

TENDER DOCUMENTS

Public tender identification

Name: Photomultiplier 2
Public tender category: Supplies
Type of procedure: Small-scale contracting
Public tender URL address: <https://zakazky.muni.cz/vz00005677>

Contracting authority ID

Name: Masaryk University, Faculty of Science
Address: Kotlářská 267/2, 611 37 Brno
ID number: 00216224
Represented by: doc. Mgr. Tomáš Kašparovský, Ph.D., dean

1. PREAMBLE

1.1. The contract is awarded in the tender procedure outside of the Act No. 134/2016 Coll., on Awarding Public Contracts, as amended, (*hereinafter referred to as "the Act"*).

1.2. Funding:

- ☐ contracting authority seeks a subsidy on the performance of the public contract, programme name:
- ☐ contracting authority is a recipient of a subsidy on the performance of the public contract, programme name:
- ☒ the public contract will be paid from the contracting authority's own resources.

1.3. The contract is awarded via the electronic tool E-ZAK.

1.4. Contact person of the contracting authority for purposes of the tender procedure is: Mgr. Pavel Vicherek, phone number: +420 549 49 5464 and e-mail address: vicherek@sci.muni.cz.

1.5. **Tender form**

- a) The contracting authority submits a template of the tender form as Attachment which contains requirements prefilled by the contracting authority. Those requirements are necessary prerequisites for the supplier's participation in the tender procedure.

Supplier fill all requirements information in the tender form and the tender form will be submitted in tender.

- b) Suppliers shall prove meeting of all requirements set down by the contracting authority (i.e. requirements on a subject-matter of the public contract, requirements to present all documentation relevant for a tender evaluation) by submitting the tender form inclusive of all relevant attachments or other equivalent documents.

2. SUBJECT-MATTER OF THE PUBLIC CONTRACT, CONTRACT PERFORMANCE

CONDITIONS

- 2.1. Subject-matter of the public contract is a photomultiplier.
- 2.2. Minimal requirements on the subject-matter of the public contract are specified by technical, commercial and other contractual specifications which are a part of the Attachment of the tender documents.
- 2.3. The estimated value of the public contract is **500 000 Kč excluding VAT** and is set for the entire subject of performance for this contract and includes all costs associated with the subject of performance for this public contract.

2.4. Contract performance condition

Performance of a public contract is required under the business and contractual terms (including payment terms) specified in the draft contract contained in document "Contract proposal". Business terms and conditions are fixed for suppliers and can't be modified or supplemented in any way. Suppliers are not entitled to amend or supplement other information or data of the draft contract than those for which it is expressly set by the contracting authority.

2.5. The tender price

The tender price will be fill in by supplier to the determined place in the Tender form.

2.6. Technical conditions

The tender documents contain technical specifications which define in detail the characteristic, the technical specification and the requirements of the contracting authority on the subject of performance.

Technical conditions are binding for the supplier. Supplier shall fulfill all technical conditions set by the contracting authority.

Supplier shall prove that fulfill the technical conditions by offered subject of performance in documents "Technical conditions and technical specification" which will be submitted in tender.

Part of the "Technical conditions and technical specification" will be official technical documentation of the goods.

3. EVALUATION OF TENDERS

- 3.1. Submitted tenders shall be evaluated according to the following criterion of the economic advantageousness of the tender.

Criterion	Weightings of the partial criterion
Tender price	100 %

3.2. The manner of evaluation according to tender price

- a) The tender shall be ranked based on the tender price in CZK excluding VAT¹.
- b) Tender price shall be set in GBP/EUR/CZK² excluding VAT and it shall be referred to in the tender form.
- c) The best offer is the offer with the lowest tender price.

¹ If the tender price is not set in CZK, the conversion of the tender price excluding VAT to CZK shall be made by official exchange rate of Czech National Bank at the date of the expiry of the time limits for the submission of the tenders.

² Supplier must select currency.

4. OTHER REQUIREMENTS AND RECOMMENDATION FOR PROCESSING TENDERS

- 4.1. The tender must be fully written in Czech or Slovak or English language. Documents drafted in any other language must be accompanied by their translation to the Czech or Slovak or English language.
- 4.2. In case of conflict of the content of documents,
 - a) which were expressly required by the contracting authority in the tender documents with other documents which were submitted by the supplier, information stated in document required by the contracting authority shall prevail,
 - b) which were not required by the contracting authority in the tender documents with the tender documents, information stated in this document shall prevail.

The possibility of the contracting authority's to require of the tenderer the explanations to the tender in writing is not affected thereby.
- 4.3. The contracting authority is not obliged to take into consideration any documents and information which a supplier submitted with the tender beyond the requirements specified in the tender documents.
- 4.4. Suppliers may submit the tender only in electronic form.
- 4.5. Each supplier shall submit no more than one tender.

5. METHODS OF SUBMITTING TENDERS

- 5.1. Tenders shall be submitted until **3. 4. 2020 9:00 a.m.**.
- 5.2. Suppliers may submit the tender only in electronic form.
- 5.3. Electronic tenders are being submitted via electronic tool E-ZAK at the web address of the public tender <https://zakazky.muni.cz/vz00005677> .

6. MISCELLANEOUS

- 6.1. Suppliers are not entitled to reimbursement of costs incurred in connection with the participation in the tender procedure.
- 6.2. The Contracting Authority reserves the right to change or supplement the terms either upon written request from suppliers or on its own initiative.
- 6.3. The contracting authority is entitled to reject all submitted tenders, or to cancel the tender procedure, without providing any reason up till entering the contract with the selected contractor.
- 6.4. **Electronic tool E-ZAK**
 - a) All actions during the tender procedure are processed electronically via electronic E-ZAK tool unless the contracting authority specifies otherwise in the tender documents or during the tender procedure. The contracting authority warns that suppliers need to process and complete so called "registration of the supplier" in order to be able to use all E-ZAK tool's functions.
 - b) The contracting authority recommends that suppliers ask the contact person of the contracting authority to be added to the public tender distribution list or to keep checking the address of the public tender.
 - c) If the contracting authority aids the supplier into the electronic tool E-ZAK, he will include supplier's contact information which is publicly available or other relevant contact information. All suppliers are obliged to review and eventually update their contact information before the completion of the registration in the electronic tool E-ZAK.

- d) All documents sent via the electronic tool E-ZAK are deemed to be properly delivered on the day of their delivery to the user account of addressee of the document in the electronic tool E-ZAK. The fact when and whether the addressee has read the document or when and whether the electronic tool E-ZAK has sent a notification to the contact email address of that addressee does not affect the delivery date.
- e) Terms and information related to the electronic tool E-ZAK including information about the usage of electronic signature are available on:
<https://zakazky.muni.cz/data/manual/EZAK-Manual-Dodavatele.pdf>
https://zakazky.muni.cz/data/manual/QCM.Podepisovaci_applet.pdf
- f) Supplier must follow contracting authority's requirements for contract or invoice requisites.

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