TENDER DOCUMENTS

Public tender identification

Name:	**Preservation tank**
Public tender category:	**Supply**
Type of procedure:	**small-scale public contracts**
Public tender URL address:	**https://zakazky.muni.cz/vz00004613**

Contracting authority ID

Name:	**Masaryk University, Faculty of medicine**
Seat:	Kamenice 753/5, 625 00 Brno
ID number:	00216224
Represented by:	prof. MUDr. Jiřím Mayerem, CSc., dean Faculty of medicine
Contact person:	Ing. Marek Buriška, tel: 549 49 3265, e-mail: buriska@med.muni.cz.

1. PREAMBULE

1.1. The contract is awarded in the tender procedure in compliance with the Act No. 134/2016 Coll., on Awarding Public Contracts, as amended, *(hereinafter referred to as "the Act").*

1.2. Subsidies on the performance of the public contract:

☐ contracting authority seeks a subsidy on the performance of the public contract, programme name:

☐ contracting authority is a recipient of a subsidy on the performance of the public contract, programme name:

☒ the public contract will be paid from the contracting authority´s own resources.

1.3. The contract is awarded via the electronic tool E-ZAK.

1.4. A contact person of the contracting authority for purposes of the tender procedure is: Ing. Marek Buriška, phone number: +420 549 49 3265 and e-mail address: buriska@med.muni.cz.

1.5. Tender form

a) The contracting authority renders a template of tender form as Attachment which contains requirements prefilled by the contracting authority. Those requirements are necessary prerequisites for the supplier´s participation in the tender procedure.

Supplier fill all requirements information in the tender form and the tender form will be submited in tender.

b) Suppliers shall prove meeting of all requirements set down by the contracting authority (i.e. requirements on a subject-matter of the public contract, qualification requirements or requirements to present all documentation relevant for a tender evaluation) by submitting the tender form inclusive of all relevant attachments or other equivalent documents.

2. SUBJECT-MATTER OF THE PUBLIC CONTRACT, CONTRACT PERFORMANCE CONDITIONS

2.1. Subject-matter of the public contract is preservation tank for the Department of Anatomy.

2.2. Minimal requirements on the subject-matter of the public contract are specified by technical, commercial and other contractual specifications which are a part of the Attachment of the tender documents.

2.3. **The estimated value of the public contract is 35 000 EUR excluding VAT** and is set for the entire subject of performance for this contract and includes all costs associated with the subject of performance for this public contract.

The contracting authority sets this estimated value as the maximum price. The tender, whose tender price will be higher than that maximum price, will be withdrawn from the tender.

2.4. Contract performance condition

Performance of a public contract is required under the business and contractual terms (including payment terms) specified in the draft contract contained in document „Contract proposal". Business terms and conditions are fixed for suppliers and can not be modified or supplemented in any way. Suppliers are not entitled to amend or supplement other informations or data of the draft contract than those for which it is expressly set by the contracting autority.

2.5. Tender price

The tender price will be fill in by suplier to the determined place in the Tender form.

2.6. Technical conditions

The tender documents contains technical specifications which define in detail the characteristics, the technical specification and the requirements of the contracting authority on the subject of performance.

Technical conditions are binding on for the supplier. Supplier shall fullfill all technical conditions set by the contracting autority.

Supplier shall prove that fullfill the technical conditions by offered subject of performance in documents „Technical conditions and technical specification" which will be submited in tender.

Part of the " Technical conditions and technical specification " is the official technical and visual documentation of the goods

3. OTHER REQUIREMENTS AND RECOMMENDATION FOR PROCESSING TENDERS

3.1. The tender must be fully written in Czech or Slovak or English language. Documents drafted in any other language must be accompanied with their translation to the Czech or Slovak or English language.

3.2. In case of conflict of the content of documents,

a) which were expressly required by the contracting authority in the tender documents with other documents which were submitted by the supplier, information stated in document required by the contracting authority shall prevail,

b) which were not required by the contracting authority in the tender documents with the tender documents, information stated in this document shall prevail.

The possibility of the contracting authority´s to require of the tenderer the explanations to the tender in writing is not affected thereby.

3.3. The contracting authority is not obliged to take into consideration any documents and information which a supplier submitted with the tender beyond the requirements specified in the tender documents.

3.4. Suppliers may submit the tender only in electronic form.

3.5. Each supplier shall submit no more than one tender. A supplier who submitted a tender shall not serve the other supplier in process of proving the qualification as a subcontractor.

4. METHODS OF SUBMITTING TENDERS, OPENING OF THE TENDERS SUBMITTED IN PRINTED FORM

4.1. Tenders shall be submitted until **11. 1. 2018 13:00** (hours).

4.2. Suppliers may submit the tender only in electronic form **https://zakazky.muni.cz/vz00004613**.

4.3. Electronic tenders are being submitted via electronic tool E-ZAK on the address of the public tender.

5. TENDERS EVALUATION

The award criterion for the award of this public contract is the lowest tender price in EUR excluding VAT.

6. MISCELLANEOUS

6.1. Suppliers have no right for reimbursement of costs incurred in connection with the participation in the tender procedure.

6.2. In case of ambiguity of the tender documents content, suppliers have right to ask the contracting authority for clarification of the tender documents content. Requests for clarification of the tender documentation shall be submitted by suppliers solely via the electronic tool E-ZAK.

7. Electronic tool E-ZAK

a) All actions during the tender procedure are processed electronically via electronic tool E-ZAK unless the contracting authority specifies in the tender documents or during the tender procedure otherwise. The contracting authority warns that suppliers need to process and complete so called "registration of the supplier" in order to be able to use all E-ZAK tool's functions.

b) The contracting authority recommends suppliers to ask the contact person of the contracting authority assign to the public tender or to keep checking the address of the public tender.

c) If the contracting authority assigns the supplier into the electronic tool E-ZAK, he will include contact information which is publicly available or other relevant contact information. All suppliers are obliged to review and eventually update their contact information before the completion of the registration in the electronic tool E-ZAK.

d) All documents sent via the electronic tool E-ZAK are deemed to be properly delivered on the day of their delivery to the user account of addressee of the document in the electronic tool E-ZAK. The fact that the addressee has read the document or that the electronic tool E-ZAK has sent a notification on the contact email address of that addressee has no effect on the moment of delivery.

e) Terms and information related to the electronic tool E-ZAK including information about the usage of electronic signature are available on:

https://zakazky.muni.cz/data/manual/EZAK-Manual-Dodavatele.pdf

https://zakazky.muni.cz/data/manual/QCM.Podepisovaci_applet.pdf

In Brno on the day 28. 12. 2017

prof. MUDr. Jiří Mayer, CSc.
děkan LF MU

on behalf of for the electronic signature
Ing. Marek Buriška
Public Tender Manager