



TENDER DOCUMENTS

Identification of the Public Procurement

Name: Interactive Computer Simulation Virtual Patient
Type of the public procurement: Supplies
Type of procurement procedure: Open procedure
Address of the public procurement: <https://zakazky.muni.cz/vz00004723>

Identification of Contracting Authority

Name: Faculty of Medicine, Masaryk University, faculty of public university pursuant to Act No. 111/1998 Sb., on Universities, as amended, not registered in the Commercial Register
Registered office: Kamenice 753/5, 625 00 Brno
Company Reg. No.: 00216224
Represented by: Prof. MUDr. Martin Bareš, Ph.D., Dean of Faculty of Medicine, Masaryk University

1. PREAMBLE

- 1.1. The public contract is awarded in the procurement procedure pursuant to Act No. 134/2016 Sb., on Public Procurement (*the "PPA"*).
- 1.2. A grant for the implementation of the public procurement:
 - ☐ Contracting Authority seeks a grant for the implementation of the public procurement; name of the programme: *name of the programme*
 - ☒ Contracting Authority is the recipient of the grant for the implementation of the public procurement; the name of the programme: Operational Programme Research, Development and Education.
 - ☐ The public procurement shall be covered by the own resources of Contracting Authority.
- 1.3. The public procurement is awarded electronically using E-ZAK electronic tool.
- 1.4. Contracting Authority's contact person for the purpose of this procurement procedure: Mgr. Olga Korvasová, tel. No. 549 49 5444, e-mail korvasova.olga@med.muni.cz.
- 1.5. Offer Form
 - (a) Contracting Authority shall submit to Contractors, by means of the Annex hereto, a sample Offer Form containing pre-filled requirements of Contracting Authority which are mandatory for Participants in order to join the procurement procedure.
 - (b) Meeting of all requirements of Contracting Authority, i.e. the requirements for the subject-matter of the public contract, the qualification, or the submission of the data decisive for the evaluation, shall

be proved by Contractors by submitting the Offer Form, including relevant annexes and/or other equivalent documents.

1.6. Pre-Announcement Notice

On 20th December 2017, Contracting Authority sent the Pre-Announcement Notice to the Public Procurement; it was published on 22nd December 2017 both in the Journal of Public Procurement and the Official Journal of the European Union.

1.7. Definitions

Words and phrases with initial capital letters are definitions introduced into the tender specifications, particularly herein and in Article 1 of the Contract.

- 1.8. Tender documents are provided in two languages, Czech and English. In case of a discrepancy in their wording, the Czech version shall take precedence.

2. SUBJECT-MATTER OF THE PUBLIC PROCUREMENT, TERMS AND CONDITIONS OF PERFORMANCE

- 2.1. The subject-matter of the public procurement is to **provide Interactive Computer Simulation Virtual Patient (hereinafter "ICS VP")**. ICS VP is a file of Virtual Patients (**hereinafter the "VP"**) defined for the purpose thereof as an interactive computer simulation of a real clinical situation or a real clinical case that is created for the purpose of education in medical or health care fields, including the possibility of student assessment. The ICS VP shall be used to acquire knowledge in clinical medicine and also to practice and acquire soft skills such as clinical decision-making and critical thinking.

The minimum requirements for the subject-matter of the public procurement shall be defined by technical, commercial, and other contractual terms and conditions, which are included in the Annex hereto.

- 2.2. The price of the public procurement is **CZK 6,700,000 exclusive of Value Added Tax ("VAT")**. The price of the public procurement is set for the whole subject-matter of performance thereof and includes all the costs associated with the subject-matter of performance thereof. **The price is fixed and not subject to evaluation.**
- 2.3. Classification of the subject-matter of the public procurement according to the Common Procurement Vocabulary (*the "CPV"*):

Type of performance	CPV code
Research, testing, and scientific technical simulators	38970000-5
Database and operating software package	48600000-4

3. EVALUATION OF OFFERS

- 3.1. Submitted offers shall be evaluated according to their economic advantage under the criterion below

Criterion	Criterion weight
Quality of the offered performance	100%

The most advantageous offer is the one that gains the **highest total score**.

- 3.2. **The method for the evaluation of offers under criterion Quality of the offered performance.**

Participant shall be assigned up to **100 points** in case they offered maximum fulfilment of all the **evaluated terms of offered performance** as listed in the *Quality of the Offered Performance* document annexed to the Offer Form.

3.3. Measures in case of equality of the total number of points

If the total number of points in case of otherwise most advantageous offers is equal, Contracting Authority shall evaluate the most advantageous the offer with more points gained in the **Supporting Study Materials** (*the "SSM"*) sub-section (MAX. 50 points). If the number of points is equal even in this sub-section, the members of the Implementation Team sub-section shall become decisive: Expert Guarantor (MAX. 25 POINTS).

- 3.4. Contracting Authority reminds Contractor that, unlike qualifications, the Quality of Offered Performance criterion may not be met in all aspects and levels. Their partial fulfilment by Contractor shall result in a lower point gain of their offer.

4. QUALIFICATIONS

Contractors shall be obliged to prove the qualifications required by Contracting Authority.

- 4.1. **Basic qualification** is provided by Contractors who meet the requirements under S 74 (1) (a) to (e) of the PPA.
- 4.2. **Professional qualification requirements** are stipulated by Contracting Authority in a sample statutory declaration included in the Offer Form.
- 4.3. **Technical qualification requirements** are stipulated by Contracting Authority in a sample statutory declaration included in the Offer Form.
- 4.4. Selected Contractor shall submit master or certified copies of the qualification documents at Contracting Authority's request. Contracting Authority shall exclude Contractor that fails to submit such documents.

5. OTHER REQUIREMENTS AND RECOMMENDATIONS FOR PROCESSING OFFERS

- 5.1. Any offer shall be fully processed in Czech, Slovak, or English language. Documents drawn up in a language other than Czech, Slovak, or English shall have a translation into Czech, Slovak, or English language attached, with the exception of the documentation submitted by Participant beyond the requirements laid down by Contracting Authority herein.
- 5.2. In case of a discrepancy between the information contained in the documents,
- (a) the submission of which is explicitly requested by Contracting Authority in the tender specifications, and the information given in the other documents submitted by Participant, the information specified by Contracting Authority in the required documents shall be valid;
 - (b) the submission of which is not requested by Contracting Authority in the tender specifications, and the information specified therein, the tender specifications shall have the priority.

The possibility for Contracting Authority to proceed in accordance with S 46 of the PPA is not affected thereby.

- 5.3. Contracting Authority is not obliged to take account of any documents and data submitted by Participant in their offer beyond the obligations laid down in the tender specifications.
- 5.4. Offers can be processed **only in electronic form**.
- 5.5. Each Contractor may only submit one offer. Participant shall simultaneously not be a person through whom another Participant in the same procurement procedure proves their qualification.

6. METHOD OF OFFER SUBMISSION

- 6.1. Offers shall be submitted no later than by March 23 2018, 13:00.
- 6.2. **Offers shall be submitted through the E-ZAK electronic tool** at the address of the public procurement.

7. OTHER TERMS AND CONDITIONS

- 7.1. Participants shall not be entitled to any compensation of the costs associated with their participation in the procurement procedure.
- 7.2. In case of any ambiguities in the tender documents, Contractors shall be entitled to require Contracting Authority **to clarify** the tender documents. Any requests for clarification of the tender documents shall be submitted by Contractors solely through the E-ZAK electronic tool.
- 7.3. E-ZAK Electronic Tool
- (a) Unless otherwise stipulated by Contracting Authority in tender specifications or in the course of procurement procedure, any operations within the procurement procedure shall be carried out by the means of E-ZAK electronic tool. Contracting Authority reminds Contractor that **in order to fully utilize all the possibilities of the E-ZAK electronic tool, the so-called Contractor's registration shall be done and completed.**
 - (b) Contracting Authority recommends that Contractors request from Contracting Authority's contact person the assignment to the public procurement or check regularly the address of the public procurement.
 - (c) Upon entering Contractor in the E-ZAK electronic tool, Contracting Authority shall provide as contact information the one they received as publicly available, or any other appropriate contact information. It shall be the responsibility of each Contractor to review and/or, if necessary, modify or supplement their contact information before completing the registration in the E-ZAK electronic tool.
 - (d) Any documents sent via E-ZAK electronic tool are considered to be duly delivered as of the date of their delivery to the user account of the addressee of the document in the E-ZAK electronic tool. The delivery of the document shall not be affected by the fact whether or not the document was read by the addressee, or whether the E-ZAK electronic tool sent a notification to addressee's contact e-mail address that a new message had been delivered to their user account in the E-ZAK electronic tool.
 - (e) Terms and conditions as well as information regarding the E-ZAK electronic tool, including information on the use of electronic signature, are available at:

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

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

In Brno on this 6th March, 2018

prof. MUDr. Martin Bareš, Ph.D.
Dean of FM MU

pp. for the purpose of the el. signature
Mgr. Olga Korvasová
Manager of public procurement