

TENDER DOCUMENTATION (PROCUREMENT DOCUMENTS)

Identification of the public contract

Title: **RCX2405 Genome-wide genotyping of a population-based cohort**

Type of public contract: Service

Type of procurement procedure: Zjednodušené podlimitní řízení / Simplified below-threshold procedure

Address of the public contract: <https://zakazky.muni.cz/vz00007046>

Identification data of the contracting authority

Title: **Masaryk University, Faculty of Science**

Headquarters: Kotelářská 267/2, 611 37 Brno

ID: 00216224

Represented by: prof. Mgr. Tomáš Kašparovský, Ph.D., dean

1. PREAMBLE

- 1.1. The public contract is awarded in a procurement procedure pursuant to Act No. 134/2016 Coll., on public procurement, as amended (*hereinafter referred to as "ZZVZ"*).
- 1.2. Subsidies for the implementation of public procurement:
 - the contracting authority seeks a grant for the implementation of a public contract
 - the contracting authority is the recipient of a subsidy for the public contract: R-Exposome
 - Chair: Unlocking the potential of RECETOX in Exposome research and EXposome Powered tools for healthy living in urbAN SETtings, both Horizon 2020
 - the public contract will be paid from the contracting authority's own resources.
- 1.3. The public contract is awarded electronically using the E-ZAK electronic tool. The contracting authority informs the supplier that **in order to make full use of all the possibilities of the E-ZAK electronic tool, it is necessary to carry out and complete the so-called supplier registration and to verify the identity of the supplier.** The terms and conditions and information concerning the E-ZAK electronic tool are available at the above-mentioned procurement address.
- 1.4. The contact person of the contracting authority for this procurement procedure is Ludmila Dostálová, tel. no. +420 775 631 819 and e-mail ludmila.dostalova@recetox.muni.cz.
- 1.5. **Tender form**
 - a) The contracting authority submits to the suppliers a sample tender form containing pre-filled requirements of the contracting authority, which are used as a condition for the participation of suppliers in the tender procedure.
 - b) **Suppliers shall demonstrate compliance with all the requirements of the contracting authority**, i.e. requirements for the subject matter of the tender, for qualification or for the submission of data relevant for evaluation, **by submitting the tender form including the relevant annexes** or other equivalent documents.

1.6. Responsible procurement

- a) Following the Strategic Plan of Masaryk University for the years 2021–2028 and based on the principles of public procurement set out in the Public Procurement Act, the contracting authority is interested in awarding a public contract in accordance with the principles of socially responsible procurement, environmentally responsible procurement and innovation.
- b) Aspects of socially responsible procurement, environmentally responsible procurement and innovation are reflected in commercial and other contractual terms and conditions.

2. SUBJECT OF THE PUBLIC CONTRACT, CONDITIONS OF PERFORMANCE

- 2.1. **The subject of the public contract is genome-wide genotyping of a population-based cohort.**
- 2.2. The minimum requirements for the subject of the public contract are defined in the technical, commercial and other contractual conditions, which are part of the sample tender form.

The estimated value of the public contract without reserved performance is **CZK 5 204 732.00** without value added tax (*hereinafter referred to as "VAT"*). **The financial limit given by the internal needs of the contracting authority is the amount of CZK 5 400 000.00 without VAT.**

- 2.3. Classification of the subject of the public contract according to the Common Procurement Vocabulary (*hereinafter referred to as "CPV"*):

Type of performance	CPV code
Analysis services	71620000-0
Laboratory services	71900000-0

3. EVALUATION OF TENDERS

- 3.1. The tenders submitted will be evaluated on the basis of their economic merit, specifically the tender price.
- 3.2. **Method of evaluation of tenders according to the criterion Tender price**
 - a) Tender price means the price for the performance of the subject of the public contract.
 - b) The tender price will be set in **CZK or EUR or GBP excluding VAT and will be indicated in the tender form**. To convert the tender price stated in EUR or GBP into CZK for tenders evaluation purposes, the current exchange rate of the CNB (Czech National Bank) on the day of the deadline for submission of tenders will be used.
 - c) The tender with the lowest tender price will be evaluated the best.

4. QUALIFICATIONS

Suppliers are required to demonstrate the qualifications required by the contracting authority.

- 4.1. **Basic eligibility** is available to suppliers who meet the requirements under Section 74(1)(a) to (e) of the ZZVZ.
- 4.2. **The requirements for technical qualifications** are set out in the tender form.

5. FURTHER REQUIREMENTS AND RECOMMENDATIONS FOR THE PREPARATION OF TENDERS

- 5.1. The tender must be prepared in Czech, Slovak or English.
- 5.2. In the event of a discrepancy between the information given in the documents,

- a) the submission of which is expressly required by the contracting authority in the tender conditions and the information given in other documents submitted by the tenderer in the tender, the information given in the documents required by the contracting authority shall apply;
- b) not required to be submitted in the tender by the contracting authority in the tender conditions, and the data specified in the tender conditions, the tender conditions shall prevail.

The possibility of the contracting authority to proceed according to § 46 of the ZZVZ is not affected.

- 5.3. The contracting authority is not obliged to take any account of documents and data submitted by the tenderer in the tender in excess of the obligations set out in the tender specifications.
- 5.4. Tenders can only be processed in electronic form.
- 5.5. Each supplier may submit only one tender. A tenderer may not be the person through whom another tenderer demonstrates qualification in the same procurement procedure.

6. METHOD OF SUBMISSION OF TENDERS,

- 6.1. Tenders must be submitted no later than **26/03/2024, 2:00 p.m.**
- 6.2. Tenders shall be submitted via the electronic tool E-ZAK at the address of the public contract.

7. ALTERATION OR SUPPLEMENTATION OF THE PROCUREMENT DOCUMENTS

- 7.1. Suppliers may request an explanation of the procurement documentation. The request for an explanation of the procurement documentation must be delivered to the contracting authority in accordance with the provisions of Section 98 ZZVZ. Suppliers must send the request for an explanation of the procurement documentation in written form in electronic form, primarily through the E-ZAK electronic tool.
- 7.2. In accordance with Section 98 (1) of the ZZVZ, the contracting authority may provide participants with an additional explanation of the procurement conditions even without a prior request.
- 7.3. In order to comply with the obligation according to the provisions of Section 54 (5) of the ZZVZ, the supplier's request for an explanation of the procurement documentation must be delivered to the contracting authority **no later than 7 working days before the end of the deadline for submitting tenders.**

8. OTHER CONDITIONS

- 8.1. Participants shall not be entitled to reimbursement of costs associated with participation in the procurement procedure.
- 8.2. In the event of any ambiguity in the tender documentation, suppliers are entitled to request the contracting authority to clarify the tender documentation. Suppliers are obliged to submit requests for clarification of the tender documentation exclusively via the E-ZAK electronic tool.
- 8.3. The contracting authority, as the personal data controller, informs the data subjects from whom it receives a tender that it processes personal data solely for the reason and for the purpose of fulfilling the legal obligations set out in the ZZVZ. Further information on the processing and protection of personal data is available here: <https://www.muni.cz/o-univerzite/uredni-deska/ochrana-osobnich-udaju>.

9. ATTACHEMENTS TO THE PROCUREMENT DOCUMENTATION

The attachments listed below are an integral part of the tender documentation:

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| Attachment No. 1 | Tender form – including requirements for the technical specification of the public contract and the conditions for the implementation of the public contract |
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