

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:

Sanger Barcode High-Throughput Run



Identification data of contracting authority:

Name:	Czech University of Life Sciences Prague
Business ID, VAT ID:	60460709, CZ60460709
Address of registered offices:	Kamýčká 129, 165 00 Praha – Suchdol
Persona authorised to act in the name of the contracting authority:	Ing. Karel Půbal, Ph.D., Bursar
Legal status:	Public higher education institute pursuant to Act no 111/1998 Coll.

Contact data of contracting authority:

Contact person:	Mgr. Iva Mádlová
Phone:	+420 224 384 068
E-mail:	pravni@czu.cz
Contact internet address (profile of contracting authority):	https://zakazky.czu.cz/

1. Introductory Information

- 1.1 **Name: Sanger Barcode High-Throughput Run**
- 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 700.000, - without V.A.T.**
- 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

The subject of supply pursuant hereto is Sanger Sequencing in 96-well plates or 0,2ml vials including sample purification.

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

The procurement shall be financed within the scope of the project “Advanced Research Supporting the Forestry and Wood-processing Sector’s Adaptation to Global Change and the 4th Industrial Revolution”, which is co-financed from the Operational Programme Research, Development and Education, Reg. No.: CZ.02.1.01/0.0/0.0/16_019/0000803.

3. Business Terms and Conditions

All binding business terms and conditions are included in Attachment 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

A detailed technical specification is attached as Attachment 3 hereto.

5. Requirements for Bid Variants

The contracting authority shall not accept variant bids.

6. Requirements for Bid Price Format

The bid price shall be specified as the total price of the subject of supply in compliance with the tender conditions, by pricing of individual items stated in Attachment 4 – Tender price. The participant is obliged to insert the completed Attachment No. 4 - Tender price in the bid, pursuant to 8. c) this document.

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. Method of Bid Evaluation

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.

8. Conditions and Requirements for Bid Preparation

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 Attachment 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 written form in the Czech or English language. The bid shall not include any overwrites or corrections that might confuse the contracting authority.

The bid shall be submitted in electronic form, exclusively via the electronic tool at the Client's profile <https://zakazky.czu.cz>. The bid cannot be delivered 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 Attachment 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.

9. Request for Tender Documentation Clarification

The requests for tender documentation clarification must be delivered in writing (by post, by e-mail) to the contact address specified in the header hereof 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.

10. Place and Deadline for Bid Submission

Deadline for bid submission **Date: 17. 2. 2020** **Time: 13:00**

The participant may 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> .

Opening of tenders in electronic form means making their contents accessible to the Client. Tenders in the electronic form are opened by the Client after the period for submission of tenders, without the presence of the public.

11. Other Provisions

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.

12. Other Parts of Tender Documentation - Attachments

- Attachment 1 – Contract
- Attachment 2 – Bid Cover Sheet
- Attachment 3 – Technical Specification
- Attachment 4 – Tender price

In Prague on 6th February 2020

Ing. Karel Půbal, Ph.D.,
bursar, v. r.