

## TENDER DOCUMENTATION

### Identification of the public contract

**Title:** Programmable puller of glass microelectrodes  
Type of public contract: Supplies  
Public procurement regime: Small-scale public contract  
Address of the public contract: <https://zakazky.muni.cz/vz00007173>

### Identification data of the contracting authority

**Title:** Masaryk University - Faculty of Medicine  
Headquarters: Kamenice 753/5, 625 00 Brno  
ID: 00216224  
Represented by: prof. MUDr. Martin Repko, Ph.D., Dean of the Faculty of Medicine of MU

## 1. PREAMBLE

- 1.1. The public contract is awarded in a tender procedure outside the regime of Act No. 134/2016 Coll., on public procurement.
- 1.2. Subsidies for the implementation of public procurement:
  - the contracting authority seeks a grant for the implementation of a public contract; the name of the programme:
  - the contracting authority is the recipient of a subsidy for the implementation of the public contract; the name of the programme: Operational Programme Jan Ámos Komenský, MUNI4PhD, reg.no. CZ.02.01.01/00/22\_012/0008113,
  - 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 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 tender procedure is Mgr. Lucie Pavelková, [pavelkova@rect.muni.cz](mailto:pavelkova@rect.muni.cz).
- 1.5. **Offer form**
  - a) The contracting authority submits to the suppliers a sample offer 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, 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.
- 1.7. The tender documentation is drawn up in both Czech and English. In the event of any inconsistencies within the technical specification between the Czech and English language versions, or in the event of a dispute over the interpretation of terms used within the technical specification, the English language version shall prevail. In other cases, the Czech version shall prevail.

## 2. SUBJECT OF THE PUBLIC CONTRACT , CONDITIONS OF PERFORMANCE

- 2.1. The subject of the public contract is the delivery of a programmable glass microelectrode tractor.
- 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 **515.000,- CZK without value added tax** (*hereinafter referred to as "VAT"*).

## 3. EVALUATION OF OFFERS

- 3.1. The tenders submitted will be evaluated on the basis of their economic merit as follows the criteria listed below

Criterion	Weight of the criterion
Tender price in CZK without VAT	100 %

#### 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 shall be set in **CZK or EUR or GBP or USD, excluding VAT**, and shall be indicated in the tender form. The current CNB exchange rate on the day of the deadline for submission of tenders shall be used to convert the tender price quoted in EUR or GBP or USD into CZK for the purpose of evaluating tenders.
- c) The bid with the lowest bid price will be evaluated the best.

## 4. QUALIFICATIONS

Suppliers are required to demonstrate the qualifications required by the contracting authority. The requirements for basic and professional qualifications are set out by the contracting authority in the tender form.

## 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. 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 terms of reference and the information specified in the terms of reference, the terms of reference shall prevail.

The possibility of review of such documents by the contracting authority 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 tender procedure.

## 6. METHOD OF SUBMISSION OF TENDERS

- 6.1. Tenders must be submitted no later **than the end of the deadline for submission of tenders indicated in the electronic tool E-ZAK** at the address of the public contract.
- 6.2. Tenders shall be submitted via the electronic tool E-ZAK at the address of the public contract.

## 7. OTHER CONDITIONS

### 7.1. Negotiation of tenders

The Contracting Authority reserves the right to discuss the tenders with the participants. In such a case, the contracting authority shall proceed in accordance with Section 61(8) to (12) of Act No. 134/2016 Coll., on public procurement, as amended.

- 7.2. Participants shall not be entitled to reimbursement of costs associated with participation in the selection procedure.

### 7.3. Explanation of the tender documentation

The supplier is entitled to request in writing from the contracting authority an explanation of the terms of reference. The written request must be received by the contracting authority no later than 4 working days before the deadline for the submission of tenders. The contracting authority may also provide an explanation of the specifications without prior request or on the basis of a late request. The contracting authority shall publish, send or transmit the clarification of the tender specifications, or any related documents, no later than 2 working days after receipt of the request. If the contracting authority provides an explanation in response to a request for clarification that is not received in time, it does not have to respect this deadline. Where a request for an explanation of the specifications is received in time and the contracting authority does not provide an explanation within 2 working days, it shall extend the time limit for the submission of tenders by at least as many working days as the time elapsed between the receipt of the request for an explanation of the specifications and the provision of the explanation. The contracting authority shall send the explanation of the tender specifications, without identifying the supplier who requested the explanation, including the exact wording of the request for an explanation of the tender documentation, simultaneously to all the suppliers it invited in the context of the closed invitation, or shall publish the explanation in the same way as it published the invitation to tender in the open invitation. The contracting authority may amend or supplement the tender specifications before the deadline for the submission of tenders. The amended or supplemented specifications must be published or notified to

suppliers in the same way as the amended or supplemented specification. Where the nature of the supplement or amendment to the specifications so requires, the contracting authority shall at the same time extend the time limit for the submission of tenders accordingly. In the case of such an amendment or supplement to the terms of reference which may widen the range of possible tenderers, the contracting authority shall extend the time limit for the submission of tenders so that it is at least its full original length from the date of dispatch of the amendment or supplement to the terms of reference.

- 7.4. The contracting authority reserves the right to amend or supplement the tender documentation, either on the basis of requests from suppliers for clarification of the tender documentation or on its own initiative.
- 7.5. The contracting authority is entitled to reject all submitted tenders or cancel the tender procedure without giving any reason until the contract with the selected supplier is concluded.
- 7.6. The contracting authority, as the personal data administrator, 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 Act No. 134/2016 Coll., on public procurement. Further information on the processing and protection of personal data is available here: <https://www.muni.cz/o-univerzite/uredni-deska/ochrana-osobnich-udaju>.