



TENDER DOCUMENTS

Public tender identification

Name: Analysis of DNA samples
Public tender category: Services
Type of procedure: Simplified below-the-threshold procedure
Public tender URL address: <https://zakazky.muni.cz/vz00004384>

Contracting authority ID

Name: Masaryk University, Faculty of Science
Seat: Kotlářská 267/2, Veveří, Brno
ID number: 00216224
Represented by: doc. RNDr. Jaromír Leichmann, Dr., dean

1. PREAMBLE

- 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: Mgr. Jana Zikmundová, phone number: +420 549 49 3411 and e-mail address: zikmundova@rect.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.
 - 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 providing analysis of 124 DNA samples isolated from buccal swabs using Illumina OmniExpressExome BeadArray, version 1.4, 8-sample format and analysis of 162

DNA samples isolated from buccal swabs using Illumina Infinium MethylationEPIC (850K) BeadChip, 8-sample format.

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.

- 2.2. The estimated value of the public contract is 2.500.000 CZK excluding VAT.
- 2.3. Classification of the subject-matter of the public contract according to the Common Procurement Vocabulary (*hereinafter referred as to „CPV“*):

Description	CPV code
Analysis services	71620000-0
Laboratory services	71900000-7

3. EVALUATION OF TENDERS

- 3.1. Submitted tenders shall be evaluated according to the criterion of the economic advantageousness of the tender. The economic advantageousness of the tender shall be evaluated according to **the lowest tender price**. The tender shall be ranked based on the tender price in CZK excluding VAT.
- 3.2. The tender with the lowest tender price in CZK excluding VAT shall be evaluated as the most suitable tender.
- 3.3. Tender price shall be set in CZK excluding VAT¹ and it shall be referred to in the tender form.

4. QUALIFICATION

- 4.1. Participants are obliged to prove the qualification requested by the contracting authority. Requirement on technical qualification is specified by the contracting authority in the tender form.
- 4.2. The winning supplier shall respond to the invitation by the contracting authority by presenting all original documents or authenticated copies of documents proving qualification. The contracting authority shall exclude suppliers who do not present such documents.

5. OTHER REQUIREMENTS AND RECOMMENDATION FOR PROCESSING TENDERS

- 5.1. 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.
- 5.2. 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.

¹ If the tender price is not set in CZK, the conversion of the tender price excluding VAT to CZK shall be made by official exchange rate of Czech National Bank at the date of the expiry of the time limits for the submission of the tenders.

- 5.3. 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.
- 5.4. Suppliers may submit the tender in electronic, or printed form.
- 5.5. 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.

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

- 6.1. Tenders shall be submitted until **8. 3. 2017 13:00** (hours).
- 6.2. Electronic tenders are being submitted via electronic tool E-ZAK on the address of the public tender.
- 6.3. Printed tenders
 - a) shall be submitted at the filing room in the headquarters of the Masaryk University, with its seat at Žerotínovo nám., 617/9, 601 77 Brno;
 - b) shall be delivered in properly closed envelope marked by the name of the public tender; the contracting authority recommends to mark the envelope with a tender as follows:

DO NOT OPEN – PUBLIC TENDER

Analysis of DNA samples;

- c) the contracting authority recommends to attach an electronic version of the tender on electronic data carrier (CD or DVD with files in PDF format).
- 6.4. Opening of all printed tenders takes place at **8. 3. 2017 13:00** (hours) in the board room at the headquarters of the Masaryk University, on the address Žerotínovo nám., 617/9, 601 77 Brno.

7. MISCELLANEOUS

- 7.1. Suppliers have no right for reimbursement of costs incurred in connection with the participation in the tender procedure.
- 7.2. 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.
- 7.3. The winning participant who is an artificial person shall submit the identification information of persons who are its actual owners and documents determining the relationship of those persons and the supplier before the contract is concluded.
- 7.4. **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

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