

Procurement documents

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

Name of the public contract:

Service for metatranscriptome sequencing



ID data of the Client:

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

Contact data of the Client:

Contact person:	Mgr. Lucie Smrčinová, LL.M.
Phone:	+420 224 382 375
E-mail:	pravni@czu.cz
Contact internet address (Client's):	https://zakazky.czu.cz/

1. Introductory Information

- 1.1 **Name:** **Service for metatranscriptome sequencing**
- 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 public contract: **CZK 900.000 without V.A.T.**
- 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 of the processing of 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 invention, utility models, industrial models, trademarks or designation or 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: <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 service for metatranscriptome sequencing.

The subject of performance is narrowly defined in the award criteria, especially in the contract which is the Attachment No. 1 of this procurement documentation and the technical specification forming Attachment No. 3 of this procurement documentation to become Attachment No. 1 to the contract.

The procurement shall be financed within the scope of the project “Building of an excellent research team at the Faculty of Forestry and Wood Sciences of Czech University of Life Sciences on Prague and its instrumental background focused on mitigation of the impact of climate change on forests (from the gene level to the landscape level)”, which is co-financed from the Operational Programme Research, Development and Education, Reg. No.: CZ.02.1.01/0.0/0.0/15_003/0000433.

3. Business Terms and Conditions

All binding business terms and 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 participant with the data included in the bid cover sheet. The participant is not obligated 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 the other data included in the participant's tender. The Client explicitly notes that the tender must not include any other business conditions.

4. Technical Terms

Detailed technical specification is included in Attachment No. 3 of these procurement documents.

5. Variants of tender

The Client does not allow any of 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 unit prices 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 bid, pursuant to 10. c) these procurement documents.

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

In accordance with Section 122, the selected supplier will be invited by the Contracting Authority to submit originals or certified copies of documents on their qualification, if the Contracting Authority already has them available.

The selected supplier, if it is a foreign legal entity, will also be invited by the Contracting Authority in accordance with Section 122, Paragraph 5 of the Act to submit an extract from foreign register similar to the register of beneficial owners; if such a register does not exist,

- a) to communicate the identification details of all persons who are the beneficial owners; and

- b) to provide documents showing that all persons referred to in point a) have a relationship to the supplier; these documents are in particular
- i. extract from foreign register similar to the public register,
 - ii. list of shareholders,
 - iii. the decision of the statutory body on the payment of the profit share,
 - iv. partnership agreement, charter or statutes.

The selected supplier, if they are a Czech legal entity, is obliged to be registered in the register of beneficial owners in accordance with Section 122, Paragraph 4 of the Act. The Contracting Authority shall ascertain the data on its beneficial owner pursuant to the law governing the register of beneficial owners (hereinafter referred to as the “beneficial owner”) from the register of beneficial owners pursuant to the same Act (hereinafter referred to as “register of beneficial owners”). If the supplier is not registered in the register of beneficial owners, it is a failure to meet the legal conditions for participation in a public contract with all the consequences thereof.

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 participant 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 participant 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 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. 2 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 participant (including persons authorised to further acting), tenderprice, 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

Deadline for bid submission **Date: 5. 1. 2020** **Time: 9:00**

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>.

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 participant 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 participant 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 - Attachments

- Attachment No. 1 – Contract
- Attachment No. 2 – Bid Cover Sheet
- Attachment No. 3 – Technical Specification
- Attachment No. 4 – Tender price

In Prague on 17th December 2021

Ing. Jakub Kleindienst
bursar, v.r.