

TENDER DOCUMENTATION

Identification of the public contract

Title: Electrophysiological instruments - Part 2
Type of public contract: Supplies
Type of procedure: Simplified sublimit procedure
Address of the public contract: <https://zakazky.muni.cz/vz00007310>

Identification data of the contracting authority

Title: Masaryk University - Faculty of Medicine
Headquarters: Kamenice 753/5, 625 00 Brno
ID: 00216224
Represented by: prof. MUDr. Martin Repko, Ph.D., Dean of the Faculty of Medicine of MU

1. Preamble

- 1.1. The public contract is awarded in a procurement procedure pursuant to Act No. 134/2016 Coll., on public procurement, as amended (*hereinafter referred to as "PPA"*).
- 1.2. Subsidies for the implementation of public procurement:
 - the contracting authority seeks a grant for the implementation of a public contract; the name of the programme:
 - the contracting authority is the recipient of a subsidy for the implementation of the public contract; the name of the programme: Operational Programme Jan Ámos Komenský, MUNI4PhD, reg.no. CZ.02.01.01/00/22_012/0008113
 - the public contract will be paid from the contracting authority's own resources.
- 1.3. The public contract is awarded electronically using E-ZAK. The contracting authority informs the supplier that in order to make full use of all the possibilities of E-ZAK it is necessary to carry out and complete the so-called supplier registration and to verify the identity of the supplier. The terms and conditions and information relating to E-ZAK are available at the above-mentioned procurement address.

1.4. Offer form

- a) The contracting authority submits to the suppliers a sample offer form containing pre-filled requirements of the contracting authority, which are used as a condition for the participation of suppliers in the procedure.
- b) Suppliers shall demonstrate compliance with all the requirements of the contracting authority, i.e. requirements for the subject matter of the tender, for qualification or for the submission of data relevant for evaluation, by submitting the tender form including the relevant annexes or other equivalent documents.

1.5. Responsible procurement

- a) Following the Strategic Plan of Masaryk University for the years 2021-2028 and based on the principles of public procurement set out in the Public Procurement Act, the 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 are reflected in commercial and other contractual terms and conditions.
- 1.6. The tender documentation is drawn up in both Czech and English. In the event of any inconsistencies within the technical specification between the Czech and English language versions, or in the event of a dispute over the interpretation of terms used within the technical specification, the English language version shall prevail. In other cases, the Czech version shall prevail.

2. Subject of the public contract , conditions of performance

2.1. The subject of the public contract is the supply of a set of the following instruments:

- electrophysiological amplifier, and
- a digital-to-analogue data converter.

The minimum requirements for the subject of the public contract are defined in the technical, commercial and other contractual conditions, which are part of the annex to the tender documentation.

2.2. The estimated value of the public contract is **1.069.000,- CZK** without value added tax (*hereinafter referred to as "VAT"*).

2.3. Classification of the subject of the public contract according to the Common Procurement Vocabulary (*hereinafter referred to as "CPV"*):

Type of performance	CPV code
Laboratory, optical and precision instruments and equipment (excluding glass)	38000000-5

2.4. Itemised budget

- a) An integral part of the tender form will be an itemized budget of the subject of the public contract (*hereinafter referred to as the "budget"*), which the participants will prepare on the basis of the template provided in the annex to the tender documentation.

- b) Participants are required to properly price all budget items.

3. Qualifications

Suppliers are required to demonstrate the qualifications required by the contracting authority.

- 3.1. **Suppliers shall prove that they fulfil the basic qualification** requirements under the Section 74(1)(a) to (e) of the PPA.
- 3.2. **The requirements for professional competence** are set out by the contracting authority in a model affidavit in the tender form.

4. Evaluation of offers

- 4.1. The tenders submitted will be evaluated on the basis of their economic merit as follows the criteria listed below

Criterion	Weight of the criterion
Offer price	100 %

4.2. **Method of evaluation of tenders according to the criterion Tender price**

- a) Tender price means the price for the performance of the subject of the public contract.
- b) The tender price shall be set in **CZK or EUR or GBP or USD, excluding VAT**, and shall be indicated in the tender form. The current CNB exchange rate on the day of the deadline for submission of tenders shall be used to convert the tender price quoted in EUR or GBP or USD into CZK for the purpose of evaluating tenders.
- c) The offer with the lowest offer price in CZK excluding VAT will be evaluated the best.

5. Further requirements and recommendations for the preparation of tenders

- 5.1. The tender must be prepared in full in **Czech, Slovak or English**.

- 5.2. In the event of a discrepancy between the information given in the documents,

- a) the submission of which is expressly required by the contracting authority in the tender conditions and the information given in other documents submitted by the tenderer in the tender, the information given in the documents required by the contracting authority shall apply;
- b) not required to be submitted in the tender by the contracting authority in the tender conditions, and the data specified in the tender conditions, the tender conditions shall prevail.

The possibility of review of such documents by the contracting authority is not affected.

- 5.3. The contracting authority is not obliged to take any account of documents and data submitted by the tenderer in the tender in excess of the obligations set out in the tender specifications.
- 5.4. Tenders can only be processed in electronic form.

- 5.5. Each supplier may submit only one tender. A tenderer may not be the person through whom another tenderer demonstrates qualification in the same procurement procedure.

6. Method of submission of tenders

- 6.1. Tenders must be submitted via E-ZAK no later **than the end of the deadline for submission of tenders indicated** at the address of the tender.

7. Other conditions

- 7.1. The parties shall not be entitled to compensation for the costs of participating in the proceedings.
- 7.2. In the event of any ambiguity in the tender documentation, suppliers are entitled to request the contracting authority to clarify the tender documentation. The contracting authority prefers that suppliers submit requests for clarification of the tender documentation via e-SHARE.
- 7.3. The contracting authority, as the personal data controller, informs the data subjects from whom it receives a tender that it processes personal data solely for the reason and for the purpose of fulfilling the legal obligations set out in the PPA. Further information on the processing and protection of personal data is available here: <https://www.muni.cz/o-univerzite/uredni-deska/ochrana-osobnich-udaju>.