

**TENDER DOCUMENTATION FOR PUBLIC CONTRACT PLACED IN
ACCORDANCE WITH THE ACT No. 137/2006 Coll., ON PUBLIC CONTRACTS,
AS AMMENDED (hereinafter „ACT“)**

1. PUBLIC CONTRACT TITLE

Public contract title:	The instrumentation XIV. for project R&D center for low-cost plasma and nanotechnology surface modifications reg. n. CZ.1.05/2.1.00/03.0086 – Part 1 – Drying and sintering furnace
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2. IDENTIFICATION DATA OF CONTRACTING AUTHORITY

Business company or title / business company or first name and surname:	Masarykova univerzita
Residence / place of business / place of permanent address (or delivery address):	Žerotínovo nám. 617/9, 601 77 BRNO
Company ID No.:	00216224
Person authorised to act on behalf of the contracting authority:	Doc. RNDr. Jaromír Leichtmann, Dr., děkan Přírodovědecké fakulty MU

3. IDENTIFICATION DATA OF THE PERSON REPRESENTING THE CONTRACTING AUTHORITY IN ACCORDANCE WITH § 151 OF THE ACT

Business company or title / business company or first name and surname:	GORDION, s.r.o.
Residence / place of business / place of permanent address (or delivery address):	Kolmá 6/682, CZ 190 00 Praha 9 – Vysočany, Czech Republic Commercial representation: Drozdovice 4, CZ 796 01 Prostějov, Czech Republic
Company ID No.:	26147921
Person authorised to act on behalf of the contracting authority:	Mgr. Pavel Robek
Contact person:	Blanka Dosedělová
Telephone, fax, e-mail:	+ 420 582 335 705, +420 582 335 705, dosedelova@gordion.cz

4. CLASSIFICATION OF THE PUBLIC CONTRACT SUBJECT

Type of public contract: public supply contract

Title	CPV
Industrial or laboratory furnaces, incinerators and ovens	42300000-9

5. EXPECTED VALUE OF THE PUBLIC CONTRACT



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Expected value of the public contract: 1 310 000 CZK – VAT not included

The mentioned estimated public contract value is the highest possible in relation to the bid price. Any higher tender price is not acceptable to the contracting authority because of the limited funding resource and any such higher bid by candidate will be rejected.

6. SPECIFICATION OF THE PUBLIC CONTRACT SUBJECT

The object of fulfilment of public contract is supply of new drying and sintering furnace in the extent and accordance with the tender documentation.

High-temperature sintering furnace up to 1800°C for firing ceramics in controlled atmosphere, with a programmable control unit, including transportation, installation at the client site and training of operation personnel. Minimum internal dimensions: 30cm x 40 cm bottom, height 25cm. Furnace design should ensure a high degree of homogeneity of the temperature field. The oven must include a chimney for exhaust gases. The oven must allow firing in the air and in controlled atmosphere of inert gas (N₂ and Ar). The oven must be equipped by means (e.g. protective muffle) for preventing corrosion of the heating elements to improve their service life.

The public contract subject is specified by the Contract, which forms an Annex to the terms of reference.

The contracting authority informs the applicant that this public contract is financed from the Operation programme Research and development for innovations (hereinafter OP VaVpl) of the Ministry of Education, Youth and Sports.

Project R&D center for low-cost plasma and nanotechnology surface modifications reg. no. CZ.1.05/2.1.00/03.0086

7. TECHNICAL SPECIFICATION ACCORDING TO § 45 OF THE ACT, IF THIS IS SUBSTANTIATED BY THE PUBLIC CONTRACT SUBJECT

Technical specification of the supply, which form the subject of the public contract is an inseparable part of the Contract, such as its Annexe No.1. The applicant will fill in this Annexe and will possibly complete it by adding his own Technical specification or description of the supplied equipment in Czech or English language.

8. BUSINESS CONDITIONS, INCLUDING PAYMENT TERMS, OR POSSIBLY ALSO OBJECTIVE CONDITIONS, UNDER WHICH IT IS POSSIBLE TO EXCEED THE AMOUNT OF THE BIDDING PRICE

8.1. PAYMENT TERMS

Binding payment terms are specified in the template of the Contract, such as Annexe No. 1 of the tender documentation.

8.2. OBJECTIVE CONDITIONS, UNDER WHICH IT IS POSSIBLE TO EXCEED THE AMOUNT OF THE BIDDING PRICE



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The contracting authority does not allow any exceeding of the bidding price, excepting the case described in item 4.5 of the Contract.

9. REQUIREMENTS OF VARIANTS OF OFFERS

The contracting authority does not allow any variants of offers.

10. REQUIREMENT REGARDING THE CALCULATION METHOD OF A TENDER PRICE

Requirements to manner of calculation of the tender price are specified in the template of the Contract.

11. OTHER REQUIREMENTS OF THE CONTRACTING AUTHORITY TO FULFILMENT OF THE PUBLIC CONTRACT

11.1. Requirement to specification of sub-contractors

The contracting authority requires in conformity with § 44 par. 6 of the Act that the applicant in his offer specifies those parts of the public contract, which he intends to order to one or to several sub-contractors, and to give their identification data (§ 17 letter d) of the Act), as well as as contact data of each sub-contractor. The applicant in his offer will submit a declaration, in which he will described the system of sub- contractor together with specification, what part of this public contract will be realised by the concrete sub-contractor – with specification of the type of supplies, services or construction works, and with specification of his percentage (%) financial share in the public contract.

12. QUALIFICATION REQUIREMENTS

Detailed specification of qualification prerequisites is given in the Qualification documentation, which forms an Annexe No. 2 to the Terms of reference. Qualification documentation stipulates in detail specification and manner of demonstration of qualifications.

13. MANNER OF EVALUATION OF OFFERS

The basic evaluation criterion for the award of a public contract shall be economic advantageousness of the tender.

The evaluation will be performed in the following manner:

The evaluating committee will use for assessment of the offers the evaluation scale from 0 to 100 points. Each individual offer will be evaluated on the basis of partial evaluating criterion by points score, which will reflect success of the relevant offer in respect to that particular criterion.

For criteria that are expressed numerically, for which the best offer is the one with the smallest value of the criterion A. Offering price, D. Consumption of electricity ,E. Consumption of gases, the assessed offer will obtain the points score, which will be calculated by the ratio of the most appropriate offer to the evaluated offer multiplied by 100.

If the evaluating committee considers the value of another partial criterion than the offering price to be apparently disproportionate, the procedure described above is not used and the offer will get for this criterion 0 points. The evaluating committee must give reasons for this approach in its report on the assessment and evaluation of the offers.

The contracting authority has determined percentual weights for individual partial criteria according to their importance for the given selection procedure in such a manner that their sum is 100.

Partial evaluating criteria:

- A. Offering price.....weight 90 %**
B. Total price for the replacement of heating elements in CZKweight 5 %
C. Total price for the replacement of inner casement wall in CZKweight 5 %

The bidder will include into the Contract the data that are object of evaluation.

The bidder is not entitled to condition the data proposed by him by another condition. Such conditioning or presentation of several different values is the reason for exclusion of the bidder's offer from the selection procedure. The contracting authority will proceed similarly in the case that the bidder will present the value that is the object of evaluation in different quantity or form than stipulated by the contracting authority.

The following data are object of evaluation within the frame of partial evaluating criteria:

Ad A.) Within the partial criterion A. Offering price, the overall offering price for complete fulfilment of the object of public contract in CZK without VAT will be evaluated.

The contracting authority considers the lower price to be more advantageous.

Ad B.) Within the partial criterion B. Total price for the replacement of heating elements in CZK, it will be evaluated:

- Total price for the replacement of heating elements in CZK **(the lower total price for the replacement of heating elements in CZK will be evaluated with more points)**

Ad C.) Within the partial criterion C. Total price for the replacement of inner casement wall in CZK, it will be evaluated:

- Total price for the replacement of inner casement wall in CZK **(the lower total price for the replacement of inner casement wall in CZK will be evaluated with more points)**

14. REQUIREMENT FOR PROVISION OF TENDER SECURITY

The contracting authority does not require the tender security.

15. CONDITIONS AND REQUIREMENTS CONCERNING PREPARATION OF THE OFFER

15.1. The offer will be submitted in original and in one copy in writing for the purposes of presentation of documentation to the relevant control bodies; the offer will also contain the whole documentation in electronic form (preferably completely scanned) on suitable medium (CD). The offer and signed declaration of honour (annex "čestné prohlášení") must be in the



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Czech language! **English version of this tender documentation is only informative!** The contracting authority accepts the technical specification of supply in Czech or English language.

15.2. The offer will not contain and overtyping or corrections, which might confuse the contracting authority.

15.3. All the sheets of the offer, including its Annexes, will be duly numbered by ascending numbers, and the offer will be protected against an unauthorised manipulation.

15.4. The applicant will use the sequence of documents specified in the paragraphs below of these instruction for preparation of the offer:

15.4.1. Content of the offer. The offer will contain a content giving the numbers of pages of individual sections (chapters).

15.4.2. Signed draft Contract.

The Terms of reference contain the template of the Contract. The applicant **will only complete** the required missing data and he will include as a part of the offer the Contract signed by the person authorised to act on his behalf as Draft Contract. The Contract must by its content correspond to the terms of reference and to the content of the applicant's offer. If the Contract does not correspond to the terms of reference and to other parts of the applicant's offer, this fact will be the reason for exclusion of the offer and the applicant. If a person - different from the person authorised to act on the applicant's behalf – acts on behalf of the applicant, the Draft Contract must contain a proxy authorising this person to act. This proxy must be submitted in original or in officially certified copy.

Technical specification of the supply, which form the subject of the public contract is an inseparable part of the Contract, such as its Annexe No.1. The applicant **will fill** in this Annexe and complete it by adding his own Technical specification or description of the supplied equipment in Czech or English language.

15.4.3. Documents proving fulfilment of qualification.

15.4.4. Documents required according to §68 par. 3 of the Act.

- The list of statutory bodies or members of statutory bodies who have been in labour-law, functional or similar relation with the contracting authority in the preceding 3 years until the deadline of delivery period for offers signed by the person authorised to act on his behalf of the supplier;
- If the supplier is a joint stock company, a list of holders of shares whose aggregate nominal value exceeding 10% of the capital, drawn up by the deadline of delivery period for offers signed by a person authorised to act on behalf of the supplier;
- The statement that the supplier has not concluded and will not conclude the agreement under separate legal regulations in connection with the assigned public contract signed by the person authorised to act on his behalf of the supplier.

15.4.5. Other documents required by the contracting authority.



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16. COMMUNICATION BETWEEN THE CONTRACTING AUTHORITY AND THE SUPPLIERS

In the award of a public contract the contracting authority and suppliers are required to use only electronic means according to § 149 of the Act.

The contracting authority requires that the offer contains an applicant's declaration of honour with naming of the contact person including electronic contact (e-mail) for future communication within the frame of selection procedure. The applicant must submit a offer through the contact person and the electronic contact. The applicant, respectively contact person for tender must be qualified certificate holder for the electronic submission of offers.

The contracting authority will send all the documents within the selection procedure via electronic contacts presented in the offers of the applicants, or via their data boxes.

17. ADDITIONAL INFORMATION TO THE TERMS OF REFERENCE

It is possible to send the request for additional information to the terms of reference in writing (e-mail, post) anytime during the period of submission of offers to the contact person: Blanka Dosedělová, tel: + 420 582 335 705, fax: + 420 582 335 705, e-mail: dosedelova@gordion.cz

Additional information to the terms of reference, including exact wording of the requirement will be sent at the latest within 4 working days from the date of delivery of the supplier's request in accordance with § 49 par. 1 of the Act.

Additional information to the terms of reference, including exact wording of the requirement will be also published in the same manner as the documentation of terms of reference, which enables distance access, i.e. at the contracting authority profile.

18. REQUIREMENT FOR SUBMISSION OF THE OFFER IN ELECTRONIC FORM BY ELECTRONIC MEANS

The contracting authority does not require submission of the offers in electronic form.

The offer in electronic form does not exceed the size of 20 MB. The offer must be draw up through the acceptable file formats, i.e. Microsoft Office (Word, Excel), Open Office, PDF, JPEG, GIF, ZIP or PNG3. The applicant must be connected to the Internet (Microsoft Internet Explorer version 6.0 or higher), Java Script must be enabled.

19. INSPECTION OF THE SITE OF FULFILMENT

Due to the character of the subject of fulfilment of the public contract no inspection of the site of fulfilment will be made.

20. DEADLINE AND PLACE FOR SUBMISSION OF THE OFFERS

Deadline for submission of the offers: **Date:** 31.7.2012

Hour: 12:00



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Address for submission of the offers: GORDION, s.r.o., Drozdovice 4, 796 01 Prostějov

Contact person for receipt of the offers: Klára Dosedělová, tel: + 420 582 335 705

The applicant shall submit the offer in accordance with § 69 of the Act. The applicant may deliver the offers in whole time for the deadline for submission of the offers on weekdays from 8:00 to 12:00 pm and from 14:00 - 16:00 hrs, the last day of submission of the offers by 12.00 am, at the Secretariat of GORDION Ltd., Drozdovice 4, 796 01 Prostějov, to contact person for receipt of offers. The offers must be delivered in properly sealed envelope marked with the title of a public contract, the address to which it is possible to send a notification pursuant to § 71 paragraph 6 of the Act, the envelope must be marked by the words "NABÍDKA – NEOTEVÍRAT " and by the address of the applicant.

21. OTHER PARTS OF THE TERMS OF REFERENCE - ANNEXES

- Annex No. 1 – Contract (only in Czech language)
- Annex No. 2 – Documentation of qualifications
- Annex No. 3 – Check sheet
- Annex No. 4 – Declaration of honour to demonstrate the fulfilment of qualifications

In Brno on ...

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Doc. RNDr. Jaromír Leichmann, Dr.

Dean of the Faculty of Science of Masaryk University



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