

## Call for Tenders for Small-Scale Public Contract Award

To public contract awarded pursuant to § 31 of Act no 134/2016 Coll., on Public Procurement, as amended (hereinafter the "Act")

### Small-scale public contract title:

Transcriptome analysis (RNAseq) of *Ips typographus*



### Identification data of contracting authority:

<b>Name:</b>	Czech University of Life Sciences Prague
<b>Business ID, VAT ID:</b>	60460709, CZ60460709
<b>Address of registered offices:</b>	Kamýcká 129, 165 00 Praha – Suchbátka
<b>Persona authorised to act in the name of the contracting authority:</b>	Ing. Jana Vohralíková, Bursar
<b>Legal status:</b>	Public higher education institute pursuant to Act no 111/1998 Coll.

### Contact data of contracting authority:

<b>Contact person:</b>	Mgr. Iva Mádllová
<b>Phone:</b>	+420 224 384 068
<b>E-mail:</b>	pravni@czu.cz
<b>Contact internet address (profile of contracting authority):</b>	<a href="https://zakazky.czu.cz/">https://zakazky.czu.cz/</a>

## 1. Introductory Information

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- 1.1 **Name: Transcriptome analysis (RNAseq) of Ips typographus**
- 1.2 **Assumed value of small-scale public contract** specified at the assumed value of complete implementation of the small-scale public contract subject: **CZK 344.000,- V.A.T. excl.**
- 1.3 The tender conditions define the small-scale public contract (SSPC) subject on the level of detail necessary for the bid preparation.
- 1.4 The tender conditions are binding for the bidders taking part in the present tender ("Bidder")
- 1.5 The singular used in the tender conditions also means plural and vice versa, unless otherwise dictated by the tender context. Titles of articles or sections of the tender conditions are for the sake of clarity without effect on the tender condition interpretation.
- 1.6 The award criteria are provided free of charge on the contact internet address (Client's profile: <https://zakazky.czu.cz/>) specified on the first page of this procurement documents, during the whole period for submission of tenders.

## 2. Basic Information on Public Contract Subject

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The subject of supply pursuant hereto is RNAseq transcriptome analysis of 65 samples of the bark beetle *Ips typographus*. To facilitate gene annotation and expression analysis for a select number of tissues/life stages in context of the genome sequencing of the bark beetle *Ips typographus*.

The subject of supply is detailed in the tender conditions, especially in the contract forming Annex 1 hereto and in the technical specification forming Annex 3 hereto to become Annex 1 to the contract.

## 3. Business Terms and Conditions

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All binding business terms and conditions are included in Annex 1 hereto. The contracting authority declares these business terms binding for the bidders.

By submitting its bid the bidder agrees within the full wording of the contract. The contract shall not be part of the bid. The missing data (especially the bid price and the identification data) will be populated in the contract from the bid cover sheet of the selected bidder.

## 4. Technical Terms

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A detailed technical specification is attached as Annex 3 hereto.

## 5. Requirements for Bid Variants

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The contracting authority shall not accept variant bids.

## 6. Requirements for Bid Price Format

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The bid price shall be specified as the total price of the subject of supply (analysis of 65 samples of the bark beetle *Ips typographus*) in compliance with the tender conditions.

Further requirements:

- The bid price shall be denominated in Czech crowns.
- The bid price shall be specified exclusive of value added tax (VAT).
- The bid price shall include all costs of the bidder incurred in connection with the small-scale public contract implementation.

The total bid price shall be the maximum permitted price including all other charges and costs connected with the small-scale public contract implementation.

## 7. Qualification Requirements

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The contracting authority does not require qualification requirement fulfilment documentation.

## 8. Method of Bid Evaluation

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The basic criterion is **economic aspect of the bids**. The economic aspect will be assessed by the contracting authority on the basis of the lowest bid price.

The assessment will be performed as follows:

The bids will be ranked according to the total bid price amount in CZK exclusive of V.A.T. separately for each part of the small-scale public contract (SSPC). The bid with the lowest bid price for the relevant part of the small-scale public contract will be the best bid.

## 9. Conditions and Requirements for Bid Preparation

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All information specified by the bidder in the bid and in any communication with the contracting authority (including but not limited to the requests for clarification) **must correspond to the reality**. If this requirement of the contracting authority is not met the respective bid shall be excluded from the tender proceeding.

If the contracting authority discovers non-compliance with this requirement after the contract award or in the course of the small-scale public contract implementation the right of the contracting authority to withdraw from the contract without any sanctions or charge a contractual penalty is hereby reserved. For details see Annex 1 hereto – The Contract.

For that purpose the contracting authority hereby reserves the right to check any information included by the bidder in the bid or in its additional clarification.

The bid shall be submitted in the original written copy in the Czech language. Separate bids shall be submitted for each individual part of the SSPC. The bid shall not include any overwrites or corrections that might confuse the contracting authority.

The bid shall be submitted on the address for bid submission. The bid may be delivered in person, by means of a postal licence holder or courier service to the registry in the seat of the contracting authority within the bid submission deadline. The bid cannot be delivered electronically or through a data box.

All sheets of the bid including enclosures shall be numbered in the ascending order of consecutive numbers and the bid shall be secured against unauthorised handling.

**The bid shall be ordered as specified in the following bid processing instructions:**

- A. Content.** The bid shall be provided with a table of contents with page numbers of the individual sections (chapters).
- B. Bid cover sheet.** The bidder shall use the template forming Annex 2 hereto – The Bid Cover Sheet. The cover sheet shall include the following data: name of public contract and its parts, basic identification data of the contracting authority and of the bidder (including names of persons authorised to act in the matters of the bid), date and signature of the representative of the bidder authorised to act in its name.
- The bid cover sheet shall include the contact address of the bidder (including e-mail) for written contact between the bidder and the contracting authority. This address will be used for delivery of all written communications of the contracting authority addressed to the bidder.
- The bid cover sheet shall include the bid price in the format pursuant to Art. 5 hereof. The bid price shall be assessed and added to the contract to be awarded to the winning bidder (see Art. 3 hereof).
- C. Other documents, conditions and requirements related to the public contract subject.** The bidder shall submit the other documents required herein by the contracting authority.

## **10. Request for Tender Documentation Clarification**

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The requests for tender documentation clarification must be delivered in writing to the contact address specified in the header hereof or in electronic form through electronic tool at the Client's profile (<https://zakazky.czu.cz>) at least 3 business days before elapse of the deadline for publication of the tender documentation clarification by the contracting authority on the contracting authority profile site.

Clarification of the tender documentation including the accurate wording of the request for clarification shall be published and sent to all known bidders.

## **11. Place and Deadline for Bid Submission**

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<b>Deadline for bid submission</b>	<b>Date: 9th April 2019</b>	<b>Time: 9:00 am</b>
<b>Address for bid submission:</b>	<b>Czech University of Life Sciences, Registry, Kamýcká 129, 165 00 Praha - Suchbát</b>	
<b>Contacts data:</b>	<b>Phones: +420 224 382 098, 099</b>	

The bid may be delivered by the bidder in person, by courier service, by a postal licence holder etc. any time before the bid submission deadline, on business days between 8:00 am and 3:00 pm to the registry of the Czech University of Life Sciences. The bid must be delivered in a sealed envelope marked with the public contract name: **“Transcriptome analysis (RNAseq) of *Ips typographus*”**, the words **“BID – DO NOT OPEN”** and **“Legal Department”** and address of the bidder.

The participant may also deliver the tender within the period for submission of tenders in electronic form, exclusively via the electronic tool at the Client's profile <https://zakazky.czu.cz> .

## **12. Other Provisions**

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The contracting authority hereby reserves the right to cancel the tender at any time, or to reject all bids. The bidders are not entitled to any compensation in such case.

The contracting authority does not reimburse any expenses of the bidders related to their participation in the tender.

## **13. Other Parts of Tender Documentation - Annexes**

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- Annex 1 – Contract
- Annex 2 – Bid Cover Sheet
- Annex 3 – Technical Specification

In Prague on 29<sup>th</sup> March 2019

Ing. Jana Vohralíková,  
Bursar