

TENDER DOCUMENTS

Identification of the Public Procurement

Name: Nanoparticle Tracking Analyser
Type of public procurement: Supplies
Type of procurement procedure: Small-scale public contract
Address of the public procurement: <https://zakazky.muni.cz/vz00007625>

Identification of the Contracting Authority

Name: Faculty of Medicine Masaryk University
Address: Kamenice 753/5, 625 00 Brno, Czech Republic
Company Registration Number: 00216224
Represented by: Prof. Martin Repko, MD, PhD, Dean

1. PREAMBLE

- 1.1. The public contract is awarded through a selection procedure outside the regime of the Public Procurement Act in accordance with Section 31 of Act No. 134/2016 Coll., on Public Procurement, as amended (hereinafter referred to as the "PPA").
- 1.2. A grant for the implementation of the public procurement:
- ☐ The Contracting Authority seeks a grant for the implementation of the public procurement; the name of the programme:
 - ☐ The Contracting Authority is the recipient of a grant for the implementation of the public procurement; the name of the programme:
 - ☒ The resources of the Contracting Authority shall cover the public procurement.
- 1.3. The public procurement is awarded electronically through the E-ZAK electronic tool.
- 1.4. The Contracting Authority's contact person for this procurement procedure is Rostislav Gnida, tel. +420 549 49 3523, and e-mail rostislav.gnida@med.muni.cz.

1.5. Responsible procurement

- a) By Masaryk University's Strategic Plan for 2021–2028 and based on the principles of public procurement set out in the PPA, the Contracting Authority is committed to awarding public contracts following the principles of socially responsible procurement, environmentally responsible procurement, and innovation.
- b) The commercial and other contractual terms and conditions reflect aspects of socially and environmentally responsible procurement and innovation.

1.6. Offer Form

- a) The Contracting Authority shall submit to Contractors, using the Appendix hereto, a sample Offer Form containing pre-filled requirements of the Contracting Authority that are mandatory for Participants to join the procurement procedure.

- b) Contractors shall prove that they have met all requirements of the 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, 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 contract is the supply of a Nanoparticle Tracking Analyser for measuring the size and concentration of extracellular vesicles, proteins and nucleic acids.

Technical, commercial, and other contractual terms and conditions, included in the appendices hereto, define the minimum requirements for the subject matter of the public procurement.

- 2.2. The assumed value of the public contract is **CZK 1 405 000** without value-added tax ("VAT").
- 2.3. Classification of the subject matter of public procurement according to the Common Procurement Vocabulary (*the "CPV"*):

Type of performance	CPV code
Analysers	38434000-6

3. EVALUATION OF OFFERS

- 3.1. Submitted offers shall be evaluated according to their economic advantage under the 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, excluding VAT, shall be set in CZK or EUR, GBP or USD and referred to in the Offer Form. If the tender price is not set in CZK, the official exchange rate of the Czech National Bank shall convert to CZK on the date the time limits for the submission of the tenders expire.
- c) The offer with the lowest offer price in CZK, excluding VAT, shall be evaluated as the best.

4. QUALIFICATIONS

Contractors shall be obliged to prove the qualifications required by the 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. The Contracting Authority stipulates **professional qualification** requirements under S 77 (1) of the PPA in a sample statutory declaration included in the Offer Form.
- 4.3. The supplier shall prove its qualification solely by means of a statutory declaration, which forms part of Appendix D – Offer Form.

5. OTHER REQUIREMENTS AND RECOMMENDATIONS FOR PROCESSING OFFERS

- 5.1. Any offer shall be fully processed in Czech, Slovak or English.
- 5.2. In case of a discrepancy between the information contained in the documents,
- a) where the submission of a document is explicitly required by the Contracting Authority in the tender specifications, and the information in such a document differs from the information in other documents submitted by the Participant, the information specified by the Contracting Authority in the required documents shall prevail;
 - b) where the submission of a document is not required by the Contracting Authority in the tender specifications, and there is a discrepancy between such a document and the tender specifications, the tender specifications shall take precedence.
- This does not affect the Contracting Authority's right to request clarification of the submitted documents.
- 5.3. The Contracting Authority is not obliged to consider any documents and data submitted by the 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. The 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 the end of the deadline for submission of offers indicated at the address of the tender.
- 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 are not entitled to compensation for the costs of participating 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 Contracting Authority profile (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 its publication.
- 7.3. In case of any ambiguities in the tender documents, Contractors are entitled to require the Contracting Authority to clarify them. Contractors shall submit any requests for clarification of the tender documents solely through the E-ZAK electronic tool.

7.4. E-ZAK Electronic Tool

- a) Unless otherwise stipulated by the Contracting Authority in tender specifications or the course of the procurement procedure, any operations within the procurement procedure shall be carried out through an E-ZAK electronic tool. The Contracting Authority reminds the Contractor that to utilise all the possibilities of the E-ZAK electronic tool fully, the so-called Contractor's registration shall be **completed**.
- b) The Contracting Authority recommends that Contractors request the assignment to the public procurement from the Contracting Authority's contact person or check the address of the public procurement regularly.
- c) Having entered the Contractor in the E-ZAK electronic tool, the Contracting Authority shall provide the contact information they received as publicly available or other appropriate contact

information. Each Contractor shall be responsible for reviewing and, if necessary, modifying or supplementing their contact information before completing the registration in the E-ZAK electronic tool.

- d) Any documents sent via the 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 addressee read the document or whether the E-ZAK electronic tool sent a notification to the addressee's contact e-mail address that a new message had been delivered to their user account in the E-ZAK electronic tool.
- e) The Contracting Authority, as the personal data controller, informs data subjects from whom it receives tenders that personal data is processed solely to comply with legal obligations as outlined in Act No. 134/2016 Coll., on Public Procurement. Further information on the processing and protecting personal data can be found here: <https://www.muni.cz/en/about-us/official-notice-board/personal-data-protection>.

In Brno, on 2 April 2025

Prof. Martin Repko, MD, PhD
Dean of the Faculty of Medicine of Masaryk University

for e-signature purposes on behalf of the Dean
Mgr. Rostislav Gnida
Public Procurement Manager

Appendices:

Appendix A – Business terms and conditions

Appendix B – Technical Conditions and Technical Specifications

Appendix C – An Itemized Budget

Appendix D – Offer Form