



Invitation to Tender for a Small-Scale Public Contract

for a public contract awarded pursuant to Section 31 of Act No. 134/2016 Coll., on Public Procurement, as amended (hereinafter the “Act”)

Title of the Small-Scale Public Contract:

Spectrophotometer



Česká
zemědělská
univerzita
v Praze

Identification Details of the Contracting Authority:

Name	Czech University of Life Sciences Prague
Company ID, VAT ID	60460709, CZ60460709
Registered Office	Kamýcká 129, 165 00 Prague – Suchbátka
Person Authorised to Act on Behalf of the Contracting Authority	Ing. Vladimír Albrecht, Bursar
Legal Form	Public higher education institution pursuant to Act No. 111/1998 Coll.

Contact Details of the Contracting Authority:

Contact Person	Ing. Martin Kórber
Telephone	+420 224 386 849
E-mail	pravni@rektorat.czu.cz
Website (Contracting Authority Profile)	https://zakazky.czu.cz/



1. Introductory Information

- 1.1. **Title:** Spectrophotometer
- 1.2. **Classification:** Main subject – CPV code 38433000-9 (Spectrometers)
- 1.3. **Estimated value of the small-scale public contract** (hereinafter also the “public contract”), determined as the estimated value of the complete performance of the subject matter of the public contract (i.e. including related services pursuant to Annex No. 1 to this Invitation): CZK 840,000 excluding VAT.
- 1.4. **Public contract regime:** small-scale public contract.
- 1.5. **Type of procurement procedure:** open call.
- 1.6. **Type of public contract:** public supply contract.
- 1.7. The tender documentation defines the subject matter of the public contract in the detail necessary for the preparation of the tender.
- 1.8. The tender documentation is binding on tenderers.
- 1.9. Words used in the tender documentation in the singular shall include the plural and vice versa, unless the context indicates otherwise. Headings of articles or paragraphs are used for clarity only and have no effect on the interpretation of the tender documentation.

2. Basic Information on the Subject Matter of the Public Contract

The subject matter of the public contract is the supply of a spectrophotometer. The subject matter of the public contract is further specified in the contract forming Annex No. 1 to this Invitation and in the technical specification forming Annex No. 4 to this Invitation.

The subject matter of the public contract will be co-financed within the project: “Improvement of premises, instrumentation equipment for teaching and strategic software at CULS Prague”, reg. no. CZ.02.02.01/00/23_023/0009070.

3. Commercial Terms

All binding commercial terms and conditions are set out in Annex No. 1 to this Invitation. The Contracting Authority insists on these commercial terms and conditions.

By submitting a tender, the tenderer agrees to the wording of the contract in full. Missing data in the contract (in particular the tender price, identification and contact details) shall be completed in accordance with the tender of the selected tenderer based on the information provided in the tender, in particular in the cover sheet. **The tenderer shall not submit the contract as part of the tender, and the Contracting Authority will not provide the contract in an editable format** during the procurement procedure. Any commercial terms and conditions stated by the tenderer in the tender shall not be considered relevant and the Contracting Authority shall not take them into account.



The tender must be consistent with the other information stated in the contract.

4. Technical Conditions

The technical specification is set out in Annex No. 4 to this Invitation.

The tenderer shall prepare Annex No. 1 to the contract, in which it shall bindingly and in detail describe the offered subject matter of the public contract, including the specific manufacturer and type of the offered goods. The information provided by the tenderer shall be binding, and in the event of performance of the subject matter of the public contract, the tenderer shall comply with all such information.

Annex No. 1 to the contract prepared by the tenderer must meet all technical requirements specified in Annex No. 4 to this invitation. Otherwise, such a tender shall be excluded from the procurement procedure for non-compliance with the tender documentation.

Annex No. 1 to the contract prepared by the tenderer must be submitted as part of the tender in a machine-readable (preferably editable) format (i.e. ideally .xlsx, .docx, .odt or .rtf).

The Contracting Authority is entitled to request, and the tenderer shall, upon such request, provide a technical data sheet (or a similar document) of the offered subject matter of the public contract demonstrating compliance with the technical parameters required by the Contracting Authority. The technical data sheet (or similar document) must not be in conflict with the tender documentation or the tender (including the contract itself).

5. Requirements for the Preparation of the Tender Price

The tenderer shall determine the tender price as a total amount for the entire subject matter of the public contract by stating it in the cover sheet forming Annex No. 2 to this invitation and in accordance with the tender documentation.

Additional requirements:

- The tender price shall be stated in CZK.
- The tender price shall be stated excluding value added tax (VAT), whereby VAT shall be determined and paid in accordance with the applicable legal regulations at the time of the taxable supply.
- The tender price shall include all costs incurred by the tenderer in connection with the performance of the subject matter of the public contract.

6. Qualification Requirements

6.1 Technical Qualification

The tenderer shall demonstrate technical qualification by submitting a list of significant supplies completed by the tenderer within the last 3 years, including the scope and period of performance.

The tenderer shall demonstrate compliance with this technical qualification criterion by submitting a



list in the form of a statutory declaration, including relevant annexes, from which compliance with the level of the technical qualification criterion defined below will be evident.

The tenderer meets this technical qualification criterion if, within the last 3 years, it has completed at least 3 supplies consisting in the supply of a spectrophotometer with a value of at least CZK 500,000 excluding VAT.

The Contracting Authority provides in Annex No. 3 to this Invitation an affidavit for demonstrating technical qualification, which the tenderer may complete with relevant information and sign.

7. Other Requirements of the Contracting Authority for the Performance of the Public Contract

7.1 Compliance with EU Legislation – Relation to Russia

Based on Council Regulation (EU) No. 2022/576 amending previous regulations on restrictive measures adopted in view of Russia's actions destabilising the situation in Ukraine, the Contracting Authority requires the submission of a declaration regarding the relationship of the tenderer and its subcontractors to Russia, as pursuant to Article 5 of the Regulation (subject to specified exceptions) it is prohibited to award or continue to perform public contracts to:

- a) Russian nationals, natural or legal persons, entities or bodies established in Russia,
- b) legal persons, entities or bodies directly or indirectly owned for more than 50% by any of the entities referred to in point (a), or
- c) suppliers acting on behalf of or at the direction of any of the entities referred to in points (a) or (b).

The Contracting Authority requires that the above conditions for the performance of the public contract pursuant to Council Regulation (EU) No. 2022/576 are also met by subcontractors, tenderers or entities whose capacities are relied upon within the meaning of the Act.

For the purposes of ensuring this obligation, Annex No. 3 to this Invitation includes an affidavit in which the tenderer states the above facts. The tenderer shall include this signed declaration (or its own equivalent) in the tender.

7.2 Absence of Conflict of Interest

The Contracting Authority requires the submission of a declaration on the absence of a conflict of interest, i.e. that:

- the tenderer is not subject to conditions giving rise to a conflict of interest, in particular that it is not directly or indirectly influenced in the procurement procedure by a conflict of interest in relation to the Contracting Authority or to entities involved in the preparation of this procurement procedure, and that it has no specific relationship with such persons (e.g. ownership, personnel, etc.);
- the tenderer is not subject to conditions giving rise to a conflict of interest within the meaning of Section 4b of Act No. 159/2006 Coll., on Conflict of Interest, as amended, i.e. that it is not a business corporation in which a public official referred to in Section 2(1)(c) of this Act, or a



person controlled by such official, holds a share representing at least 25% participation in the business corporation.

For the purposes of ensuring this obligation, Annex No. 3 to this Invitation includes an affidavit in which the tenderer states the above facts. The tenderer shall include this signed declaration (or its own equivalent) in the tender.

In the event of any change to the above facts, the tenderer shall notify the Contracting Authority of such change within 5 working days.

The Contracting Authority may exclude a tenderer from the procurement procedure in the event of a conflict of interest where no remedial measure, other than cancellation of the procurement procedure, is possible.

8. Method of Evaluation of Tenders

The basic evaluation criterion is the **lowest tender price**.

The evaluation shall be carried out as follows:

Tenders shall be ranked according to the amount of the tender price in CZK excluding VAT. The most advantageous tender shall be the tender with the lowest tender price. In the event that, within the evaluation of the public contract, more tenders are identified as the most advantageous (i.e. there are multiple tenders with the same lowest tender price), the Contracting Authority shall determine the ranking of these tenders by drawing lots. The date and place of such draw shall be notified to all tenderers at least 3 working days in advance.

The tenderer shall not condition the information proposed by it which are subject to evaluation by any additional condition. Conditioning or stating several different values shall be grounds for exclusion of the tender and exclusion of the tenderer from the procurement procedure. The Contracting Authority shall proceed similarly if the value subject to evaluation is stated in a different unit or form than specified by the Contracting Authority.

9. Conditions and Requirements for the Preparation of the Tender

All information provided by the tenderer in the tender and in any communication with the Contracting Authority (in particular explanations of the tender) must correspond to reality. If this requirement is not met, the tender shall be excluded.

For this purpose, the Contracting Authority reserves the right to verify any information provided by the tenderer in the tender or in its subsequent explanations.

The tender shall be submitted in written form in the English language.

The tenderer shall follow the order of documents specified in the following points of these instructions for the preparation of the tender:



- A. Tender Cover Sheet.** For the preparation of the cover sheet, the tenderer shall use Annex No. 2 to this Invitation – Tender Cover Sheet. The cover sheet shall include in particular the following information: title of the public contract, basic identification details of the Contracting Authority and the tenderer (including persons authorised to act), tender price.
- B. Other documents, conditions and requirements relating to the subject matter of the public contract.** The tenderer shall submit other documents required by the Contracting Authority in the tender documentation.

10. Inspection of the Place of Performance

The inspection of the place of performance of the Public Contract will not take place with regard to the subject of supply of the Public Contract.

11. Deadline and Place for Submission of Tenders

Deadline for submission of tenders: **Date: 29. 4. 2026** **Time (Hour): 9:00**

Tenders shall be submitted in hard copy or in electronic form.

A tender in hard copy may be delivered by the tenderer in person, via a postal service provider, courier service, etc., throughout the time limit for submission of tenders on working days from 8:00 to 15:00 to the registry of CULS. Delivery must be made in sealed envelopes marked with the name of the contract “**Spectrophotometer**”, “**TENDER – DO NOT OPEN**” and marked “**Legal Department**” and the address of the tenderer.

Address for submission of tenders: **Registry Office of the Czech University of Life Sciences Prague, Kamýcká 129, 165 00 Prague – Suchdol, Czech Republic**

Contacts: tel.: +420 224 382 098, 099

A tender in electronic form may be submitted by the tenderer throughout the time limit for submission of tenders via the electronic tool on the Contracting Authority’s profile (<https://zakazky.czu.cz>). The tender may not be submitted via data boxes.

12. Clarification of the Tender Documentation

A request for clarification of the tender documentation may be submitted in writing in electronic form via the electronic tool on the Contracting Authority’s profile (<https://zakazky.czu.cz>) no later than 4 working days before the expiry of the deadline for submission of tenders, to the contact points specified on the title page of this invitation. Responses to requests for clarification or supplementation of the tender documentation shall be sent or published in the same manner as this invitation.

13. Other Provisions

A tenderer that has not complied with the tender documentation, the conditions of the grant provider or generally binding legal regulations shall be excluded by the Contracting Authority from the procurement procedure.



The Contracting Authority reserves the right to cancel the procurement procedure at any time without giving any reason, or not to select any tenderer. No entitlement shall arise to tenderers from this fact.

All costs associated with the preparation of the tender and participation in the procurement procedure shall be borne by the tenderer.

The Contracting Authority excludes the possibility of submitting variant tenders.

14. Annexes

- Annex No. 1 – Contract
- Annex No. 2 – Cover Sheet
- Annex No. 3 – Specimen affidavits
- Annex No. 4 – Technical Specification

In Prague, on 14. 4. 2026

Ing. Vladimír Albrecht, sig.
Bursar