

TENDER DOCUMENTS

Identification of the Public Procurement

Name: University-wide Reservation System
Type of public procurement: Supplies
Type of procurement procedure: Simplified below-the-threshold procedure
Address of the public procurement: <https://zakazky.muni.cz/vz00007968>

Identification of the Contracting Authority

Name: Masaryk University – Institute of Computer Science
Address: Žerotínovo nám. 617/9, 601 77 Brno, Czech Republic
Company Registration Number: 00216224
Represented by: Mgr. Jan Mysliveček, Ph.D., director of ICS

1. PREAMBLE

1.1. The public contract is awarded in the procurement procedure under Act No. 134/2016 Coll., on the Public Procurement Act (*the “PPA”*).

1.2. A grant for the implementation of the public procurement:

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 Mgr. Nikol Zrebná, tel. No. +420 771257852, and e-mail zrebna@ics.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.
- 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.

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 public procurement is the supply of a university-wide reservation system for faculties and other departments of Masaryk University (MUNI) that will be interested in using it to reserve equipment, facilities, and services. The system will serve approximately 20 different laboratories, will be accessed by approximately 1,000–1,500 users, and will integrate around 400 devices and other related services. The goal is to provide a general system that is sufficiently modular to accommodate the specifics of different types of workplaces, especially in terms of specific reservation forms, graphical displays, etc. The data basis will be the same, with the basic entities (equipment, service, project, request, etc.) and roles, including permissions. The ways in which the reservation system can be used are demonstrated in individual workflows.

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 estimated value of the public contract for the entire duration of the agreement is a maximum of **CZK 5 390 000**, excluding VAT, and includes all costs associated with the subject of this public contract.

2.3. Itemized budget

a) An integral part of the Offer Form shall be the itemized budget of the subject of the public contract (hereinafter referred to as the “budget”), which the participants shall prepare based on the template provided in the appendix to the tender documents.

b) Participants are required to duly price all items in the budget.

2.4. Reserved contract modifications

The Contracting Authority reserves the right to modify the obligations arising from the public contract.

2.5. Classification of the subject matter of public procurement according to the Common Procurement Vocabulary (*the “CPV”*):

Type of performance	CPV code
Information systems and servers	48800000-6

3. EVALUATION OF OFFERS

3.1. Submitted offers shall be evaluated according to their economic advantage under the mentioned criterion:

Criterion	Weightings of the criterion
Tender price	100 %

3.2. The Method for the Evaluation of Offers under the Criterion of the Tender 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 as the sum of the prices of in Itemized budget in CZK or EUR and referred to in the Offer Form. If the tender price is not set in CZK, the conversion of the tender price excluding VAT to CZK 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.
- 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 **technical qualification** requirements are stipulated by the Contracting Authority in a sample statutory declaration included in the Offer Form.
- 4.3. Selected Contractor shall submit documents proving its qualifications as required by the Contracting Authority and not already in its possession at the Contracting Authority's request. The Contracting Authority shall exclude the Contractor that fails to submit such documents.

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) the submission of which is explicitly requested by the Contracting Authority in the tender specifications, and the information given in the other documents submitted by Participant, the information specified by the Contracting Authority in the required documents shall be valid;
 - b) the submission of which is not requested by the Contracting Authority in the tender specifications, and the information specified therein, the tender specifications shall have the priority.The possibility for the Contracting Authority to proceed under S 46 of the PPA is unaffected.
- 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. 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>.

Mgr. Jan Mysliveček, Ph.D.
Director of Institute of Computer Science

Appendix A – Business terms and conditions

Appendix B – Technical Specifications and Technical Conditions (as Annex No. 1 of Business terms and conditions)

Appendix C – Offer Form

Appendix D – Minimal Required Workflows (as the Attachment of Technical Specifications and Technical Conditions)