

TENDER DOCUMENTATION

Identification of the public contract

Title: Multichannel fluxgate magnetometer
Type of public contract: Supplies
Type of proceedings: Open procedure
Address of the public contract: <https://zakazky.muni.cz/vz00007217>

Identification data of the contracting authority

Title: Masaryk University - Faculty of Arts
Headquarters: Arna Novák 1/1, 602 00 Brno
ID: 00216224
Represented by: doc. Mgr. Irena Radová, Ph.D., Dean
(signed electronically)

1. Preamble

- 1.1. The public contract is awarded in a procurement procedure pursuant to Act No. 134/2016 Coll., on the award of 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; name of the programme: *name program*
 - the contracting authority is the recipient of a subsidy for the implementation of the public contract; the name of the programme: Operational Programme Jan Amos Komenský, project: *Ready for the future: understanding the long-term resilience of human culture* (RES-HUM), reg. no. CZ.02.01.01/00/22_008/0004593
 - the public contract will be paid from the contracting authority's own resources.
- 1.3. The public contract is awarded electronically using E-ZAK. The contracting authority informs the supplier that in order to make full use of all the possibilities of E-ZAK 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 relating to E-ZAK are available at the above-mentioned procurement address.
- 1.4. The contact person of the contracting authority for this procurement procedure is Mgr. Ing. Jan Drochytka and e-mail: drochytka@rect.muni.cz.

1.5. Offer 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 the suppliers in the 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 innovations are reflected in commercial and other contractual terms.

2. Subject of the public contract, conditions of performance

- 2.1. The subject of the tender is the supply of a multi-channel fluxgate magnetometer for the purpose of continuously recording the values of the Earth's magnetic field intensity at a frequency of hundreds of measurements per second. The instrument will provide the capability to perform large-scale and highly accurate geomagnetic surveys of both individual archaeological sites and entire landscapes, enabling highly accurate detection of archaeological or geological structures in the landscape.

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 annex to the tender documentation.

- 2.2. The estimated value of the public contract is **CZK 3,500,000** excluding value added tax (*hereinafter referred to as "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 |
|--|------------|
| Geological and geophysical instruments | 38200000-7 |
| Magnetometric geophysical instruments | 38260000-5 |

3. Qualifications

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

- 3.1. Suppliers who meet the requirements of Article 74(1)(a) to (e) have the **basic eligibility ZZVZ**.
- 3.2. **The requirements for professional competence** are set out by the contracting authority in a model affidavit in the tender form.

- 3.3. The selected supplier shall submit the originals or certified copies of the documents of qualification upon request of the contracting authority. The contracting authority shall exclude a supplier who fails to submit these documents.

4. Evaluation of offers

- 4.1. The tenders submitted will be evaluated on the basis of their economic merit in accordance with the following criteria

| Criterion | Weight of the criterion |
|-------------|-------------------------|
| Offer price | 100 % |

- 4.2. 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 offer price will be set in **CZK excluding VAT and will be indicated in the E-ZAK.**
 - c) The bid with the lowest bid price will be evaluated the best.

5. Further requirements and recommendations for the preparation of tenders

- 5.1. The tender must be prepared in full in Czech, Slovak or English.
- 5.2. Tenders can only be processed in electronic form.
- 5.3. 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 via E-ZAK no later **than the end of the deadline for submission of tenders indicated** at the address of the tender.

7. Other conditions

- 7.1. The parties shall not be entitled to compensation for the costs of participating in the proceedings.
- 7.2. 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 entitled to submit requests for clarification of the tender documentation, inter alia, via E-ZAK.
- 7.3. 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>.