

## TENDER DOCUMENTATION

### Identification of the public contract

Name: **Laser Ablation Inductively Coupled Plasma Time of-Flight Mass Spectrometer**  
Type of procurement: Supply  
Type of procedure: Open procedure  
Public procurement address: <https://zakazky.muni.cz/vz00007810>

### Identification of the contracting authority

Name: **Masaryk University - Faculty of Pharmacy**  
Seat: Palackého třída 1946/1, 612 00 Brno  
ID NO: 00216224  
Represented by: Prof. PharmDr. Mgr. David Vetchý, 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 Public Procurement, as amended (*hereinafter referred to as "PPA"*).
- 1.2. Subsidies for the implementation of the public contract:
- ☐ The contracting authority seeks a subsidy for the implementation of the public contract;
  - ☒ the contracting authority is the beneficiary of a subsidy for the implementation of the public contract; name of the programme: **OP JAK ERDF - project reg. no. CZ.02.02.01/00/23\_023/0009100, "INVEST4MUNI"**
  - ☐ 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 contractor that in order to make full use of the E-ZAK's capabilities, it is necessary to carry out and complete the so-called supplier registration and to verify the identity of the contractor. 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. Lucie Pavelková, e-mail [.pavelkova@rect.muni.cz](mailto:pavelkova@rect.muni.cz)

1.5. **Tender form**

- a) The contracting authority submits to the suppliers a model tender form containing the pre-filled requirements of the contracting authority, which are a condition for the participation of the suppliers in the procedure.
- b) The suppliers shall demonstrate compliance with all the requirements of the contracting authority, i.e. the requirements for the subject 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 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 innovation are reflected in the commercial and other contractual terms and conditions.

## 2. Subject of the contract , terms of performance

2.1. The subject of the tender is the purchase of an analytical instrument - Laser Ablation Inductively Coupled Plasma Time of-Flight Mass Spectrometer (hereinafter referred to as **"LA-ICP(TOF)-MS"**).

The minimum requirements for the subject-matter of the tender are defined in the technical, commercial and other contractual conditions annexed to the tender documents.

2.2. The estimated value of the public contract is CZK **14 500 000,-** excluding value added tax (*hereinafter referred to as 'VAT'*).

2.3. Classification of the subject-matter of the public contract according to the Common Procurement Vocabulary (*hereinafter referred to as 'CPV'*):

Type of performance	CPV code
Laboratory, optical and precision instruments and equipment (excluding glasses)	38000000-5

### 3. Qualification

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

- 3.1. Suppliers who meet the requirements of Section 74(1)(a) to (e) of the PPA shall have **the basic qualification**.
- 3.2. **The requirements for professional competence** are set out by the procuring entity in a model affidavit in the tender form.

### 4. Evaluation of tenders

- 4.1. The tenders submitted will be evaluated on the basis of their economic merit according to the following criteria

Criterion	Weighting of the criterion
Tender price	100 %

- 4.2. **Method of evaluation of tenders according to the criterion Tender price**

- a) The tender price is the price for the performance of the subject-matter 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 will be used to convert the tender price quoted in EUR or GBP or USD into CZK for the purpose of evaluating tenders.
- c) The tender with the lowest tender price in CZK excluding VAT will be evaluated as the best tender.

### 5. Further requirements and recommendations for the preparation of tenders

- 5.1. The tender must be drawn up 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 specifications 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 prevail;
  - b) which the tenderer was not required to submit in the tender by the awarding authority in the tender specifications, and the information contained in the tender specifications, the tender specifications shall prevail.

- 5.3. The possibility for the contracting authority to proceed pursuant to Section 46 of the PPA is not affected.
- 5.4. 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 laid down in the tender specifications.
- 5.5. Tenders may only be submitted in electronic form.
- 5.6. Each supplier may submit only one tender. A tenderer may not be the person through whom another tenderer in the same procurement procedure demonstrates its qualifications.

## 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. Tenderers are not entitled to reimbursement of costs associated with participation in the tendering procedure.
- 7.2. In case of ambiguity in the tender documentation, suppliers are entitled to ask the contracting authority to clarify the tender documentation. The contracting authority prefers that suppliers submit requests for clarification of the tender documentation via the electronic tool E-ZAK.
- 7.3. The contracting authority, as a personal data controller, informs the data subjects from whom it receives a tender that it processes personal data solely for the purpose of and in order to fulfil the legal obligations set out in the PPL. Further information on the processing and protection of personal data is available here: <https://www.muni.cz/o-univerzite/uredni-deska/ochrana-osobnich-udaju>.