

TENDER DOCUMENTATION

Identification of the Public Procurement

Name: Peptide synthesizer II

Type of the public procurement: Supplies

Type of procurement procedure: Simplified sublimit procedure

Address of the public procurement: <https://zakazky.muni.cz/vz00007982>

Identification data of the Contracting Authority

Name: Masaryk University, Faculty of Science

Registered office: Žerotínovo nám. 617/9, 601 77 Brno

Correspondence address: Kotlářská 267/2, 611 37 Brno

Reg. No. (ID): 00216224

Represented by: prof. Mgr. Tomáš Kašparovský, Ph.D., Dean

1. PREAMBLE

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

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

- ☐ Contracting Authority seeks a grant for the implementation of the public procurement; name of the programme: *name of the programme*
- ☒ Contracting Authority is the recipient of a grant for the implementation of the public procurement; the name of the programme: Branco Weiss Fellowship
- ☒ The public procurement shall be covered by the own resources of Contracting Authority.

1.3. The public contract is awarded electronically using the E-ZAK electronic tool. The contracting authority informs the supplier that in order to make full use of all the possibilities of the E-ZAK electronic tool, it is necessary to carry out and complete the so-called supplier registration and to verify the identity of the supplier. Terms and conditions and information concerning the E-ZAK electronic tool are available at the above-mentioned procurement address.

1.4. Contracting Authority's contact person for the purpose of this procurement procedure is Mgr. Pavel Vicherek, tel. No. +420 549 49 5464 and e-mail vicherek@sci.muni.cz.

1.5. Offer Form

- a) Contracting Authority shall submit to Contractors, by means of the Annex hereto, a sample Offer Form containing pre-filled requirements of Contracting Authority which are mandatory for Participants in order to join the procurement procedure.
- b) Meeting of all requirements of 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, shall be proved by Contractors by submitting the Offer Form, including relevant annexes or other equivalent documents.

1.6. Responsible procurement

- a) In connection with the Strategic Plan of Masaryk University for the years 2021-2028 and on the basis of 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-MATTER OF THE PUBLIC PROCUREMENT, TERMS AND CONDITIONS OF PERFORMANCE

- 2.1. The subject-matter of the tender is the supply of a peptide synthesizer for fully automated solid-phase peptide synthesis (SPPS).

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

- 2.2. The assumed value of the public contract is CZK **3 554 000** without value added tax ("**VAT**").
- 2.3. Classification of the subject-matter of the public procurement according to the Common Procurement Vocabulary (*the "CPV"*):

Type of performance	CPV code
Laboratory, optical and precision equipments (excl. glasses)	38000000-5

3. EVALUATION OF OFFERS

- 3.1. Submitted offers shall be evaluated according to their economic advantage under this criterion:

Criterion	Criterion weight
Offer price	100 %

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

- a) The offer price shall be the price for the performance of the subject-matter of the public contract.
 - b) The offer price shall be set in USD, excluding VAT, and shall be quoted in the tender form (the supplier must select the currency).
 - c) The offer with the lowest offer price in USD excluding VAT shall be evaluated as the best.
- 3.3. Only offers that meet all the requirements of the Contracting Authority set out in the Annex Technical Specifications of these tender documents may be evaluated. If all requirements are not met, the tenderer will be excluded from further participation in the procedure. The tenderer is not entitled to make the data proposed by him subject to evaluation subject to any other condition. The imposition of conditions or the indication of several different values shall be grounds for the exclusion of the tenderer.

4. QUALIFICATIONS

Contractors shall be obliged to prove the qualifications required by 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. Professional qualification requirements are stipulated by Contracting Authority in a sample statutory declaration included in the Offer Form.

5. OTHER REQUIREMENTS AND RECOMMENDATIONS FOR PROCESSING OFFERS

- 5.1. Any offer shall be fully processed either in the Czech or Slovak or English languages.
- 5.2. In case of a discrepancy between the information contained in the documents,
- a) the submission of which is explicitly requested by Contracting Authority in the tender specifications, and the information given in the other documents submitted by Participant, the information specified by Contracting Authority in the required documents shall be valid;
 - b) the submission of which is not requested by Contracting Authority in the tender specifications, and the information specified therein, the tender specifications shall have the priority.

The possibility for Contracting Authority to proceed in accordance with S 46 of the PPA is not affected thereby.

- 5.3. Contracting Authority is not obliged to take account of any documents and data submitted by Participant in their offer beyond the obligations laid down in the tender specifications.
- 5.4. Offers can be processed in electronic form only.
- 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 must be submitted no later than the end of the deadline for submission of tenders specified in the electronic tool E-ZAK at the following address <https://zakazky.muni.cz/vz00007982>.
- 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 shall not be entitled to any compensation of the costs associated with their participation in the procurement procedure.
- 7.2. In case of any ambiguities in the tender documents, Contractors shall be entitled to require Contracting Authority to clarify the tender documents. Any requests for clarification of the tender documents shall be submitted by Contractors solely through the E-ZAK electronic tool.
- 7.3. As a personal data controller, the Contracting Authority 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 Act. 134/2016 Coll., on public procurement. Further information on the processing and protection of personal data is available here: <https://www.muni.cz/o-univerzite/uredni-deska/ochrana-osobnich-udaju>.

prof. Mgr. Tomáš Kašparovský, Ph.D.
Dean
(signed electronically)