

## Invitation to Tender

To public contract awarded pursuant to § 53 of Act no 134/2016 Coll., on Public Procurement, as amended (hereinafter the "Act")

### Simplified below-threshold procedure:

RNA library building including rRNA depletion and RNA sequencing



### 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>	Kamýčká 129, 165 00 Praha – Suchdol
<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 Mádlová
<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:** RNA library building including rRNA depletion and RNA sequencing
- 1.2 **Assumed value of Simplified below-threshold procedure** specified at the assumed value of complete implementation of the public contract subject: **CZK 1.948.000,- V.A.T. excl.**
- 1.3 **Type of procurement:** public service contract
- 1.4 **Regime of procurement:** below threshold
- 1.5 **Type of procurement procedure:** Simplified below-threshold procedure pursuant to Sec. 53 of the Act.
- 1.6 The estimated value of the procurement is set as maximal and unexceedable. Tender including tender price exceeding the estimated value, shall be eliminated and the participant shall be excluded from the procurement procedure.
- 1.7 The award criteria define the simplified below-threshold procedure (SBTP) subject on the level of detail necessary for the tender preparation.
- 1.8 The award criteria are binding for the economic operators participating in the present tender (hereinafter referred to as "Bidder")
- 1.9 In case the award criteria contain direct or indirect references to specific suppliers or products or patents for inventions, utility models, industrial models, trademarks or designations of origin or references to standards or technical documents, the Contracting Authority expressly allows to offer an equivalent solution in accordance with Section 89 (6) and § 90 (3) of the Act.
- 1.10 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 Library building for RNA sequencing, including ribosomal RNA depletion of 150 samples and 8 lane Transcriptomic and metatranscriptomic sequencing (RNAseq).

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

## 4. Technical specifications pursuant to Sec. 89 of the Act

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A detailed technical specification is attached as Annex 3 hereto.

## 5. Tender variants

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The contracting authority shall not accept variant tenders.

## 6. Requirements for Tender Price Format

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The tender price shall be specified as the total price of the subject of supply (analysis of 150 samples and 8 lane transcriptomic and metatranscriptomic sequencing (RNAseq)) in compliance with the tender conditions.

Further requirements:

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

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

## 7. Other Contracting Authority's requirements on the procurement

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The chosen Contractor shall be, pursuant to Sect. 122 of the Act, sent a notice to submit:

- a) the originals or certified copies of documents attesting to its qualification where they have not already been made available to the Client;
- b) if data about the real proprietor cannot be gained by proceeding as set in Sect. 122 (4) of the Act, the Client shall send a notice to the chosen Contractor to submit a certificate from register similar to a register of real proprietors or
  - a. to provide identification data of all persons who are its real proprietors and
  - b. to submit evidence from which the relationship of the persons to the Contractor pursuant to (a) is clear, this evidence is especially
    - i. incorporation certificate or a similar register certificate,
    - ii. list of shareholders,
    - iii. decision of the board of directors to pay a share of the profit,
    - iv. company contract, articles of organisation or incorporation.

## 8. Qualification Requirements

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The contracting authority does not require qualification requirement fulfilment documentation.

## 9. Method of Tender Evaluation

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Basic criterion for the evaluation is **economic advantageousness of the tenders**. The Contracting Authority shall evaluate the economic advantageousness of tenders according to the lowest tender price.

The evaluation shall be done in the following way:

Tenders shall be ordered according to the total amount of the tender price in CZK without VAT. The tender with the lowest tender price shall be chosen as economically most advantageous.

The Bidder is not entitled to condition evaluated data by another condition. Conditioning or providing several different values are reasons for excluding the tender and the Bidder from the procurement procedure. Similarly the Contracting Authority shall proceed in case of providing a value which is a subject of the evaluation in another form or unit than the Client specified.

## 10. Terms and requirements for the processing of the tender

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10.1. All information the participant includes in the tender and in any communication with the Contracting Authority (especially explanation of the tender pursuant to Sect. 46 of the Act) must be true. In case this requirement fails to be met, the Contracting Authority shall proceed pursuant to Sect. 48 of the Act.

For this purpose the Contracting Authority has the right to verify any information provided by the participant in the tender or its additional explanation.

10.2. The Contracting Authority notifies the Bidder that pursuant to Sect. 48 (7) and (9) it must exclude such chosen Bidder who is a joint-stock company or has a legal form similar to a joint-stock company and has issued other than exclusively booked shares.

10.3. The tender shall be submitted in original and in written form, in Czech or English language.

10.4. The tender shall not include overwritings and corrections which may confuse the Contracting Authority.

10.5. The tender shall be submitted in electronic form exclusively through an electronic tool on the Contracting Authority's profile. The tender may not be delivered through data boxes.

10.6. **The Bidder shall use the order of documents specified in the following points of these instructions for processing of the tender:**

**A. Contents of the tender.** The tender shall have contents with numbers of pages provided at individual sections (chapters).

**B. Bid cover sheet.** For creating the bid cover sheet, the Bidder shall use the Annex No. 3 of the award criteria - Bid cover sheet. The bid cover sheet shall include the following information: Name of the procurement, basic identification information of the Contracting Authority and Bidder (including persons authorised to further acting), date and signature of the person authorised to act on behalf of the Bidder. In the tender the bid cover sheet must include identification information of the Bidder in the extent stated in Sect. 28 (1) (g) of the Act. The Bidder shall in the bid cover sheet explicitly state its contact address (including e-mail) for written contact of the Bidder and the Contracting Authority. At this address, all written documents during the procurement procedure shall be delivered to the participant by the Client.

- C. Documents for proving of qualification.** The participant shall provide document for proving of qualification pursuant to the Act. The Client has specified requirements for proving of qualification pursuant to the Act in Article 8 of the award criteria.
- D. Other documents, terms and requirements relating to the subject of performance of the procurement.** The participant shall submit other documents required by the Client in these award criteria.

## **11. Request for explanation of Invitation to Tender**

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Request for explanation of procurement documents may be delivered in writing, in electronic form through electronic tool at the Client's profile (<https://zakazky.czu.cz>) at least 3 working day before the termination of the period in which the Client is obliged to publish the explanation of the procurement documents on the Client's profile (see Sect. 98 (1) of the Act).

The explanation of procurement documents including the exact wording of the requirement shall be published and sent pursuant to Sect. 98 of the Act.

## **12. Visit of the performance site**

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Visit to the site of performance of the procurement shall, with regard to the subject of performance of the procurement, not be realized.

## **13. Deadline and mean for Tender's submission**

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**Deadline for bid submission**                      **Date: 20<sup>th</sup> June 2019**                      **Time: 9:00 am**

The participant may deliver the tender in the period for submission of tenders in electronic form, exclusively **via the electronic tool at the Contracting Authority's profile** (<https://zakazky.czu.cz>).

## **14. Opening envelopes with tenders**

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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.

## **15. Communication in the procurement procedure**

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Written communication between the Contracting Authority and the Bidder shall be in compliance to the Act, only electronic, unless the Contracting Authority specifies otherwise during the procurement procedure. The Contracting Authority prefers written communication through the electronic tool (Contracting Authority's profile) at the address <https://zakazky.czu.cz>. The tender may be submitted only through the Contracting Authority's profile.

The Contractor may submit a tender or communicate with the Client if it is registered and signed in here: <https://zakazky.czu.cz/registrace.html>. Detailed information on the use of the electronic tool is available at: <https://zakazky.czu.cz/manual.html>.

## 16. 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 4<sup>th</sup> June 2019

Ing. Jana Vohralíková,  
Bursar, *v. r.*