TENDER DOCUMENTS

Public tender identification TENDER DOCUMENTS

Name: **Upgrade nanoDSF - CEITEC**

Public tender category: Supplies

Type of procedure: Small-scale contracting

Public tender URL address: https://zakazky.muni.cz/vz00004737

Contracting authority ID

Name: **Masaryk University – Central European Institute of Technology**

Address: Žerotínovo nám. 617/9, 601 77 Brno

ID number: 00216224

Represented by: Mgr. Jiří Nantl, LL.M., director

1. PREAMBLE

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

1. 2. Funding:

☐ 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: Operational Programme Research, Development and Education, name of project CIISB4HEALTH, project registration number CZ.02.1.01/0.0/0.0/16_013/0001776

☐ 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. Contact person for the contracting authority for the purposes of the tender procedure is: Ing. et Ing. Miroslav Haman, e-mail address: miroslav.haman@ceitec.muni.cz.

1.5. Tender form

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

5.b) Suppliers shall prove the meeting of all requirements set down by the contracting authority (i.e. requirements on a subject-matter of the public contract, 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 upgrade nanoDSF which is described in detail in Appendix No.1.

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 in Appendix No. 3.

2.2. The estimated value of the public contract is **911.400 CZK excluding VAT**[1].

3. EVALUATION OF TENDERS

3.1. Submitted tenders shall be evaluated for each part of the following criterion.

Criterion	Weightings of the partial criterion
Tender price	100 %

3.2. The manner of evaluation according to tender price

2.a) The tender shall be ranked based on the tender price in CZK excluding VAT[1].

2.b) The tender price shall be set in CZK or USD or EUR or GPB excluding VAT and it shall be referred to in the tender form.

2.c) The best offer is the offer with the lowest tender price.

4. OTHER REQUIREMENTS AND RECOMMENDATION FOR PROCESSING TENDERS

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

4.2. In case of a conflict of the content of documents,

2.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 the document required by the contracting authority shall prevail,

2.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 Contractor authority´s right to review such documents is not thereby affected.

4.3. 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.

4.4. Suppliers may submit the tender in electronic or printed form.

4.5. The contracting authority does not allow any form of offer variations.

4.6. The part of the offer must be completed and signed Appendixes No. 1, No. 2 and No. 3.

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

5.1. Tenders shall be submitted by **6. 11. 2017 3:00 p.m CET (GMT + 1).**.

5.2. Electronic tenders are submitted via electronic tool E-ZAK at the web address of the public tender https://zakazky.muni.cz/contract_display_4737.html.

5.3. Printed tenders

3.a) shall be submitted to the mail room located at building No. A35 of the Central European Institute of Technology, Masaryk University, Kamenice 753/5, 625 00 Brno, Czech Republic;

3.b) shall be delivered in a properly closed envelope with the name of the public tender written on it; the contracting authority recommends addressing the envelope containing the tender as follows:

DO NOT OPEN – PUBLIC TENDER

Upgrade nanoDSF - CEITEC;

3.c) the contracting authority recommends including an electronic version of the tender on CD or DVD containing files in PDF format).

5.4. Opening all printed tenders takes place on **6. 11. 2017 3:00 p.m. CET (GMT + 1).**.in room No. 1S102, building No.A35 of the Central European Institute of Technology, Masaryk University, Kamenice 753/5, 625 00 Brno, Czech Republic.

6. MISCELLANEOUS

6.1. Participants are not entitled to reimbursement of the costs associated with participating in the procurement procedure.

6.2. In the event of uncertainty in the tender dossier, suppliers are entitled to require the contracting authority to clarify the tender dossier. Requests for tender dossier clarification are mandatory for suppliers to submit exclusively via the E-ZAK electronic tool.

6.3. The contracting authority is entitled to reject all submitted tenders or to cancel the tender procedure without providing any reason up till entering the contract with the selected contractor.

6.4. Electronic tool E-ZAK

4.a) All actions during the tender procedure are processed electronically via the electronic E-ZAK tool unless the contracting authority specifies otherwise in the tender documents or during the tender procedure. 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.

4.b) The contracting authority recommends that suppliers ask the contact person from the contracting authority to be added to the public tender distribution list or to keep checking the address of the public tender.

4.c) If the contracting authority aids the supplier in the electronic tool E-ZAK, he will include the supplier´s 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.

4.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 addressee's account of the document in the electronic tool E-ZAK. The fact when and whether the addressee has read the document or when and whether the electronic tool E-ZAK has sent a notification to the contact email address of that addressee does not affect the delivery date.

4.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

4.f) Supplier must follow the contracting authority´s requirements for contract or invoice requisites.

7. APPENDIXES

- Appendix No. 1 – Technical specification
- Appendix No. 2 – Attachment_tender_form
- Appendix No. 3 – Business-Terms-and-Conditions
- Appendix No. 4 - Guideline_EZAK

Brno, 24.10.2017

Mgr. Jiří Nantl, LL.M.
director