



## INVITATION TO SUBMIT BIDS

to small-scale public contract for supplies

### 1. Identification of the Contracting Authority:

Name: Fyzikální ústav AV ČR, v. v. i. (Institute of Physics – “IoP”)  
Seat: Na Slovance 1999/2, 182 21 Praha 8  
Identification No.: 68378271  
Tax ID: CZ68378271  
Authorized representative: RNDr. Michael Prouza, Ph.D. – Director

Contact person: Mgr. Václav Kafka  
Telephone: +420 266 052 751  
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Deputy contact person: Vladimír Levandovský  
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E-mail: [levandovsky@fzu.cz](mailto:levandovsky@fzu.cz)

### 2. Name and description of the public contract

#### 2.1. Name of the public contract:

**Pulsed UV-vis-IR tunable laser system**

#### 2.2. Description of the subject of the public contract:

The subject of this public contract is the purchase of a high-power pulsed white tunable laser. Detailed technical specification of the device is provided in the Draft contract (**Annex No. 2** of this Invitation).

### 3. Deadline for submission of bids

The deadline for submission of bids is **March 4, 2020 at 11:00 a.m.**



#### 4. Term and Place

Time of Performance: within 14 weeks from the date of conclusion of the Contract  
Place of Performance: Fyzikální ústav AV ČR, v. v. i. (Institute of Physics), Cukrovarnická 112/10, Praha 6, Czech Republic, building C, room No. C204.2

#### 5. Anticipated value of the public contract

Anticipated value of the public contract: **1 985 000,- CZK excl. VAT**

At the same time, the Anticipated value is the **maximum admissible Bid price**. The Contracting Authority will consider any bids with a Bid price in excess of this designated limit to constitute bids which have not met the tender conditions. The Contracting Authority will then exclude all bidders who have submitted bids with a Bid price in excess of the designated limit from any further participation in the proceedings.

#### 6. Structure of the Bid price

Bidders are obliged to specify the total Bid price for the subject of performance according to the required specifications. The Bid price must include the entire subject matter and shall represent a fixed, binding amount as the maximum amount and maximum admissible price, including all fees and other costs that may be associated with the performance provided hereunder, such as insurance costs etc. The Bid price may be exceeded exclusively in connection with the change of tax legislation related to mandatory VAT, by an amount corresponding to this legislative amendment only.

The Bid price is to be quoted in **CZK excl. VAT**. Bidders shall indicate the Bid price to Cover sheet (**Annex No. 1** hereto) and also to the Draft contract (**Annex No. 2** hereto). In case different data will be provided, the data in the Draft contract shall be binding.

The Bid price cannot exceed the **limit of 1 985 000,- CZK excl. VAT**. The Contracting Authority will consider any bids with a Bid price in excess of this designated limit to constitute bids which have not met the tender conditions. The Contracting Authority will then exclude all bidders who have submitted bids with a Bid price in excess of the designated limit from any further participation in the proceedings.

#### 7. Conditions and requirements for bid preparation, date and place for submitting bids

Bids may be submitted either in **electronic or paper form**. Bids submitted **electronically** must be submitted through the certified electronic tool **E-ZAKAZKY** available at <http://www.e-zakazky.cz> (hereinafter referred to as "**E-ZAKAZKY**"), where also detailed instructions for its use are available (link "Manual for the supplier" in the footer - <https://e-zakazky.cz/Content/files/ManualSupplier.pdf>) as well as user support contacts. Bids submitted in **paper form** must be delivered in a properly sealed envelope marked "**Do not open**" and bear the name of the public contract "**Pulsed UV-vis-IR tunable laser system**" to the address of the Contracting Authority (Fyzikální ústav AV ČR, v. v. i., Na Slovance 1999/2, 182 21 Prague 8, Czech Republic), to the filing room on the ground floor next to the main entrance (the main entrance is in the Pod Vodárenskou věží Street at No. 1). Bids in paper



form can be delivered by any suitable means, ie by post, courier, personally, etc. **The filing room's office hours are 8:00 am – 3:00 pm on business days, and on the last day of the deadline 8:00 am to 11:00 am.** The envelope must also bear the name and address of the bidder. Submissions in other forms will not be considered.

In case of submission of the bid in paper form, the bidder shall deliver the **paper original** of the offer in a properly sealed envelope, and at the same time submit the offer also in electronic copy on CD or other suitable data medium in PDF or MS Office or compatible format.

In order to submit a bid in electronic form, the bidder must be registered as a supplier in the electronic tool **E-ZAKAZKY** (link "supplier registration" on the website <https://e-zakazky.cz/registrace-dodavatel>) and the bidder's user must have the appropriate user authorization. Registration takes up to 3 working days after submission of all required documents and registration is free of charge. The bidder must have a personal computer with normal performance for office use, an Internet connection and an Internet browser installed (e.g. Microsoft Internet Explorer, Mozilla Firefox, Google Chrome, etc.).

The individual file that is included in the electronic bid must not exceed 100 MB. The bid must be processed using acceptable file formats, i.e. Microsoft Office (Word, Excel), Open Office, PDF, JPEG, GIF, or PNG. The Bid price will also be submitted by the bidder in the form of an inscription into the tender form, which will be displayed when the bid is submitted electronically. This is without prejudice to the obligation to submit other documents containing the Bid price.

The bid must be processed in Czech or English language.

The bid must include **identification data of the bidder**, i.e. primarily: business name, registered office, identification number, legal form, persons authorized to act on behalf of / represent the bidder, contact details for correspondence.

The offer must include:

- a) **Cover sheet (Annex 1** to this Invitation can be used),
- b) the **Bid price** according to Article 6. of this Invitation,
- c) the **Draft contract**, including the annexes, filled in at the places with marked data (**Annex 2** to this Invitation).

## 8. Qualifications

### Technical qualification

Fulfilment of the technical qualification will be demonstrated by a bidder, who submits a list with at least **2** significant supplies provided over the past three years before the commencement of the procurement procedure, including price and date of provision and the identification of client. Supply of a high-power laser (>1W total power) shall be considered a significant supply.



## 9. Evaluation criteria

First, the Contracting Authority will check the technical specifications of the offered equipment based on information provided by the bidders. If one of the mandatory technical requirements (specified in annex 1 of the Draft contract) is not fulfilled, the bidder will be excluded from further participation in the proceedings.

The bids will then be evaluated **on the basis of the lowest Bid price**. The Contracting Authority will evaluate the total Bid price in CZK excl. VAT.

## 10. Commercial terms

All commercial terms are contained in the Draft contract, which forms and integral part hereof as Annex No. 2. Bidders are required to accept the contract without reservation and without change; bidders are only entitled to complete their identification data, data on the bid price and any other clearly marked data. The Draft contract must be signed by the bidder's statutory body or a person authorized by the statutory body. Original or certified copy of the power of attorney or authorization shall be part of the Draft contract in such a case.

## 11. Additional conditions

The Contracting Authority has the right to:

- a. require further explanations to the bid in the case of confusion,
- b. verify the data declared by the bidder,
- c. specify or modify the Draft contract (maintaining the substantial parameters),
- d. cancel the small-scale public contract at any time in the course of the procurement procedure, up until conclusion of the contract,
- e. specify the subject of the public contract,
- f. enter into a contract with the bidder, whose bid has been evaluated as the most suitable; if the selected bidder refused to enter into a contract, the Contracting Authority has the right to enter into a contract with the bidder, whose bid has been evaluated as the second most suitable etc.
- g. publish the decision on the selection of the economic operator and possibly also notice of exclusion of a bidder on the Contracting Authority profile at: <http://www.e-zakazky.cz/Profil-Zadavatele/74e987e1-b4a1-4571-b8b6-2cd93fe6f932> and on IoP websites at: <http://www.fzu.cz/verejne-zakazky>. In such a case, the decision on the selection of the economic operator and the notice of exclusion of a bidder shall be considered to be delivered to all bidders concerned at the point of time of publication on the Contracting Authority profile.



## 12. Conclusion

This small-scale public contract is not awarded pursuant to Act No. 134/2016 Coll., on Public Procurement, as amended.

The information and data contained in this Invitation (including Annexes) define mandatory requirements of the Contracting Authority on the subject of the public contract. The bidder has to respect and accept these requirements fully and unconditionally when processing the bid. Non-acceptance of the requirements specified in this Invitation (including Annexes) will be considered a breach of the terms.

If this Invitation (including Annexes) mentioned trade names of some products or supplies, or other signs pertaining to a particular supplier, it is only a definition of quality standard and the bidder is entitled to propose a different, qualitatively and technically comparable solutions.

In Prague on February 21, 2020

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RNDr. Michael Prouza, Ph.D., Director

### Annexes:

1. Cover sheet
2. Draft contract