



TENDER DOCUMENTS

Identification of the Public Procurement

Name: Robotic system for automatic inspection, analysis and storage of crystallization plates at two temperatures

Type of the public procurement: Supplies

Type of procurement procedure: Open procedure

Address of the public procurement: <https://zakazky.muni.cz/vz00005693>

Identification of Contracting Authority

Name: Masaryk University – Central European Institute of Technology

Registered office: Žerotínovo nám. 617/9, 601 77 Brno

Reg. No.: 00216224

Represented by: Mgr. Jiří Nantl, LL.M., director

1. PREAMBLE

1.1. The public contract is awarded in the procurement procedure pursuant to Act No. 134/2016 Sb., on Public Procurement (*the "PPA"*).

1.2. A grant for the implementation of the public procurement::

- Contracting Authority seeks a grant for the implementation of the public procurement; name of the programme: *name of the programme*
Contracting Authority is the recipient of a grant for the implementation of the public procurement; the name of the programme: CIISB UP, r.n.: CZ.02.1.01/0.0/0.0/18_046/0015974
- Contracting Authority is the recipient of a grant for the implementation of the public procurement; the name of the programme: CIISB UP, r.n.: CZ.02.1.01/0.0/0.0/18_046/0015974
- The public procurement shall be covered by the own resources of Contracting Authority.

1.3. The public procurement is awarded electronically through the E-ZAK electronic tool.

1.4. Contracting Authority's contact person for the purpose of this procurement procedure is Michal Boroš, tel. No. +420 54949 3220 and e-mail michal.boros@ceitec.muni.cz.

1.5. **Offer Form**

- a) Contracting Authority shall submit to Contractors, by means of the Appendix hereto, a sample Offer Form containing pre-filled requirements of Contracting Authority which are mandatory for Participants in order to join the procurement procedure.
- b) Meeting of all requirements of Contracting Authority, i.e. the requirements for the subject-matter of the public contract, the qualification, or the submission of the data decisive for the evaluation, shall be proved by Contractors by submitting the Offer Form, including relevant annexes or other equivalent documents.

2. SUBJECT-MATTER OF THE PUBLIC PROCUREMENT, TERMS AND

CONDITIONS OF PERFORMANCE

2.1. The subject-matter of the public procurement is a robotic system for automatic inspection, analysis and storage of crystallization plates at two temperatures.

The minimum requirements for the subject-matter of the public procurement shall be defined by technical, commercial, and other contractual terms and conditions which are included in the appendices hereto.

2.2. The assumed value of the public contract is CZK **14.636.700** without value added tax ("**VAT**").

2.3. The estimated value of a public contract has been set in the light of the maximum amount of funds available to the contracting authority for a given public contract, the bid with a value exceeding the estimated value of the public contract will be assessed as failing to meet the contracting authority's requirements leading to the exclusion of the bid and subsequently excluding the participant from further participation in the award procedure .

2.4. Classification of the subject-matter of the public procurement according to the Common Procurement Vocabulary (*the "CPV"*):

Type of performance	CPV code
Laboratory, optical and precision equipments (excl. glasses)	38000000-5

2.5. **Reserved Changes to the Commitment**

- a) Contracting Authority reserves the possibility of changing the commitment from the public procurement contract. The conditions for such changes are defined in the business and other contractual terms and conditions.

3. EVALUATION OF OFFERS

3.1. Submitted offers shall be evaluated according to their economic advantage under mentioned criterion

Criterion	Criterion weight
Tender Price	100 %

3.2. **The Method for the Evaluation of Offers under the Criterion of the Offer Price**

- a) The tender price shall be ranked based on the tender price in CZK excluding VAT.
- b) The tender price shall be set in CZK or EUR excluding VAT and it shall be referred into the Offer Form. 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.
- c) The offer with the lowest offer price shall be evaluated as the best.

4. QUALIFICATIONS

Contractors shall be obliged to prove the qualifications required by Contracting Authority.

4.1. **Basic qualification** is provided by Contractors who meet the requirements under S 74 (1) (a) to (e) of the PPA.

4.2. Professional qualification requirements under S 77 (1) of the PPA are stipulated by Contracting Authority in a sample statutory declaration included in the Offer Form.

4.3. Selected Contractor shall submit master or certified copies of the qualification documents at Contracting Authority's request. Contracting Authority shall exclude Contractor that fails to submit such documents.

5. OTHER REQUIREMENTS AND RECOMMENDATIONS FOR PROCESSING OFFERS

- 5.1. Any offer shall be fully processed either in the Czech, Slovak or English languages.
 - 5.2. In case of a discrepancy between the information contained in the documents,
 - a) the submission of which is explicitly requested by Contracting Authority in the tender specifications, and the information given in the other documents submitted by Participant, the information specified by Contracting Authority in the required documents shall be valid;
 - b) the submission of which is not requested by Contracting Authority in the tender specifications, and the information specified therein, the tender specifications shall have the priority.
- The possibility for Contracting Authority to proceed in accordance with S 46 of the PPA is not affected thereby.
- 5.3. Contracting Authority is not obliged to take account of any documents and data submitted by Participant in their offer beyond the obligations laid down in the tender specifications.
 - 5.4. Offers can be processed **exclusively in electronic form**.
 - 5.5. Each Contractor may only submit one offer. Participant shall not be a person through whom another Participant in the same procurement procedure proves their qualification.

6. METHOD OF OFFER SUBMISSION

- 6.1. Offers shall be submitted no later than by **15. 6. 2020 10:00 a.m. CET (GMT + 1)**.
- 6.2. **Offers** shall be submitted through the E-ZAK electronic tool at the address of the public procurement.

7. OTHER TERMS AND CONDITIONS

- 7.1. Participants shall not be entitled to any compensation of the costs associated with their participation in the procurement procedure.
- 7.2. The Contracting Authority reserves the right to publish the notices of exclusion of the tenderer or the supplier's selection notice on the profile of the Contracting Authority (E-ZAK electronic tool.). In such a case, the notice shall be deemed to have been served on all parties to the procurement procedure at the time of their publication.
- 7.3. In case of any ambiguities in the tender documents, Contractors shall be entitled to require Contracting Authority to clarify the tender documents. Any requests for clarification of the tender documents shall be submitted by Contractors solely through the E-ZAK electronic tool.
- 7.4. **E-ZAK Electronic Tool**
 - a) Unless otherwise stipulated by Contracting Authority in tender specifications or the course of procurement procedure, any operations within the procurement procedure shall be carried out by the means of E-ZAK electronic tool. Contracting Authority reminds Contractor that **in order to fully utilize all the possibilities of the E-ZAK electronic tool, so-called Contractor's registration shall be done and completed**.
 - b) Contracting Authority recommends that Contractors request from Contracting Authority's contact person the assignment to the public procurement or check regularly the address of the public procurement.
 - c) Having entered Contractor in the E-ZAK electronic tool, Contracting Authority shall provide as contact information the one they received as publicly available, or other appropriate contact information. It shall be the responsibility of each Contractor to review and, if necessary, modify or

supplement their contact information before completing the registration in the E-ZAK electronic tool.

- d) Any documents sent via E-ZAK electronic tool are considered to be duly delivered as of the date of their delivery to the user account of the addressee of the document in the E-ZAK electronic tool. The delivery of the document shall not be affected by the fact whether or not the document was read by the addressee, or whether the E-ZAK electronic tool sent a notification to addressee's contact e-mail address that a new message had been delivered to their user account in the E-ZAK electronic tool.
- e) In line with the increasing requirements for cyber security, the rules for electronic communications are tightened. **From April 2, 2020 it will no longer be possible to submit tenders, requests to participate, preliminary offers, requests to participate in DNS and other messages to contracts published on the profile of the contracting authority of Masaryk University without the supplier's verified identity of the organization in E-ZAK.** The contracting authority therefore recommends that the supplier arrange for identity verification as soon as possible. Identity verification is possible via a data box or via E-ZAK user support in accordance with the EZAK system vendor's user manual.
- f) Terms and conditions as well as information regarding the E-ZAK electronic tool, including information on the use of an electronic signature, are available at:

<https://zakazky.muni.cz/data/manual/EZAK-Manual-Dodavatele.pdf>

https://zakazky.muni.cz/data/manual/QCM.Podepisovaci_applet.pdf

Mgr. Jiří Nantl, LL.M
director
(signed electronically)

Appendix No. 1 – Technical specifications

Appendix No. 2 – Offer form

Appendix No. 3 – Business terms and conditions