

Procurement documents

to the public contract assigned in the public procurement pursuant to Act No. 134/2016 Coll., on Public Procurement, as amended (hereinafter referred to as "Act")

Name of the public contract:

Meta-Barcoding of microbial communities



ID data of the Client:

Name:	Česká zemědělská univerzita v Praze (in English: Czech University of Life Sciences Prague)
Business ID, VAT ID:	60460709, CZ60460709
Address of the head office:	Kamýčká 129, 165 00 Praha - Suchbátka
Person authorised to act on behalf of the Client:	Ing. Karel Půbal, Ph.D., bursar
Legal form:	public university pursuant to the Act No. 111/1998 Coll.

Contact data of the Client:

Contact person:	Mgr. Iva Mádlová
Tel:	+420 224 384 068
E-mail:	pravni@rektorat.czu.cz
Contact internet address (Client's profile)	https://zakazky.czu.cz/

1. Introductory information

- 1.1 **Name:** **Meta-Barcoding of microbial communities**
- 1.2 **Classification:** **main subject-** code CPV 73111000
(Laboratory research)
- 1.3 **Estimated value of procurement set as estimated value of complete performance of the subject of the public contract:** **1.950.000 CZK without VAT.**
- 1.4 **Type of procurement:** public service contract.
- 1.5 **Regime of procurement:** below threshold
- 1.6 **Type of procurement procedure:** simplified under-limit procedure according to Sect. 53 of the Act.
- 1.7 Award criteria define the subject of the procurement in details necessary for the processing of the tender.
- 1.8 Award criteria are binding for the participants of the procurement (hereinafter referred to as "participant").
- 1.9 Words included in award criteria in singular refer to plural as well and vice versa, unless the context of award criteria implies otherwise. Headings of articles or paragraphs of award criteria are included only for better arrangement and do not have any influence on the interpretation of the award criteria.
- 1.10 In case the award criteria include direct or indirect references to specific contractors or products or patents for inventions, utility models, industrial models, trademarks or designation of origin or technical documents, the Client shall explicitly enable offer of equal solutions similarly to Sect. 89 (6) and 90 (3) of the Act.
- 1.11 The award criteria are provided free of charge on the contact internet address (Client's profile) specified on the first page of this procurement documents, during the whole period for submission of tenders.

2. Basic information to the subject of the procurement

The subject of the performance of the procurement is Meta-Barcoding of microbial communities which will include an analysis of delivered samples from termite and termite related samples (total DNA).

The subject of performance is narrowly defined in the award criteria, especially in the purchase contract which is the attachment No. 1 of this procurement documentation and technical specification and which is the attachment No. 2 of this procurement documents.

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 "(reg. ID of OP VVV CZ.02.1.01/0.0/0.0/16_019/0000803)", which is co-financed from the Operational Programme Research, Development and Education.

3. Business conditions

All binding business conditions are included in attachment No. 1 of procurement documents - in the purchase contract. The Client insists on the business conditions.

The participant by submitting a tender agrees with the contract in full extent. Missing data in the contract (especially tender price and identification data) shall be filled according to the tender of chosen Contractor with the data included in the bid cover sheet. The participant is not obliged to insert the contract in the tender, the Client shall not provide the purchase contract in an editable form.

The draft of a purchase contract's contents must correspond to other data included in the participant's tender. The Client explicitly notes that the tender must not include any other business conditions.

4. Technical specifications

Detailed technical specification is included in attachment No. 2 of these procurement documents.

5. Variants of tender

The Client does not allow any variants of tenders.

6. Requirements on processing the tender price

The participant shall set the tender price in the total amount of the whole subject of performance of the procurement, by pricing of individual items stated in Attachment No. 4 – Tender price, in accordance to the award criteria. The participant is obliged to insert the completed Attachment No. 4 - Tender price in the tender, pursuant to 10.6 c) this procurement document.

Further requirements:

- The tender price shall be in CZK.
- The tender price shall be without VAT, VAT shall be set and charged pursuant to valid legal regulations in the period of taxable performance.
- The tender price shall include all participant's costs connected to the performance of the subject of the procurement.

7. Other Client's requirements on the procurement

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

The Contracting Authority does not require proof of qualification.

9. Evaluation of tenders

Basic criterion for the evaluation is **economic advantageousness of the tenders**. The contractor 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 in the applicable part of the procurement 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 participant is not entitled to condition data suggested by it which are subject of the evaluation by another condition. Conditioning or providing several different values are reasons for excluding the tender and the participant from the procurement procedure. Similarly the Client 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

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

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

10.2. The Client notifies the Contractor that pursuant to Sect. 48 (7) and (9) it must exclude such chosen Contractor 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 written form, in Czech or English language.

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

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

10.6. **The participant 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 participant shall use the attachment 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 Client and Contractor (including persons authorised to further acting), date and signature of the person authorised to act on behalf of the participant.
In the tender the bid cover sheet must include identification information of the participant in the extent stated in Sect. 28 (1) (g) of the Act. The participant shall in the bid cover sheet explicitly state its contact address (including e-mail) for written contact of the participant and the Client. At this address, all written documents during the procurement procedure shall be delivered to the participant by the Client.
- C. 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 procurement documents

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 to the site of performance

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

13. Period and place for submission of tenders

Period for submission of tenders: Date: 20. 2. 2020 Time: 9:00

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

14. Opening of tenders

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

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

Attachment No. 1 - Contract

Attachment No. 2 - Technical specification

Attachment No. 3 - Bid cover sheet

Attachment No. 4 - Tender price

In Prague on 4th February 2020

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Bursar