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

12 August 2015

Letter of invitation to tender
Institutional Media Management Software (Media Library)

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 **institutional media management software (media library);** permanent SW licence and 5-year SW maintenance and support is required.
   The bids for a particular software type should follow the detailed technical specifications listed in the in the Annex 1 – Business Terms and Conditions.
   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**: no later than 30 September 2015.

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:** 560 000 CZK (excl. VAT).

5) **Submission of tenders:**

   The bids may be submitted **no later than 26 August 2015, 10 AM (2015 08 26 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 SW shall be attached to each draft contracts as annex 1.

   <u>Bids submitted in printed form</u>

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 – Institutional Media Management Software (Media Library)"*.

Bids submitted in electronic form
In the case of bids submitted by electronic means, the bidders shall be obliged to use the electronic tool E-ZAK. All the terms and conditions and information regarding the electronic tool are available at: https://zakazky.muni.cz/

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 criterion
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