



## INVITATION TO SUBMIT BIDS

to small-scale public contract for supplies

### 1. Identification of the Contracting Authority:

Name: Fyzikální ústav AV ČR, v. v. i. (FZU - Institute of Physics of the CAS)  
Seat: Na Slovance 1999/2, 182 00 Praha 8, Czech Republic  
Identification No.: 68378271  
Tax ID: CZ68378271  
Authorized representative: RNDr. Michael Prouza, Ph.D., Director

Contact person: Mgr. Václav Kafka  
Telephone: +420 266 052 751  
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### 2. Name and description of the public contract

#### 2.1. Name of the public contract:

**Multi source high temperature evaporator**

#### 2.2. Description of the subject of the public contract:

The subject of this public contract is the purchase of a scientific device 'metal evaporator' with option of sequential or co-deposition of up to 3 materials in the UHV, with possibility linear rod retraction and independent flux monitoring. Detailed specification is provided in Annex No. 2 hereto.

The subject matter of this public contract is mainly financed from the subsidy of the *Czech Science Foundation* (GACR) EXPRO project No. 25-17866X.

### 3. Deadline for submission of bids

The deadline for submission of bids is **January 15, 2025 at 11:00 a.m.**



#### 4. Term and Place

Delivery time: within **6 months** from the date of Contract conclusion  
Place of delivery: Institute of Physics of the Czech Academy of Sciences  
at Cukrovarnická 112/10, 162 00 Praha 6, Czech Republic

#### 5. Estimated value, structure of the bid price

Estimated value of the public contract: **47 000.00 EUR excl. VAT**

Bidders are obliged to specify the total bid price for the subject of performance according to the required specifications. The bid price must include the entire subject matter and shall represent a fixed, binding amount as the maximum amount and maximum admissible price, including all fees and other costs that may be associated with the performance provided hereunder, such as insurance costs etc.

Considering the available funds of the Contracting Authority, estimated value of the Public Contract is also the maximum permissible level for the bid price. The bid price may not exceed this limit. The Contracting Authority will consider any bids with a bid price exceeding 47 000.00 EUR excl. VAT to be unsatisfactory and they will therefore be excluded from any further participation in the procurement procedure.

The bid price is to be quoted in **EUR excl. VAT**. Bidders shall indicate the bid price to Cover sheet (**Annex No. 1** hereto).

#### 6. Conditions and requirements for bid preparation and place for submitting bids

Bids may be submitted either in **electronic or paper form**. Bids submitted **electronically** must be submitted through the certified electronic tool **E-ZAKAZKY** available at <http://www.e-zakazky.cz> (hereinafter referred to as "**E-ZAKAZKY**"), where also detailed instructions for its use are available (link "Manual for the supplier" in the footer - <https://e-zakazky.cz/Content/files/ManualSupplier.pdf>) as well as user support contacts. Bids submitted in **paper form** must be delivered in a properly sealed envelope marked "**Do not open**" and bear the name of the public contract "**Multi source high temperature evaporator**" to the address of the Contracting Authority (Fyzikální ústav AV ČR, v. v. i., Na Slovance 1999/2, 182 00 Prague 8, Czech Republic), to the filing room on the ground floor next to the main entrance (the main entrance is in the Pod Vodárenskou věží Street at No. 1). Bids in paper form can be delivered by any suitable means, i.e. by post, courier, personally, etc. **The filing room's office hours are 8:00 am – 3:00 pm on business days, and on the last day of the deadline 8:00 am to 11:00 am.** The envelope must also bear the name and address of the bidder. Submissions in other forms will not be considered.

In case of submission of the bid in paper form, the bidder shall deliver the **paper original** of the offer in a properly sealed envelope, and at the same time submit the offer also in electronic copy on CD or other suitable data medium in PDF or MS Office or compatible format.

In order to submit a bid in electronic form, the bidder must be registered as a supplier in the electronic tool **E-ZAKAZKY** (link "supplier registration" on the website <https://e-zakazky.cz/regitrace-dodavatel>) and the bidder's user must have the appropriate user authorization. Registration takes



up to 3 working days after submission of all required documents and registration is free of charge. The bidder must have a personal computer with normal performance for office use, an Internet connection and an Internet browser installed (e.g. Microsoft Internet Explorer, Mozilla Firefox, Google Chrome, etc.).

The individual file that is included in the electronic bid must not exceed 100 MB. The bid must be processed using acceptable file formats, i.e. Microsoft Office (Word, Excel), Open Office, PDF, JPEG, GIF, or PNG. The Bid price will also be submitted by the bidder in the form of an inscription into the tender form, which will be displayed when the bid is submitted electronically. This is without prejudice to the obligation to submit other documents containing the Bid price.

The bid must be processed in Czech or English language.

**The bid must include:**

- a) **Cover sheet** (Bidders can use **Annex 1** to this Invitation),
- b) **Technical description** of the offered equipment demonstrating that it meets the required specification, according to point 2.2.
- c) **Draft contract or business terms and conditions** containing the Contracting Authority's reserved conditions or a statement that the bidder accepts those reserved conditions and their preferential application (the conditions reserved by the Contracting Authority are listed in Article 8. of this Invitation; in the event that a bidder does not submit any contract or business terms and conditions, such bidder shall be deemed to have agreed the business relationship shall be based solely on the Contracting Authority's reserved conditions)

**7. Evaluation criteria**

First, the Contracting Authority will check the technical specifications of the offered equipment based on information provided by the bidders. If all mandatory technical or qualification requirements are not fulfilled, the bidder will be excluded from further participation in the proceedings.

The bids will then be evaluated on the basis of their **economic advantageousness**. The Contracting Authority will evaluate the economic advantageousness of the bids on the basis of the criteria below.

**The evaluation criteria are:**

- a) Technical characteristics of the bid - weight 50 %
- b) Total bid price - weight 40 %
- c) Length of warranty period - weight 10 %

**Evaluation method:**

- a) Within the evaluation criterion "Technical characteristics of the bid", the Contracting Authority will evaluate specific technical characteristics of the bid, namely:



- *Maximal evaporation temperature*

The Contracting Authority will evaluate the maximal evaporation temperature that can be reached by the device (accurate to 2 decimal places). The number of points awarded will be determined according to the formula below:

$$\text{Number of points} = \frac{\text{Max. evaporation temperature in } ^\circ\text{C of the evaluated bid}}{\text{Max. evaporation temperature in } ^\circ\text{C among evaluated bids}} \cdot 20$$

- *Number of evaporation positions*

The Contracting Authority will evaluate the number of evaporation positions available within the device. Minimum is 2 positions, maximum of 3 positions will be awarded (but bidders can offer more positions). Bidder will be awarded 5 points for each position (i.e. minimum is 10 points, maximum 15 points).

- *Number of controlled co-depositions*

The Contracting Authority will evaluate the number of controlled co-depositions available. Minimum number is 2, maximum of 3 will be awarded. Bidder will be awarded 5 points for each controlled co-deposition (i.e. minimum is 10 points, maximum 15 points).

b) Within the evaluation criterion "Total bid price", the Contracting Authority will evaluate the total bid price in EUR excl. VAT. The number of points awarded will be determined according to the formula below:

$$\text{Number of points} = \frac{\text{Lowest total bid price among evaluated bids in EUR excl. VAT}}{\text{Total bid price of the evaluated bid in EUR excl. VAT}} \cdot 40$$

*The maximum bid price is 47 000.00 EUR excl. VAT. Bidders may not offer a price that exceeds this limit.*

c) Within the evaluation criterion "Length of warranty period", the Contracting Authority will evaluate the length of time for which the entire Equipment is covered by the warranty. The number of points awarded will be determined according to the formula below:

$$\text{Number of points} = \frac{\text{Length of warranty of the evaluated bid in months} - 12}{12} \cdot 10$$

*The minimum warranty period (with no points received) is 12 months. If any bidder offers a warranty of more than 24 months, he will receive the maximum number of points achievable under this criterion (10 points), whereas the warranty period actually stated will be considered legally binding.*

**Bids will be ranked according to the number of points awarded from highest to lowest. The winner is the bidder who received the largest number of points.**

## 8. Business terms and conditions

A draft contract containing business terms and conditions and payment terms (or separate business terms and conditions and payment terms) is submitted by the bidder as part of his bid.

**The Contracting Authority reserves the following conditions, which the bidders are obliged to accept and may not limit them in any way:**

- a) (i) Delivery of the evaporator incl. all accessories (the "Device") to the place of delivery,



- (ii) delivery of instructions and manuals for operation and maintenance in Czech or English in electronic or printed form,  
(iii) telephone-, videoconference- or e-mail-assistance with the installation of the Device and  
(iv) warranty service  
are mandatory parts of the performance.
- b)** Delivery of the Device no later than 6 months from the date of order with the Contracting Authority's right to withdraw from the contract in the event of the selected bidder being in delay with the delivery for more than 30 days.
- c)** The purchase price will be invoiced after the acceptance of the Device by the Contracting Authority; the Contracting Authority will check the properties and completeness of the delivered Device within a period of 5 working days from the date of delivery.
- d)** The due date for invoices is thirty (30) days from the date of their delivery. All invoices must contain all information required by the applicable laws of the Czech Republic and, in addition, they must comply with the double taxation agreements, if applicable. Invoices shall be sent electronically to [efaktury@fzu.cz](mailto:efaktury@fzu.cz).
- e)** The place of delivery is Fyzikální ústav AV ČR, v. v. i., Cukrovarnická 112/10, 162 00 Praha 6, Czech Republic.
- f)** The Contracting Authority is not obliged to accept Device that shows defects.
- g)** The Contracting Authority is entitled to withdraw from the contract without any sanctions on its part, if the delivered Device does not meet the technical parameters or conditions according to the required technical specification and/or according to valid technical standards.
- h)** The selected bidder provides warranty for the quality of the Device at least for a period of 12 months.
- i)** During the warranty period, the selected bidder is obliged to remove claimed defects within a period of 30 days from the date on which the Device was delivered to the selected bidder for repair. In cases of unusual defects, the selected bidder shall be obliged to rectify the defect in a period corresponding to the nature of the defect and to define the deadline for shipping of the rectified Device. Any and all costs associated with the transport of the Device for repair to the selected bidder's premises shall be borne by the Contracting Authority. Any and all costs associated with the transport of the rectified Device back to the Contracting Authority, or travel expenses of a qualified engineer sent to inspect and/or repair the Device on site, shall be always borne by the selected bidder. The Contracting Authority shall have the right to a penalty in the amount of 0.05 % of the purchase price for each commenced day of delay with rectifying of defects claimed within the warranty period.
- j)** The relations between the contractual parties not regulated by a contract or business terms and conditions shall be governed by Czech law, in particular by the Act No. 89/2012 Coll., the Civil Code, as amended. Disputes that cannot be resolved by negotiation shall be resolved by a court in the Czech Republic, exclusively by the law of the Czech Republic.
- k)** The selected bidder expressly agrees that the contract (business terms and conditions), including all annexes and information about the contractual parties, the subject of the contract, the purchase price and the date of its conclusion, will be published in accordance with Act No. 340/2015 Coll., on special conditions for the effectiveness of certain contracts, the publication



of these contracts and the contract register, as amended; all information stated in the contract and its annexes are not considered by the contractual parties to be trade secrets within the meaning of § 504 of the Czech Act No. 89/2012 Coll., the Civil Code, as amended, and they grant permission for their use and publication without setting any other conditions.

***In the event that a bidder does not submit a contract or business terms and conditions, the business relationship will be based solely on the above reserved conditions.***

## 9. Explanation of the tender conditions

Bidders are entitled to require the Contracting Authority in writing to provide explanation of the tender conditions. The request has to be received by the Contracting Authority no later than 4 working days before the deadline for submission of bids.

The Contracting Authority shall send an explanation of the tender conditions, or any related documents, no later than 2 working days after receipt of the request under the previous paragraph.

The Contracting Authority may also provide an explanation of the tender conditions without prior request.

The Contracting Authority may amend or supplement the tender conditions before the deadline for submitting bids. The Contracting Authority shall extend the time limit for the submission of bids, provided that the nature of the addition or change of the tender conditions so requires. In the event of such an amendment or addition to the tender conditions, which may extend the range of potential bidders, the Contracting Authority shall extend the time limit to at least its original length.

## 10. Additional conditions

The Contracting Authority has the right to:

- a) require further explanations to the bid in the case of confusion,
- b) verify the data declared by the bidder,
- c) specify or modify the draft contract or business terms and conditions (maintaining the substantial parameters),
- d) cancel the procurement procedure at any time, up until conclusion of the contract,
- e) further specify the subject of the public contract,
- f) enter into a contract with the bidder, whose bid has been evaluated as the most suitable; if the selected bidder refused to enter into a contract, the Contracting Authority has the right to enter into a contract with the bidder, whose bid has been evaluated as the second most suitable etc.
- g) publish the decision on the selection of the economic operator and possibly also notice of exclusion of a bidder on the Contracting Authority profile at: <http://www.e-zakazky.cz/Profil-Zadavatele/74e987e1-b4a1-4571-b8b6-2cd93fe6f932> and on Contracting Authority's websites at: <http://www.fzu.cz/verejne-zakazky>. In such a case, the decision on the selection of the economic operator and the notice of exclusion of a bidder shall be considered to be delivered to all bidders concerned at the point of time of publication on the Contracting Authority profile.



## 11. Conclusion

This small-scale public contract is not awarded pursuant to Act No. 134/2016 Coll., on Public Procurement, as amended.

The information and data contained in this Invitation (including Annexes) define mandatory requirements of the Contracting Authority on the subject of the public contract. The bidder has to respect and accept these requirements fully and unconditionally when processing the bid. Non-acceptance of the requirements specified in this Invitation (including Annexes) will be considered a breach of the terms.

If this Invitation (including Annexes) mentioned trade names of some products or supplies, or other signs pertaining to a particular supplier, it is only a definition of quality standard and the bidder is entitled to propose a different, qualitatively and technically comparable solutions.

In Prague

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RNDr. Michael Prouza, Ph.D.  
Director

### Annexes:

1. Cover sheet
2. Technical specification