



EVROPSKÁ UNIE  
EVROPSKÝ FOND PRO REGIONÁLNÍ ROZVOJ  
INVESTICE DO VAŠÍ BUDOUCNOSTI



**Contracting authority: Masaryk University**  
The Faculty of Arts  
ID No: 00216224  
Tax ID No.: CZ00216224  
Registered office at: Arna Nováka 1/1, 602 00 Brno,  
The Czech Republic  
Represented by: Prof. Milan Pol, Dean  
contact person: Rostislav Gnida, Tel.: +420 54949 3429,  
gnida@phil.muni.cz

30 January 2015

**Letter of invitation to tender**  
**Psychogalvanometer and mobile clinical electroencephalogram (EEG)**

Dear Sir or Madam,

Masaryk University, The Faculty of Arts, ID No: 00216224 with registered office at Arna Nováka 1/1, 602 00 Brno, The Czech Republic, represented by Prof. Milan Pol, dean, (hereafter "the Purchaser") call for tenders relating to the above mentioned contract.

**1) Subject of the contract**

The subject of this contract is the supply of the **psychogalvanometers and mobile clinical electroencephalograms**.

Please, find more information regarding the subject of the contract in the Annex 1 – Business Terms and Conditions.

**2) Duration of performance of the contract:** 12 weeks after concluding the contract.

**3) Place of Performance:** Masaryk University, The Faculty of Arts, Arna Nováka 1/1, 602 00 Brno, The Czech Republic

**4) Estimated value of the contract:** 1 000 000 CZK (excl. VAT).

**5) Submission of tenders:**

The bids may be submitted **no later than 13 February 2015, 10 AM (2015 02 13 10:00)**

a) in printed form on the following address :

Masaryk University, The Faculty of Arts, Arna Nováka 1/1, 602 00 Brno, The Czech Republic,  
contact person Rostislav Gnida, Tel.: +420 54949 3429, gnida@phil.muni.cz

or

b) in electronic form through the electronic tool E-ZAK <https://zakazky.muni.cz/>.

**6) Formal requirements on the tenders**

Tenders must be elaborated in Czech and English language in form of draft contract (5 copies) signed by a person authorised to do so by the Supplier.

Detailed technical specification of the offered psychogalvanometers and mobile clinical electroencephalogram shall be attached to each draft contracts as annex 1.

Tenders must be enclosed in the envelope with both, the address of the Purchaser and the Supplier indicated, and must be marked as follows: "NEOTVIRAT! Verejna zakazka – Psychogalvanometer and mobile clinical electroencephalogram (EEG)".

**7) Opening of Envelopes**

The tenderers whose tenders have been delivered to the contracting authority within the time limit for the submission of tenders are entitled to take part in the opening of envelopes. The Purchaser is entitled to require of the tenderers present to confirm their participation in the opening of envelopes by signing the attendance list of the tenderers being present. The opening of tenders will commence forthwith after the expiry of the time limit for the submission of tenders on the following address:

Masaryk University, The Faculty of Arts, Arna Nováka 1/1, 602 00 Brno, The Czech Republic, the second floor of the building C, in the meeting room of the Office of the Dean of the Faculty.

**8) Requirements on price**

The purchase price must include all the unavoidable costs on deliveries and services that are necessary for proper and timely completion of the subject of the contract including any related costs.

**9) Contract award criteria**

The tender shall be awarded on base of **the lowest price**.

**10) Variants are not authorised.**

**11) This tender procedure is not governed by the Act No. 137/2006 Coll., on Public procurement.**

**12) The Purchaser has right to cancel the procurement of this tender and if he would do so, the Purchaser disclaims any responsibility for the possible damages.**

We are looking forward to your tender

Prof. Milan Pol  
Dean of the Faculty

Annex 1 – Business Terms and Conditions