

Invitation to Tender and Tender Conditions for a Small-Scale Public Contract

awarded in a tender outside the regime of Act 134/2016 Coll., on the award of public contracts, as amended (hereinafter referred to as the "Act"), and awarded in accordance with the Bursar's Directive No. 5/2017 of 1 July 2017 and further according to the Rules for Applicants and Beneficiaries - General Part, Operational Programme Research, Development and Education, Programming Period 2014-2020, Version 5, valid from: 9 November 2017

Name of the Small-Scale Public Contract:

Development of a program for the simulations of impacts of various biotic disturbance agents on the forest with interface to an existing ecosystem model



Identification data of the Contracting Authority:

Name:	Czech University of Life Sciences Prague
Company Reg. No. VAT No.:	60460709, CZ60460709
Registered office:	Kamýcká 129, 165 00 Prague - Suchbát
Person authorized to act on behalf of the Contracting Authority:	prof. Ing. Róbert Marušák, PhD., Dean of FFWS
Legal form:	Public higher education institution pursuant to Act 111/1998 Coll.

Contact details of the Contracting Authority

Contact person:	Magdaléna Bičová
Telephone:	+420 774 878 811
Contact e-mail:	VZFLD@staidl-leska.com
Profile of the Contracting Authority:	https://zakazky.czu.cz/

1. Introduction

- 1.1 **Name of the public contract:** Development of a program for the simulations of impacts of various biotic disturbance agents on the forest with interface to an existing ecosystem model
- 1.2 **The estimated value of the small-scale public contract** is determined as the estimated value of the complete performance of the subject of the small-scale public contract: **21,600 EUR without VAT.**
- 1.3 **The estimated value of the small-scale public contract is also the value of the maximum and non-exceedable price of performance. In the event that a Tenderer offers a higher price, it will be excluded from the Tender due to non-compliance with the conditions specified herein.**
- 1.4 **Time and place of performance of the public contract - the time of performance of this small-scale public contract is specified in the binding draft contract, which is an integral part of this Invitation as Attachment 1.**
- 1.5 The place of performance is the registered office of the Contracting Authority at the address Kamýcká 129, 165 00 Prague - Suchbát.
- 1.6 The tender conditions specified in the Invitation and its attachments (hereinafter collectively referred to as the "Invitation" or the "Tender Conditions") define the subject of the small-scale public contract in the details necessary for the preparation of the Tender.
- 1.7 The tender conditions shall be binding for the Tenderers.
- 1.8 Words stated in the singular in the Tender Conditions shall also include the plural and vice versa, unless the context of the Tender Conditions shall indicate otherwise. The titles of the articles or paragraphs of the Tender Conditions are given only for better clarity and have no effect on the interpretation of the Tender Conditions.
- 1.9 Type of public contract: services
- 1.10 The public contract shall be performed within the framework of the project "Excellent Research as Support for the Adaptation of Forestry and Lumbering to Global Change and the 4th Industrial Revolution" with the Reg. No. CZ.02.1.01/0.0/0.0/16_019/0000803, co-financed from the Operational Programme Research Development and Education.

2. Basic Information on the Subject of the Public Contract

The subject of the performance of a programming service public contract.

The subject of performance of a small-scale public contract is further defined in Attachment 2, hereto - Specification of the subject of performance. The Contracting Authority requires the complete delivery of all parts of the subject of performance, the Contracting Authority shall not accept the partial performance of the subject of this small-scale public contract

3. Business Conditions

Any and all binding business conditions are specified in the binding model of the contract, which forms an attachment, hereto. Tenderers shall not be entitled to change the business conditions.

In the binding model of the contract, Tenderers shall only be entitled to supplement the data intended for completion (colouring, or where labelled "to be completed by the Tenderer", etc.). Tenderers shall not be entitled to otherwise interfere with the binding model of the contract.

The supplemented binding model of the contract shall be signed by the Tenderer or a person authorized to act on behalf of the Tenderer, and shall be submitted to the Contracting Authority together with the required attachments to the contract as part of the Tender. The supplemented binding model contract (unsigned), including the required attachments, shall also be submitted in the Tender in electronic form in .doc or .docx format.

The contract submitted by the Tenderer and its attachments must correspond in terms of content to other data contained in the submitted Tender.

4. Requirements for Alternative Tender Solutions

The Contracting Authority shall not allow alternative tender solutions.

5. Requirements for the Method of Processing the Tender Price

Tenderers shall state the Tender price by adding it to the binding model of the contract, in the place designated for this purpose and in the format specified therein. Tenderers shall not be entitled to change or condition this format with other facts, variables or other incomparable conditions. Tenderers shall be obliged to include any discounts from the price already in the price and submit this as the only (not alternative), fixed and highest permissible price.

The Tender price must include all of the Tenderer's costs related to the performance of services in the sense of the contract.

The Tender price shall be stated in Czech Crowns.

The Tender price without VAT is a parameter for evaluating the Tenders.

6. Qualification Requirements

Basic eligibility shall be proven by submitting a sworn statement on the fulfilment of the basic competence to the extent specified in Attachment 4, hereto.

Professional eligibility shall be proven by the Tenderers by submitting:

- proof of a business license (extract from the trade register or trade license), to the extent corresponding to the subject of this public contract
- an extract from the Commercial Register or other similar records, if the law requires entry in such records

Proof of qualifications shall be provided by the Tenderers in their Tenders as copies.

During the tender procedure, the Contracting Authority may request the submission of originals or officially certified copies of the qualification documents.

7. Method of Evaluating the Tenders

The basic evaluation criterion shall be the **economic advantageousness of the Tender**. The Contracting Authority shall evaluate the economic advantageousness of the Tenders according to the lowest tender price specified in Article IV. of the submitted contract.

The parameter for evaluating the Tenders shall be the Tender price without VAT.

Tenders shall be ranked based on the amount of the Tender price descending from the lowest to the highest. The Tender with the lowest Tender price will be evaluated as the winner.

The evaluation of Tenders may be performed before their assessment. In such a case, the Tenders shall be assessed only for the Tenderers with whom the contract shall be concluded according to the performed evaluation.

8. Conditions and Requirements for Preparing the Tender

Any and all information provided by the Tenderer in the Tender and in any communication with the Contracting Authority (especially clarification of the Tender) **must conform to reality**. In the event that these requirements of the Contracting Authority shall not be complied with, a Tender that does not meet these requirements shall be rejected.

In the event that the Contracting Authority determines these requirements are not complied with only after the conclusion of the contract or during the performance of the small-scale public contract, it shall reserve the right to withdraw from the contract and claim damages and a contractual penalty in accordance with the relevant provisions of the contract.

For this purpose, the Contracting Authority shall reserve the right to verify any information provided by the Tenderer in the Tender, or its additional explanation.

In the event that several tenderers submit a Tender jointly (Joint Tender), they shall also indicate in the Tender the person who will be authorized to represent these Tenderers (as the only one) in contact with the Contracting Authority during the tender procedure.

The Tender shall be submitted in electronic form only, exclusively through an electronic tool on the profile of the Contracting Authority. The Contracting Authority shall not allow the submission of Tenders in paper form or in electronic form in any other way than in the form specified above.

The Tender shall not contain transcripts or corrections that could be misleading for the Contracting Authority.

The Tenderer shall use the order of documents specified in the following points of these requirements when preparing the Tender:

- A. Contents of the Tender.** The Tender shall include the contents with the page numbers of the individual sections (chapters).
- B. Tender cover sheet.** To compile a tender cover sheet, the Tenderer shall use Attachment 3, hereto - Tender cover sheet. The following information shall be included on the tender cover sheet: the name of the small-scale public contract, the basic identification data of the Contracting Authority and the Tenderer (including persons authorized to further negotiate), the date and signature of the person authorized to represent the Tenderer.

The Tenderer shall explicitly state their contact address (including e-mail) for written communication between the Tenderer and the Contracting Authority on the cover sheet of the Tender. The Contracting Authority shall send any and all documents to the Tenderer to this address during the tender procedure.

- C. **Documents proving qualification.** The Tenderer shall provide documents in accordance with Article 6, herein.
- D. **Contract.** To add the contract to the Tender, the participant shall proceed according to this Invitation.
In the event that the person acting on behalf of the Tenderer shall do so on the basis of a power of attorney, a valid original power of attorney or an officially certified copy thereof must be submitted in the Tender after the draft contract.
- E. **Other documents, conditions and requirements related to the subject of performance of the public contract.** The Tenderer shall submit the other documents required by the Contracting Authority in the Tender Conditions.

9. Clarification of the Tender Conditions

Tenderers may submit a written request for clarification of the Tender Conditions. Tenderers must deliver the request no later than 4 working days before the deadline for submission of tenders to the contact email of the Contracting Authority: VZFLD@staidl-leska.com.

The Contracting Authority shall send its clarification of the tender conditions, or related documents, no later than 2 working days after receiving the request, see above.

10. Time and Place for Submission of Tenders

Deadline for submission of Tenders:

Date: 30. 09. 2020

Time: 10:00

Tenders shall be submitted in electronic form only (see also Article 8, herein). The Tenderer may submit the Tender in electronic form throughout the entire period for the submission of tenders, exclusively via **the electronic tool on the profile of the Contracting Authority** (<https://zakazky.czu.cz>).

The time for submission of Tenders shall be governed by the system time in the electronic tool of the Contracting Authority.

11. Further Provisions

The Contracting Authority shall reserve the right to cancel the Tender at any time or not to select any of the Tenderers.

The costs associated with the Tenderer's participation in the Tender shall not be reimbursed by the Contracting Authority.

The Contracting Authority shall reserve the right to verify the information contained in Tender with third parties and the Tenderer shall be obliged to provide it with all necessary cooperation in this regard.

The information provided in the individual parts of this Invitation and its attachments define the binding requirements of the Contracting Authority for the performance of the small-scale public contract. The Tenderer

shall be obliged to fully and unconditionally respect these requirements when preparing their Tender. Failure to accept the requirements of the Contracting Authority specified in this Invitation and its attachments shall be considered as a non-compliance with the Tender Conditions with a possible consequence of exclusion of the Tenderer from the tender procedure.

In the event that this Invitation and its attachments contain direct or indirect references to a specific Tenderer or product, or patent for an invention, utility model or industrial design, trademark or designation of origin, the Contracting Authority shall expressly allow the use of other, qualitatively and technically equivalent solutions to fulfil the functionality required by the Contracting Authority or obvious to the expert (albeit in a different way).

A selected Contractor that fails to enter into a contract with the Contracting Authority without undue delay, may be excluded from the tender procedure by the Contracting Authority. In the event that the selected Contractor shall be excluded, the Contracting Authority may request the next Contractor in line to enter into a contract.

12. Other Parts of the Call - Attachments

- Attachment 1 – Binding model of the contract
- Attachment 2 – Specification of the subject of performance
- Attachment 3 – Tender cover sheet
- Attachment 4 – Model of the Tenderer's sworn statement on the fulfilment of the basic qualifications

Done in Prague, date 03. 09. 2020

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prof. Ing. Róbert Marušák, PhD., Dean of FFWS