

INVITATION TO SUBMIT A BID

for the small size public procurement

„Multi-head galvanometric scanning system for virtually limitless working area”

(“**Public Procurement**”) that is to be concluded in the procedure according to the Rules for public contracts awarding and public procurement controls (“**Rules**”) under the Johannes Amos Comenius Operation Programme.

1. CONTRACTING AUTHORITY

Name of the contracting authority:	Institute of Physics of Academy of Sciences of the Czech Republic, public research institution
Registered office:	Na Slovance 2, Praha 8, 182 00
Identification No.:	68378271
Tax Identification No.:	CZ68378271
Person authorized to act on behalf of the contracting authority:	RNDr. Michael Prouza, Ph.D., director
Contact person:	Mgr. Bc. Magdaléna Mastná
Telephone:	+ 420 314 007 762
E-mail:	magdalena.mastna@hilase.cz

(“**Contracting Authority**”)

2. GENERAL INFORMATION

- 2.1 The subject matter of the Public Contract shall be funded from Johannes Amos Comenius Operation Programme.
- 2.2 The Contracting Authority does not follow the rules for public procurements set out in the act no. 134/2016 Coll., on public contracts awarding (“**Act**”), because the Public procurement is considered a small size public procurement within the meaning of Section 27 of the Act.
- 2.3 However, the award procedure is subject to Rules due to the fact that the Public Procurement is financed from the Johannes Amos Comenius Operation Programme.
- 2.4 If the Contracting Authority uses references to the Act, it means that the Contracting Authority shall proceed analogically in relation to the Act. However, these links to the Act do not imply that the Public Procurement is awarded in accordance with the Act.

3. **PUBLIC PROCUREMENT SPECIFICATION**

- 3.1 The subject-matter of the Public Procurement is the supply of multi-head galvanometric scanning system for virtually limitless working area (“**Product**”), in accordance with the technical specification which forms annex No. 2 hereto and under the conditions stipulated in the draft contract which forms Annex No. 3 hereto.

4. **TYPE OF PUBLIC PROCUREMENT**

- 4.1 The Public Procurement is classified as a “supply” public procurement.

5. **THE TIME AND PLACE OF DELIVERY**

- 5.1 The time and place of delivery is stipulated in the contract, which forms Annex No. 3 hereto.

6. **DEADLINE FOR SUBMISSION OF BIDS**

- 6.1 Bids shall be submitted not later than **8th August 2024 at 2:00 p.m.**

7. **BUSINESS AND PAYMENT TERMS**

- 7.1 Business and payments terms and conditions for performing the Public Procurement are contained in the binding draft of the contract that forms Annex 3 hereto. After the most suitable bid placed within the Public Procurement is selected, the Contracting Authority will conclude with the selected bidder the contract attached hereto as the binding draft contract with only missing parts completed in line with the selected bid (identification data of the selected bidder, price, etc.).
- 7.2 The bidder have to include the completed contract in its bid. By submitting its bid the bidder expresses its unconditional consent with wording of the draft contract (Annex No. 3) which will be concluded after this procedure is completed.
- 7.3 If the bidder includes in its bid any additional business or legal terms or any reference thereto or the draft contract modifies in any way such additional or contrary terms shall be deemed irrelevant and the Contracting Authority will request that the bidder concludes the contract in line with art. 6.1 hereof.
- 7.4 If the selected bidder refuses to conclude the contract for Public Procurement performance in line with art. 6.1 hereof, the Contract Authority will conclude the contract with a bidder on the second, third or other places always under the condition that all the bidders with higher ranking refused to conclude the contract.

8. **EXPLANATION TO THE PROCUREMENT DOCUMENTATION**

- 8.1 The bidder is entitled to require in written form explanations regarding the tender conditions from the Contracting Authority. The written request must be received by the Contracting Authority no later than 4 working days before the deadline for submission of bids.
- 8.2 The Contracting Authority sends explanations regarding the tender condition and possibly related documents no later than 2 working days after receiving written request from the bidder. If the request from the bidder is

not delivered in time and despite this fact the Contracting Authority decides to provide explanations regarding the tender conditions, then the contracting authority does not have to meet the deadline specified in the preceding/previous sentence.

- 8.3 The explanations regarding the tender conditions (including the exact wording of the request of the bidder) shall be published in the same manner as this open invitation.
- 8.4 The Contracting Authority is entitled to provide explanations regarding the tender conditions without prior request. In such cases the Contracting Authority proceeds analogically according to the preceding paragraphs.
- 8.5 The Contracting Authority may modify the tender conditions before the deadline for submission of bids elapses. The modification has to be published or notified to the bidders in the same manner as the tender condition that was the subject of modification. If the Contracting Authority through explanations of the tender conditions makes modification of the tender conditions and the nature of such modification requires it, the Contracting Authority shall adequately extend the deadline for the submission of bids. In the event of such a modification, that may extend the range of potential bidders, the Contracting Authority will extend the deadline so that the potential bidders have the entire length of the original deadline for the submission of bid.

9. EVALUATION CRITERIA

- 9.1 Bids shall be evaluated on the basis of the lowest bid price criterion.
- 9.2 The Contracting authority will evaluate the total bid price in EUR net of VAT. The total bid price shall be given in the structure and under the conditions defined in the Article 10 herein.
- 9.3 The bidder shall not be authorised to make the bid subject to any conditions. Any conditions or provision of several different values in the bid in parts that are subject to the evaluation shall constitute a reason to exclude the bidder from the tender procedure.
- 9.4 In the case that two or more bids contain the same lowest bid price, the time of the submission of the bid shall be a decisive element, i.e. the bid that was submitted earlier shall have priority over the bid that was submitted later.

10. BID PRICE

- 10.1 Maximum permissible price is **67.000,- EUR without VAT**.
- 10.2 The total bid price shall be expressed in EUR without VAT or any other similar tax.
- 10.3 The bid price is the maximum price that cannot be exceeded and shall include all costs that the bidder shall incur during provision of services related to Product as these are stipulated in the draft contract (Annex No. 3).
- 10.4 **The bidder shall stipulate its offered bid price in the Art. 4.1 of the Purchase Contract (Annex No. 3 hereto).**

11. CONDITIONS FOR THE SUBMISSION OF BIDS AND FORMAL BID REQUIREMENTS

- 11.1 Bids shall be submitted either in **electronic** form only or in **paper** form only within the deadline stipulated in Art. 6.1.
- 11.2 The bids in **electronic** form shall be submitted within the time limit for the submission of bids using 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. 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.
- 11.3 Bids in **paper** form must be submitted to the address: **Fyzikální ústav AV ČR, v. v. i., Magdaléna Mastná, Za Radnicí 828, Dolní Břežany, 252 41, Czech Republic**. Bids may be delivered by post, courier, or personally to the above mentioned address in working days between 8-15 hours. On the last day of the period for the submission for bids the bids may be submitted until **2:00 p.m.** All bids must be submitted in writing in duly sealed envelope designated by the identification data of the bidder. The envelope must be designated by inscription "**DO NOT OPEN**" and by title of the Public Procurement „*Multi-head galvanometric scanning system for virtually limitless working area*". On the envelope shall be address to which the Contracting Authority may send information regarding the Public Procurement. The bidder must submit a bid in its original (paper) form including one copy of the bid. The bidder must also submit a copy of the bid in electronic form on a CD-ROM or flash drive (USB), either in an MS Office or a compatible or .pdf format. All pages in the bid must be secured against unauthorized manipulation (e.g. bound by string and sealed), so that additional documents cannot be inserted nor any pages removed. The bid must be clearly readable, without any crossed words or other discrepancies.
- 11.4 The bid shall contain identification data of the bidder. This requirement is fulfilled by filling the cover sheet of the bid, which forms Annex 1 hereto.
- 11.5 The bid must be submitted in Czech, Slovak or English language. This requirement is fulfilled if documents that by its nature cannot be in the required language are at least translated into one of the required languages.
- 11.6 If the bid is submitted jointly by several bidders (joint bid), a contact person authorized to represent all such bidders must be designed in the bid.
- 11.7 The bids must be structured in the following manner:

- **Cover sheet** - the bid shall include a cover sheet as annexed hereto (Annex No. 1 to this Invitation);
- **Technical Specification**
Description and designation of the offered Product to such an extent that it is clear that the technical requirements of the Contracting Authority are met.
- **Purchase Contract (Annex No. 3 hereto)**
The Purchase Contract shall be signed by a person authorised to act on behalf of or in the capacity of the bidder where the bidder shall be obliged to use the draft contract wording mentioned in Annex No. 3 hereto and to complete only those parts, which are explicitly specified by the Contracting authority to be filled by the bidder with a yellow colour.

12. FINAL PROVISIONS

- 12.1 The Contracting Authority is entitled to cancel the award procedure anytime prior to the signature of the contract.
- 12.2 The Contracting Authority does not allow alternative bids.
- 12.3 The Contracting Authority is entitled to change or supplement the provisions of this Invitation.
- 12.4 The bidders shall bear all their costs connected with their participation in the award procedure initiated by this invitation.
- 12.5 The Contracting Authority reserves the right to publish/ distribute a notice on Public Procurement awarding conclusions in the same way as this Invitation to bid.

13. LIST OF ANNEXES

Annex 1 (Cover sheet)

Annex 2 (Technical specification)

Annex 3 (Draft contract)

17. 07. 2024

In Prague on

A handwritten signature in blue ink, appearing to read "M. Prouza".

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RNDr. Michael Prouza, Ph.D., director

ANNEX 1

COVER SHEET OF THE BID (BID SHEET)

Public procurement title: Multi-head galvanometric scanning system for virtually limitless working area

Contracting Authority: Fyzikální ústav AV ČR, v.v.i.
Registered office: Na Slovance 2, 182 00 Praha 8
Registration No.: 68378271
Person authorized to act on behalf of the bidder: RNDr. Michael Prouza, Ph.D., director
Contact person: Mgr. Bc. Magdaléna Mastná
Telephone: + 420 314 007 762
E-mail: magdalena.mastna@hilase.cz

Bidder:
Registered office:
Identification No.:
Person authorized to act on behalf of the bidder:
Contact address:
Telephone:
E-mail:

By submitting this bid the bidder expresses its consent with binding draft contract of the Contracting Authority annexed to Invitation to submit a bid for this Public Procurement (Annex No. 3) and commits to conclude the contract with the Contracting Authority in a version that is included herein in this Invitation to submit a bid if this bid is selected as the most suitable one.

If other person than a statutory representative of the bidder signs this Cover sheet respective authorization in simple copy shall be provided in the bid.

In on

.....
Company/bidder name
Authorised representative

ANNEX 2

TECHNICAL SPECIFICATION

Attached as a separate document

ANNEX 3

DRAFT OF THE CONTRACT

Attached as a separate document