

TENDER DOCUMENTS

Public tender identification

Name: **MR compatible LCD screen for CEITEC MU (3rd repetition)**

Public tender

category: Supplies

Type of

procedure: Small-scale contracting

Public tender

URL address: https://zakazky.muni.cz/contract_display_7707.html

Contracting authority ID

Name: **Masaryk University – Central European Institute of Technology**

Address: Žerotínovo nám. 617/9, 601 77 Brno

ID number: 00216224

Represented by: Mgr. Roman Badík, MPA, Deputy Director of Administration

1. PREAMBLE

1.1. *The contract is awarded in the tender procedure outside of the Act No. 134/2016 Coll., on Awarding Public Contracts, as amended, (hereinafter referred to as “the Act”).*

1.2. Funding:

Contracting authority is a recipient of a subsidy on the performance of the public contract, programme name: Operational Programme Jan Amos Komenský, name of project Modernization VVI Czech-Biolmaging, project registration number CZ.02.01.01/00/23_015/0008205

1.3. The contract is awarded via the electronic tool E-ZAK.

1.4. Contact person for the contracting authority for the purposes of the tender procedure is: Mgr. et Mgr. Michal Boroš, e-mail address: michal.boros@ceitec.muni.cz.

1.5. Tender form

- a) The contracting authority submits a template of the tender form as an Attachment which contains the requirements prefilled by the contracting authority. Those requirements are necessary prerequisites for the supplier's participation in the tender procedure.
- b) Suppliers shall prove the meeting of all requirements set down by the contracting authority (i.e. requirements on a subject-matter of the public contract, requirements to present all documentation relevant for a tender evaluation) by submitting the tender form inclusive of all relevant attachments or other equivalent documents.

1.6. Responsible procurement

- a) The contracting authority is interested in awarding a public contract in accordance with the principles of socially responsible public procurement. In addition to the emphasis on purely economic parameters, socially responsible public procurement also takes into account the related impacts of the contract, especially in the areas of employment, social and labor rights and the environment.
- b) Aspects of socially responsible public procurement are taken into account in business and other contractual conditions.
- c) Given the nature of the public contract, the contracting authority did not identify other topics of responsible public procurement that would be in line with the defined subject-matter and purpose of the public contract.

2. SUBJECT-MATTER OF THE PUBLIC CONTRACT, CONTRACT PERFORMANCE CONDITIONS

2.1. Contracting authority requires the purchase of 1 piece of the MR compatible LCD screen for visual stimulation during acquisition in 3T MRI scanner.

Minimal requirements on the subject-matter of the public contract are specified by technical, commercial and other contractual specifications which are a part of attachments of the tender documents.

Contracting authority reserves the right to negotiate with the tenderers on the suppliers, in particular on the business terms and conditions. Modifications in the document - Appendix No. 3 – Business Terms and Conditions shall be made by the supplier in the amendment mode.

2.2. The estimated value of the public contract is **28 000 EUR excluding VAT**. The estimated value of a public contract has been set in the light of the maximum amount of funds available to the contracting authority for a given public contract, the bid with a value exceeding the estimated value of the public contract will be assessed as failing to meet the contracting authority's requirements leading to the exclusion of the bid and subsequently excluding the participant from further participation in the award procedure.

3. EVALUATION OF TENDERS

3.1. Submitted tenders shall be evaluated for each part of the following criterions.

Criterion	Weightings of the partial criterion
Tender price	100 %

3.2. The Method for the Evaluation of Offers under the Criterion of the Tender Price

- The tender price shall be ranked based on the tender price in EUR excluding VAT.
- The tender price shall be set in EUR or CZK excluding VAT and excluding import duty and it shall be referred into the Tender Form. If the tender price is not set in EUR, the conversion of the tender price excluding VAT to EUR shall be made by official exchange rate of Czech National Bank at the date of the submission of tenders by individual suppliers. If the exchange rate in question is not known on the day of submission of the tender by individual suppliers, the official exchange rate of Czech National Bank from the last working day before the day of the submission of the tender by individual suppliers will be decisive for the conversion.
- The contracting authority shall add to the tender price referred in the Tender form the value of the import duty on the date of submission of the tender.
- The offer with the lowest offer price shall be evaluated as the best.

4. OTHER REQUIREMENTS AND RECOMMENDATION FOR PROCESSING TENDERS

4.1. The tender must be fully written in Czech, Slovak or English language. Documents drafted in any other language must be accompanied by their translation to the Czech, Slovak or English language.

4.2. In case of a conflict of the content of documents,

- which were expressly required by the contracting authority in the tender documents with other documents which were submitted by the supplier, information stated in the document required by the contracting authority shall prevail,
- which were not required by the contracting authority in the tender documents with the tender documents, information stated in this document shall prevail.

The Contractor authority's right to review such documents is not thereby affected.

- 4.3. The contracting authority is not obliged to take into consideration any documents and information which a supplier submitted with the tender beyond the requirements specified in the tender documents.
- 4.4. Suppliers may submit the tender in **electronic form**.
- 4.5. The contracting authority does not allow any form of offer variations.
- 4.6. **The part of the tender must be completed and signed Appendix No. 2 (Tender form).**

5. METHODS OF SUBMITTING TENDERS, OPENING OF THE TENDERS SUBMITTED IN PRINTED FORM

- 5.1. Tenders shall be submitted by **the end of the period indicated on the profile of the contracting authority**.
- 5.2. Electronic tenders are submitted via electronic tool E-ZAK at the web address of the public tender.

6. MISCELLANEOUS

- 6.1. Participants are not entitled to reimbursement of the costs associated with participating in the procurement procedure.
- 6.2. **Explanation, amendment and completion of the tender dossier.**
 - a) Suppliers are entitled to require the Contracting authority to explain in writing the tender dossier. The written request must be delivered to the Contracting Authority no later than 4 working days before the deadline for submission of tenders.
 - b) The contracting authority shall send an explanation of the tender dossier, or any related documents, no later than 2 working days after receipt of the request referred to in point 6.2.a). If the contracting authority provides a clarification on a request for an explanation that is not delivered in time, it may not comply with the deadline specified in the previous sentence.
 - c) The contracting authority shall simultaneously send an explanation of the tender dossier, including the exact wording of the requirement under point (a), to all participants invited under the closed call, or publish an explanation of the tender dossier, including the exact wording of the application, in the same way as the open call notice.
 - d) The contracting authority may provide an explanation of the tender dossier without prior request. Points (a) and (b) shall apply mutatis mutandis.

The tender dossier contained in the tender documents may be amended or supplemented by the contracting authority before the deadline for submission of tenders. An amendment or supplementation to the tender dossier must be published or notified to the suppliers in the same way as the tender dossier, which has been amended or supplemented. Where the nature of the completion or amendment of the tender dossier so requires, the contracting authority shall simultaneously extend the time limit for the submission of tenders accordingly. In the event of such amendment or supplementation to the tender dossier which may extend the range of potential participants, the contracting authority shall extend the time limit to at least its full length since the publication or notification of the amendment or supplementation to the tender dossier.

- 6.3. The contracting authority is entitled to reject all submitted tenders or to cancel the tender procedure without providing any reason up till entering the contract with the selected contractor.

6.4. Electronic tool E-ZAK

- a) All actions during the tender procedure are processed electronically via the electronic E-ZAK tool unless the contracting authority specifies otherwise in the tender documents or during the tender procedure. The contracting authority warns that suppliers need to process and complete so called "registration of the supplier" in order to be able to use all E-ZAK tool's functions.

- b) The contracting authority recommends that suppliers ask the contact person from the contracting authority to be added to the public tender distribution list or to keep checking the address of the public tender.
- c) If the contracting authority aids the supplier in the electronic tool E-ZAK, he will include the supplier's contact information which is publicly available or other relevant contact information. All suppliers are obliged to review and eventually update their contact information before the completion of the registration in the electronic tool E-ZAK.
- d) All documents sent via the electronic tool E-ZAK are deemed to be properly delivered on the day of their delivery to the user addressee's account of the document in the electronic tool E-ZAK. The fact when and whether the addressee has read the document or when and whether the electronic tool E-ZAK has sent a notification to the contact email address of that addressee does not affect the delivery date.
- e) In line with the increasing requirements for cyber security, the rules for electronic communications are tightened. **From April 2, 2020 it has no longer been possible to submit tenders, requests to participate, preliminary offers, requests to participate in DPS and other messages to contracts published on the profile of the contracting authority of Masaryk University without the supplier's verified identity of the organization in E-ZAK.** The contracting authority therefore recommends that the supplier arrange for identity verification as soon as possible. Identity verification is possible via a data box or via E-ZAK user support in accordance with the EZAK system vendor's user manual.
- f) Terms and information related to the electronic tool E-ZAK including information about the usage of electronic signature are available on:
<https://zakazky.muni.cz/data/manual/EZAK-Manual-Dodavatele.pdf>
- g) Supplier must follow the contracting authority's requirements for contract or invoice requisites.

7. APPENDIXES

- Appendix No. 1 – Technical Specifications
- Appendix No. 2 – Attachment Tender Form
- Appendix No. 3 – Business Terms and Conditions

In Brno

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Mgr. Roman Badík, MPA, Deputy Director of
Administration