shall not be submitted to the jury but will serve as a basis for the negotiated procedure without prior publication
- ☐ in the case of foreign participants, a confirmation or declaration of honour regarding tax domicile or its equivalent

### **Mandatory requirements for the competition proposal submitted in digital form pursuant to Section 5.6.1, sub-items b.1) and b.2) of the Competition Conditions:**

- ☐ **the text part** of the competition proposal (see Section 5.3 of the Competition Conditions) in the **recommended** \*.pdf format at 300 dpi resolution, including an **annotation** (in the **recommended** \*.doc or \*.docx format) and the completed **balance table** pursuant to Annex *P10 – Template of the Balance Table* (in the **recommended** \*.xls or \*.xlsx format)

- ☐ **the other required documents** forming part of the competition proposal, placed in a separate folder with the **recommended** name  
“**Dalsi\_pozadovane\_dokumenty\_Other\_Required\_Documents**” (see Section 5.5 of the Competition Conditions)

**!!!Notice!!!**

Competition proposals that breach the mandatory requirements listed above shall be excluded from evaluation by the jury, and the Contracting Authority shall subsequently exclude the participant from the Competition pursuant to Section 10(6) of the Competition Rules.

**Recommended requirements for the competition proposal submitted in digital form pursuant to Section 5.5.1, sub-item b.3) of the Competition Conditions:**

- ☐ the graphic part of the competition proposal (see Section 5.2 of the Competition Conditions)

**Recommended content requirements for the text part pursuant to Sections 5.3.1(a) to (e):**

- ☐ a title page with a list of the parts of the competition proposal marked with a sequential number and the title of each part, including the follow-up sequential numbering [see Section 5.7.1(b) of the Competition Conditions]
- ☐ an annotation of the overall design solution derived from the graphic part (pursuant to Section 5.2.1 of the Competition Conditions), describing the fundamental ideas of the proposal in the **recommended** scope of approx. 500 characters including spaces
- ☐ the written explanation of the design (the author's report) in the recommended scope of approx. 7,200 characters including spaces. The text shall separately describe the urban and architectural design solution, the architectural–structural and layout solution, the building's energy concept, the landscape solution of the adjacent public spaces, the blue–green infrastructure solution, and the traffic solution.
- ☐ the completed balance table pursuant to Annex *P10 – Template of the Balance Table*; the balance table shall also be submitted in \*.xls or \*.xlsx format
- ☐ reduced printouts of the graphic panels in A4 format

## Method of submitting the part of the competition proposal submitted digitally on the Contracting Authority's profile (E-ZAK)

The participant shall submit the parts of the competition design which, under the Competition Conditions, are not submitted physically to the Contracting Authority via the electronic tool E-ZAK available at [ezak.brno.cz](http://ezak.brno.cz).

### **!!!Notice!!!**

All parts of the competition proposal shall be prepared in both Czech and English. In the event of a discrepancy between the Czech and English versions, the Czech version of the competition proposal shall prevail.

## Instructions for the electronic submission of the competition proposals

To successfully submit the competition proposal electronically, the participant must follow precisely the procedure set out below:

1. After logging into the E-ZAK system (following the participant's successful prior registration – see Registration in the Electronic Tool), the participant shall search in the E-ZAK system for the relevant competition titled “**Nová budova Magistrátu města Brna / New Building of the Brno City Municipality**”, for which they are submitting their competition proposal.

2. For the logged-in participant, a button labelled “**poslat návrh**” will appear directly at this contract (above the table titled “Informace o soutěži o návrh”) – see E-ZAK Preview No. 4.

E-ZAK Preview No. 4

### Soutěž o návrh: Nová budova Magistrátu města Brna / New building of the Brno City Municipality

The screenshot displays the E-ZAK system interface for a competition. At the top right, a button labeled "poslat návrh" is circled in red. Below this, a blue header bar contains the text "Informace o soutěži o návrh". The main content area is divided into two columns. The left column contains the following information: DBID: [redacted], Systémové číslo: [redacted], Dle zákona: č. 134/2016 Sb., Datum zahájení: [redacted], and Návrh podat do: [redacted]. The right column has a light blue background and contains the text "fáze soutěže o návrh" in a box, followed by "Příjem návrhů" and "Dodavatelé mohou podávat návrhy (dle typu soutěže všichni, nebo pouze vyzvaní)."

3. After clicking the “**poslat návrh**” button, a page for digital file submission will appear, containing the sections “Zpráva”, “Přílohy”, and “Metoda podpisu” – see E-ZAK Preview No. 5.

4. In the “Zpráva” section, the participant shall fill in the field “Předmět” (entering “**Nová budova Magistrátu města Brna / New Building of the Brno City Municipality**”) and the field “Text” (entering “**Nová budova Magistrátu města Brna / New Building of the Brno City Municipality**”).

5. In the “Přílohy” section, the participant shall click the “Vybrat soubor/Procházet” button and upload the pre-prepared files using the file selector. Attachments containing the participant’s identification details (Other Required Documents pursuant to Section 5.6 of the Competition Conditions) shall be placed in a single folder named “**Dalsi\_pozadovane\_dokumenty\_Other\_Required\_Documents**”, and this folder shall be compressed into a \*.zip or \*.rar file.

6. In the “Metoda podpisu” section, finally select the method “Odeslat bez podepsání” and click the “Pokračovat” button.

7. In the next step, confirm by clicking the “Odeslat bez podepsání” button – see E-ZAK Preview No. 6.

## Návrh

[vymazat obsah návrhu](#)

### Zpráva

Zadávací řízení: Nová budova Magistrátu města Brna / New building of the Brno City Municipality

Odesílatel:

Příjemce: Osoba zodpovědná za příjem elektronických návrhů

Předmět: Nová budova Magistrátu města Brna / New building of the Brno City Municipality

Text: Nová budova Magistrátu města Brna / New building of the Brno City Municipality

### Přílohy

Přílohy: odebrat | název souboru

Nový soubor:

Maximální možná velikost jednoho souboru: cca 50 MB

### Metoda podpisu

- ☒ Odeslat bez podepsání
- ☐ Podepsat s použitím prohlížeče (nevyžaduje Javu)
- ☐ Podepsat s použitím Java aplikace

[zpět](#) [pokračovat](#)

## Odeslání návrhu

Před odesláním zprávy, prosím, zkontrolujte všechny údaje a případné přílohy.  
Pokud chcete datovou zprávu podepsat, použijte tlačítko **zpět k editaci** a poté odpovídající volbu.

Zadávací řízení:	Nová budova Magistrátu města Brna / New building of the Brno City Municipality
Odesílatel:	
Čas vytvoření:	
Název:	Nová budova Magistrátu města Brna / New building of the Brno City Municipality
Text:	Nová budova Magistrátu města Brna / New building of the Brno City Municipality
Přílohy:	

[zpět k editaci](#)

[odeslat bez podepsání](#)

### **!!! Notice !!!**

The Contracting Authority assures participants that all digitally submitted parts of the competition proposals that could be associated with the identity of the author will be accessible only to authorised persons of the Contracting Authority, namely the secretary of this Competition, who is bound by confidentiality with respect to the jury and the reviewer. The parts of the competition proposal submitted digitally by the participant will always be provided to the competition jury in a form that preserves the principle of anonymity of the Competition participants.

Participants are reminded that individual files submitted as part of the competition proposals must not exceed the **maximum permitted size of 50 MB**. The participant may attach an **unlimited number of files within one submission, each with a maximum size of 50 MB**.

Files must not contain any identification details (with the exceptions explicitly stated in the Competition Conditions). The participant shall ensure and verify that no identification details are included even in the file properties.

The Contracting Authority further notes that the **displayed E-ZAK previews are taken from a demo version** and may therefore differ from the actual interface. With respect to the "Signature Method" window (see E-ZAK Previews No. 2 and No. 5), the Contracting Authority also notes that the available signing methods may differ from those shown in this Guide, depending on the browser used.

In case of difficulties with registration or submission of the design in the E-ZAK electronic tool, please contact technical support at tel.: **+420 538 702 719** or e-mail: **podpora@ezak.cz**.

