

TENDER DOCUMENTATION

Identification of the public contract

Title: **Language Proofreading in General (Classical) Archaeology**
Type of public contract: Services
Public procurement regime: Small-scale public contract
Address of the public contract: <https://zakazky.muni.cz/vz00007293>

Identification of the contracting authority

Title: **Masaryk University - Faculty of Arts**
Headquarters: Arna Nováka 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 tender procedure outside the regime of Act No. 134/2016 Coll., on public procurement.
- 1.2. Subsidies for the implementation of the public contract:
 - the contracting authority seeks a grant for the implementation of the public contract; the name of the programme: *title of the programme*
 - the contracting authority is the recipient of a subsidy for the implementation of the public contract; the name of the programme: Programme Johannes Amos Comenius, project: *Ready for the future: understanding long-term resilience of the 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 the electronic tool E-ZAK. The contracting authority informs the supplier that in order to make full use of all the possibilities of the E-ZAK, 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 are available at the above mentioned Public contract address.
- 1.4. The contact person of the contracting authority for this tender procedure is Mgr. Ivana Stehlíková, phone number 777 479 136 and e-mail stehlikova@rect.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, qualification and 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 the public contract in accordance with the principles of socially responsible procurement, environmentally responsible procurement and innovation.
- b) Aspects of socially responsible and environmentally responsible procurement and innovation are reflected in commercial and other contractual terms and conditions.

2. Subject-matter of the public contract, conditions of performance

- 2.1. The subject-matter of the public contract is language proofreading of academic texts in English in the field of general (classical) archaeology, mainly archaeology in general, but also classical archaeology, montane archaeology, geophysics, archaeozoology, archaeobotany, palynology, geochemistry, geology, mineralogy, pedology, microbiology and geography, intended for publication in international journals.

The minimum requirements for the subject-matter of the public contract are defined in the technical, commercial and other contractual terms and conditions, which are part of the annex to the tender documentation.

- 2.2. The estimated value of the public contract without reserved performance is **215,000 CZK** without value added tax (*hereinafter referred to as "VAT"*).
- 2.3. The contracting authority states that the estimated value is a maximum for the tender price.

2.4. Reserved changes in obligation

The contracting authority reserves changes in the obligations arising from the public contract. The terms and conditions for such changes are defined in the commercial and other contractual terms and conditions.

3. Evaluation of tenders

- 3.1. The tenders submitted will be evaluated on the most economically advantageous tender as follows the criteria listed below

Criterion	Weight of the criterion
Tender price	
Tender price per 1 standard page within 48 hours according to clause II.3) a) of the Contract	23 %
Tender price per 1 standard page within 72 hours according to clause II.3) b) of the Contract	23 %
Tender price per 1 standard page according to clause II.3) c) of the Contract	23 %

Experience as a proofreader31 %

The most advantageous tender is the one which obtains **the highest total number of points, i.e. the sum of the scores** obtained in the sub-criteria multiplied by the weight of the relevant criterion.

3.2. Method of evaluation of tenders according to the criterion [Tender price](#)

- a) The tender price is the price per standard page.
- b) The tender price will be determined by in **CZK excluding VAT and will be indicated in the electronic tool E-ZAK.**
- c) **The number of points** that can be achieved for the Tender Price is given by the following formula:

$\text{Number of points} = \frac{\text{the offer lowest Bid Price}}{\text{rated offer}} \times \text{weight of the criterion}$
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- d) The resulting score will be mathematically rounded to two decimal places.

3.3. Method of evaluation of tenders according to the criterion [Experience as a proofreader](#)

- a) The participant may submit up to 10 proofreading assignments for the provision of similar language proofreading services provided in the last 3 years prior to the start of the tender.
- b) In the context of these reference contracts and taking into account the nature of the contracting authority, the contracting authority aims to obtain suppliers with experience in the scientific research environment, such as research institutions or universities. The contracting authority will better evaluate experience in a scientific research environment.
- c) The participant shall be awarded 1 point for each reference contract meeting the minimum requirements set out in the tender form; the participant may be awarded an additional 1 point for each reference contract provided in a scientific research environment.
- d) Thus, a participant may receive a maximum of **20 points (before multiplying by the weight of the sub-evaluation criterion).**
- e) **The number of points** will be multiplied by the weight of the sub-evaluation criterion.

4. Qualifications

Suppliers shall demonstrate the qualifications required by the contracting authority. The qualification requirements 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

Tenders must be submitted via E-ZAK no later **than the end of the deadline for submission of tenders indicated** at the above mentioned Public contract.

7. Other conditions

- 7.1. Participants shall not be entitled to reimbursement of costs associated with participation in the selection procedure.
- 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 obliged to submit requests for clarification of the tender documentation, inter alia, via an electronic tool.
- 7.3. 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.
- 7.4. 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.
- 7.5. 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/en/about-us/official-notice-board/personal-data-protection>.