

Call for tenders and tender conditions for the small-scale public tender

Tender procedure not covered by the provisions of Act no. 134/2016 Coll., on Public Procurement, as amended (hereinafter „PPA“) and organised pursuant to Bursar Directive no. 5/2017 dated 1 July 2017 and the Rules for Applicants and Recipients – General, Operation Programme “Research, Development and Education, Period 2014-2020, version 5, effective date 9 November 2017

Name of the small-scale public tender:

Equipment for tension tests – purchasing the equipment and SW



Contracting entity identification:

Name:	Czech University of Life Sciences Prague (Česká zemědělská univerzita v Praze)
ID, VAT ID:	60460709, CZ60460709
Address:	Kamýcká 129, 165 00 Praha – Suchbátka
Authorised representative of the contracting entity:	Prof. Ing. Marek Turčáni, Dean, FLD
Legal status:	Public University established and existing pursuant to Act no. 111/1998 Coll.

Contact data of the contracting entity:

Contact person:	Magdaléna Bičová
Telephone:	+420 774 878 811
E-mail:	VZFLD@staidl-leska.com
Contracting entity profile:	https://zakazky.czu.cz

1. Initial information

- 1.1 **Name of the public contract:** Equipment for tension tests – purchasing the equipment and SW
- 1.2 **Anticipated value of this public contract** (anticipated value of the entire performance of this small-scale public contract): **460 000 CZK (without VAT).**
- 1.3 This small-scale public contract has been split into two sections:
- a. Section A – Pull tests - TreeQinetic
 - anticipated value 260 000 CZK (without VAT)
 - b. Section B – Arborsat evaluation software
 - anticipated value 200 000 CZK (without VAT)
- 1.4 **Every supplier can participate in both sections of this small-scale public contract or any individual section. If the supplier will participate in both sections of this public contract, it has to submit separate tender for each individual section. Each separate tender must be in a separate envelope, identified with name of the relevant section of the public contract.**
- 1.5 Time and place of performance of the public contract – deadline of this small-scale public contract has been defined in the binding Sample Agreement, according to the relevant section selected by the contractor, constituting integral part of this Call for Tenders (Appendix no. 1).
- 1.6 Place of performance is the seat of the contracting entity Kamýcká 129, 165 00 Praha – Suchbát.
- 1.7 Tender conditions specified herein as well as in the appendices hereto (hereinafter jointly referred to as “Call for Tenders” or “Tender conditions”) provide details of the small-scale public contract, as required for the purpose of tender submission.
- 1.8 Tender conditions are binding for all suppliers.
- 1.9 The terms provided herein in singular include also plural and vice versa, unless otherwise required by the context. The headings of the articles/sub-articles are only provided for clarification and are irrelevant for the interpretation of the Tender conditions.
- 1.10 Public contract type: delivery as above
- 1.11 This public contract will be implemented within the scope of project “High-tech technology and education pavilion FLD”, reg. no. CZ.02.2.67/0.0/0.0/16_016/0002471, co-financed from Operation Programme Research, Development and Education.

2. Basic information about the subject-matter of the public contract

The subject-matter of the small-scale public contract is purchase of the equipment for tension tests– Pull tests system – TreeQinetic and SW (Arbostat evaluation software), as specified in following.

The subject-matter of the small-scale public contract has been detailed in Appendix no. 1 hereto – Binding Sample Agreement for the relevant section and in Appendix no. 2 hereto – Technical Specification.

The contracting entity requires the supplier to submit detailed technical specifications of offered equipment units and the accessories, if any (technical data sheets, declaration of compliance and other

relevant documents), constituting appendix no. 1 of the binding Sample Agreement submitted by the supplier.

3. Terms of business

Any and all binding terms of business shall be provided in the binding Sample Agreement to be concluded with the contractor and constituting appendix hereto. The supplier must not alter the Terms of Business.

In the binding Sample Agreement, the supplier can only insert specific data (colour shading or boxes „to be inserted by the supplier“ etc.). The Supplier is not allowed to alter the binding Sample Agreement.

Completed Sample Agreement must be signed by supplier's authorised representative, and then submitted to the contracting entity together with all specified appendices within the scope of the tender.

Completed Sample Agreement (not signed), including all appendices, shall also be submitted in electronic format (.doc or .docx, on a data carrier that cannot be subsequently modified, e.g. CD – R). Attention: The Agreement in electronic format shall not substitute paper-based Agreement.

The contents of the Agreement submitted by the supplier, incl. appendices, must correspond to other data provided in supplier's tender.

4. Alternative tenders

Alternative tenders are not acceptable.

5. Requirements to tender price calculation

The supplier shall insert tender price in the binding Sample Agreement, in the format as required and in the box as provided.

Tender price must include any and all costs incurred by the supplier in the course of performance of the contract.

Tender price shall be indicated in Czech crowns.

The Supplier cannot alter this format or make it conditioned by other facts, variables etc. The discounts, if any, must be included in the total price. The price will be fixed (no alternative prices) and shall not be increased.

The tender price (without VAT) shall be considered in the tender evaluation procedure.

6. Requirements for qualification

General qualification will be documented by provision of supplier's statutory declaration on compliance with the qualification criteria, as defined in Appendix no. 4 hereto.

Professional qualification will be documented by provision of supplier's statutory declaration on compliance with the qualification criteria, as defined in Appendix no. 4 hereto.

In the course of the award procedure, the contracting entity can ask for provision of originals or authenticated copies of the qualification documents.

7. Tender evaluation procedure

The basic criterion of evaluation shall be **financial aspects**, which will be assessed with respect to the lowest tender price by the contracting entity (both in section A and B, as provided in article IV of the Agreement).

Tender price without VAT shall be relevant for evaluation.

Submitted tenders shall be classified in descending order, from the lowest price to the highest price. The supplier offering the lowest price tender will be the winner.

Tender evaluation will be conducted prior to assessment. In this event, only the tender of the specific supplier will be considered, which should be awarded the contract, based on the prior evaluation.

8. Conditions and requirements for preparation of the tender

Any and all information provided by the supplier in its tender as well as any communication with the contracting entity (particularly explanations on the tender) must be real. The tenders that do not comply with this provision shall not be considered.

Should violation of this condition be discovered after conclusion of the agreement or, as the case may be, in the course of performance of the small-scale public contract, the contracting entity can withdraw from the agreement and require indemnification and sanctions pursuant to relevant provisions in the agreement.

For this purpose, the contracting entity reserves the right of verification/clarification of any information provided in supplier's tender.

The tender must be submitted in two written counterparts (original and copy), in English or Czech language. The tender submission must also include data carrier that cannot be subsequently modified, e.g. CD – R with requested documents (see art. 3 of this call for tenders).

The tender must not have misleading definitions and/or subsequent corrections.

Individual sheets of the tender must be secured against unauthorised manipulation. The tender must be submitted in non-transparent closed/sealed envelope, not allowing any subsequent manipulation of the document without opening the envelope.

The tender must be submitted individually, in accordance with this PPA. The tender must be delivered to the address for tender submission. It can also be delivered *in personam*, by mail or messenger service to the mail room of the contracting entity, within the term for tender submission. Electronic tender submissions or tender submissions to data box are not acceptable.

The following order of documents must be observed by the supplier:

- A. Contents of the tender.** The contents of the tender must include a list of numbered pages of individual tender sections (chapters).
- B. Cover sheet.** The cover sheet must be issued in compliance with the sample in Appendix no. 3 of this Call for Tenders – Tender Cover Sheet. The following information must be provided on the cover sheet: name of the small-scale public contract, essential identification data of the contracting entity and the supplier (including names of the persons authorised for further negotiation), date and signature of supplier's authorised representative.

On the cover sheet, the supplier shall provide its contact address (incl. e-mail) for correspondence with the contracting entity. All messages and information by the contracting entity will be sent to this address in the course of the award procedure.

- C. **Draft Agreement.** The supplier must observe all instructions provided in this Call for Tenders. If any other person will negotiate instead of the supplier, the relevant power of attorney (original or duly authenticated copy) must be included.
- D. **Qualification documents.** Supplier's qualification documents shall be provided in accordance with art. 6 of this Call for Tenders.
- E. Appendix no. 1 of the Draft Agreement– Detailed **technical specification of offered equipment (see art.. 2 of this Call for Tenders).**
- F. **Other documents, conditions and requirements relevant for the subject-matter of this public contract.** The supplier shall also provide other documents as required by the contracting entity in the Terms of Business.

9. Explanation of the tender conditions

The Supplier can ask for explanation of the tender documentation in writing. This request must be delivered to contracting entity's e-mail VZFLO@staidl-leska.com 4 business days before expiration of the tender submission deadline at the latest.

The contracting entity shall send the explanation or relevant documents 2 business days after receiving the request from the supplier at the latest.

10. Place and deadline for tenders

Deadline: **Date: 24. 9. 2019** **Time: 10:00**
Address: **ČZU, mailing room, Kamýcká 129, 165 00 Praha – Suchbát**

The tenders can be submitted by the end of the tender submission period, on business days, 8:00 - 15:00 (on the last day, to specified hour only). The tenders must be received in the mailing room of the contracting entity, in sealed envelopes bearing the following information: **Contract name, "TENDER – DO NOT OPEN",** identification **„EQUIPMENT FOR TENSION TESTS – PURCHASING THE EQUIPMENT AND SW“** including the relevant tender section, and supplier's address.

The time of receiving the tender by ČZU mailing room shall be relevant.

11. Other provisions

The contracting entity reserves the right of cancellation of the award procedure at any moment and/or to refrain from identification of the winner.

The costs associated with participation in the tender shall be borne by individual suppliers.

The contracting entity reserves the right of checking the data provided in received tenders by asking the potential contractor and/or any third party. The potential contractor shall provide all necessary assistance in this respect.

The information and data in all parts of this Call for Tenders and its appendices define binding requirements of the contracting entity for performance of the small-scale public contract. The supplier undertakes to observe these requirements in its tender. Failure to this shall be considered violation of tender conditions and can result in exclusion of the relevant supplier from the contract award procedure.

Direct or indirect references to any specific supplier or products, patents, inventions, industrial designs, trademarks or identifications of origin indicated by the contracting entity in this Call for Tenders and/or its appendices are not relevant, and the contracting entity hereby allows the suppliers to use other equivalent designs complying with the functionality as required by the contracting entity or as obvious for relevant professionals (even if in another manner).

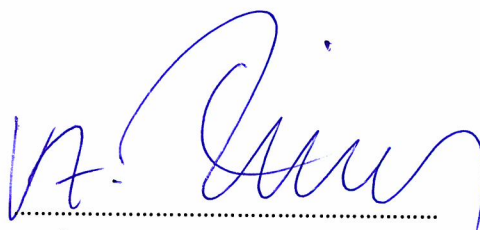
If the selected contractor fails to sign the contract with the contracting entity without undue delay, the contracting entity can exclude the selected contractor from the award procedure. In this event, the contracting entity can award the contract to the next selected contractor.

12. Further parts of the Call for Tenders – appendices

- Appendix no. 1 – Binding Sample Agreement (for each individual section of the public contract)
- Appendix no 2 – Technical Specification (Specification of the subject-matter of the contract) (for each individual section of the public contract)
- Appendix no 3 – Tender Cover Sheet
- Appendix no 4 – Statutory Declaration of Compliance with the Qualification Criteria (sample)

Place and date:

Praha 13 September 2019



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Prof. Ing. Marek Turčáni, PhD., Dean,
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