

TENDER DOCUMENTS

Identification of the Public Procurement

Name: **Plastination laboratory**
 Type of the public procurement: **Supplies**
 Type of procurement procedure: **Small-scale public contract**
 Address of the public procurement: <https://zakazky.muni.cz/vz00006128>

Identification of Contracting Authority

Name: **Faculty of Medicine of Masaryk University**, a faculty of a public university according to Act No. 111/1998 Sb., on Higher Education Institutions, as amended, not registered in the Commercial Register
 Registered office: **Kamenice 753/5, 625 00 Brno**
 Reg. No.: **00216224**
 Represented by: **prof. MUDr. Martin Repko, Ph.D., Dean MUNI MED**

1. PREAMBLE

- 1.1. The public contract is awarded in a tender procedure outside Act. 134/2016 Sb., on Public Procurement (the "ZZVZ").
- 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:
 Contracting Authority is the recipient of a 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 through the E-ZAK electronic tool. Contracting Authority would like to notify Participant that **in order to make full use of all the possibilities of the E-ZAK electronic tool, it is necessary to make and complete the so-called supplier registration and to verify the identity of the supplier.** The terms and conditions related to the E-ZAK are available at the above-mentioned procurement address.
- 1.4. Contracting Authority's contact person for the purpose of this procurement procedure is Mgr. Tomáš Kopecný, e-mail kopecny@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 or other equivalent documents.

1.6. Responsible Procurement

- a) Following the Strategic Plan of Masaryk University for 2021–2028 and based on the principles of public procurement set out in the Public Procurement Act, Contracting Authority is interested in awarding a public contract in accordance with the principles of socially responsible procurement, environmentally responsible procurement, and innovation.
- b) Aspects of socially responsible procurement, environmentally responsible procurement, and innovation shall be reflected in the commercial and other contractual terms and conditions.

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

- 2.1. The subject-matter of the public procurement is the complete supply of a plastination laboratory for the creation of human plastinates, i.e. supply and installation of technical equipment necessary to create plastinates of human organs, body structures, and tissues, including a set of necessary chemicals.

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 assumed value of the public contract is CZK 1 400 000 without value added tax ("VAT").

2.3. Inspection of place of a public contract

- a) Contracting Authority shall enable Contractors to inspect the place of performance of the public contract, or the place which is the subject-matter of a public contract (*hereinafter referred to as the "inspection"*).
- b) The inspection shall take place on 8. 7. 2021 from 9.00 AM. Participants shall meet at the Reception at Kamenice 126/3, Brno.
- c) Due to operational reasons, the inspection may be attended by a maximum of two people for each of Contractors. Participation in the inspection is at the sole risk of a participant thereof.
- d) The inspection shall not be used to ask for clarification of the tender specifications. For these purposes, Participants are required to comply with point 6.3. hereof.

2.4. Itemized Budget

- a) Being an inseparable part of the Offer Form, an itemized budget of the subject-matter of the public procurement (*hereinafter referred to as the "Budget"*) shall be prepared by Participants on the basis of the template presented in the annex hereto.
- b) Participants are required to evaluate all Budget items properly.

2.5. Reserved Changes to the Commitment

- a) Contracting Authority reserves the possibility of changing the commitment from the public procurement contract. The conditions for such changes are defined in the business and other contractual terms and conditions.

3. EVALUATION OF OFFERS

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

Criterion	Criterion weight
Offer Price	100 %

3.2. The Method for the Evaluation of Offers under the Criterion of the Offer Price

- a) Offer price shall be the price for fulfilling the subject-matter of the public procurement.
- b) The offer price shall be set in **CZK or EUR excluding VAT and it shall be quoted in the offer form.**
- c) The offer with the lowest offer price shall be evaluated as the best.
- d) Regarding the evaluation of offers, the offer prices of all offers quoted in EUR shall be converted into CZK at the CNB exchange rate set for the last day of the deadline for the submission of offers.

4. OTHER REQUIREMENTS AND RECOMMENDATIONS FOR PROCESSING OFFERS

- 4.1. An offer shall be all prepared in the Czech, Slovak, or English languages, except for the documents submitted by Participant in excess of the requirements set out by Contracting Authority in the tender documents.
- 4.2. 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 of review of such documents by Contracting Authority shall not be affected thereby.
- 4.3. 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.
- 4.4. Offers may only be submitted in an electronic form.
- 4.5. Each Contractor may only submit one offer.
- 4.6. Contracting Authority accepts no offer variants.

5. METHOD OF OFFER SUBMISSION

- 5.1. Offers shall be submitted no later than by **14. 7. 2021, 11.00 AM.**
- 5.2. Offers shall be submitted through the E-ZAK electronic tool at the address of the public procurement.

6. OTHER TERMS AND CONDITIONS

6.1. Negotiation of offers

- a) Contracting Authority reserves the right to discuss offers with the participants. The procedure set out under points b) to f) hereof shall only apply if Contracting Authority exercises their right to discuss offers with the participants.
- b) After the opening, examination and evaluation of the offers, Contracting Authority shall notify in writing all the participants whose offers have been evaluated and who have not been excluded from

the procedure about the provisional result of the evaluation. Together with notifying them of the provisional result of the evaluation of the offers, Contracting Authority shall invite those participants in writing to a first meeting on the tenders, while specifying the form, time, place and language of the meeting.

- c) Contracting Authority shall be entitled to negotiate with the participants all the terms and conditions of performance contained in the offers, especially those which are the subject of the evaluation. In the course of the negotiations, Contracting Authority may amend or supplement the tender specifications, in particular the technical specifications, except for those which they have set out as minimum in the tender specifications.
- d) Contracting Authority shall draw up a record of each meeting on tenders, indicating any arrangements which may result in an amendment to the offer or the draft contract. The record of the meeting shall be signed by Contracting Authority and Participant(s) who took part in the negotiations.
- e) At the end of each phase of the offer negotiations, Contracting Authority shall follow the results thereof to determine the order of the participants based on the evaluation criteria. Contracting Authority shall draw up a report on the ranking of the participants, indicating the results of the offer negotiations, the ranking of the participants, and the list of participants to be consulted in the next phase. The report on the final evaluation shall be sent by Contracting Authority without undue delay to all the participants with whom the negotiations have been conducted at that stage.
- f) Prior to the beginning of any stage of the tendering procedure, Contracting Authority may notify the participants that it is the last stage of the offer negotiations, which fact Contracting Authority may also agree about in writing with all participants at any time.

6.2. Participants shall not be entitled to any compensation of the costs associated with their participation in the procurement procedure.

6.3. Clarification, amendment and supplement to the tender specifications

- a) Suppliers shall be entitled to request Contracting Authority to clarify the tender specifications in writing. The written request shall be delivered to Contracting Authority no later than four working days before the deadline for the submission of offers.
- b) Contracting Authority shall send the clarification of the tender specifications or any other related documents no later than two working days after the receipt of the above-specified request. If Contracting Authority provides a clarification in response to a request not received in time, they may not comply with the time limit set out in the previous sentence.
- c) Contracting Authority shall either send the clarification of the tender specifications, including the exact wording of the request referred to in point a), to all the suppliers invited in a closed call, or publish the explanation of the specifications, including the exact wording of the request, in the same way as they published the notice of the open call.
- d) Contracting Authority may provide a clarification of the specifications without prior request. Points b) and c) shall apply *mutatis mutandis*.
- e) The terms and conditions contained in the tender documentation may be amended or supplemented by Contracting Authority before the deadline for the submission of tenders. The amendment or supplement to the tender specifications shall be published or notified to the suppliers in the same way as the tender specification which has been amended or supplemented. Where the nature of the supplement or amendment to the tender documentation so requires, Contracting Authority shall at the same time extend the time limit for the submission of tenders accordingly. In the case of such an amendment or supplement to the tender documentation which may extend the range of possible participants to the public procurement, Contracting Authority shall extend the time limit so that it is

at least its full original length from the time of publication or notification of the amendment or supplement to the tender documentation.

- 6.4. Contracting Authority shall be entitled to reject all offers submitted or to cancel the tender procedure without giving any reason until the contract with the selected supplier is concluded.
- 6.5. Contracting Authority shall publish a notice of the result of the selection procedure in the same way as they have done in the case of the notice of the selection procedure. The award notice shall be deemed to have been delivered to all the participants at the moment of its publication.
- 6.6. As a personal data administrator, Contracting Authority shall inform the entities from whom they receive an offer that they process their personal data solely for the reason and for the purpose of fulfilling the legal obligations set out in Act No. 134/2016 Sb., on Public Procurement. Further information on the processing and protection of personal data is available here: <https://www.muni.cz/o-univerzite/uredni-deska/ochrana-osobnich-udaju>.
- 6.7. Contracting Authority also publishes an English translation of the tender documentation including all the annexes thereto. In the event of a discrepancy between the Czech and English language versions, the Czech language version shall prevail.

prof. MUDr. Martin Repko, Ph.D.
Dean of MUNI MED
(signed electronically)

represented by for the e-signature purposes
Mgr. Tomáš Kopecký
Public procurement manager