

TENDER DOCUMENTATION

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INVITATION TO TENDER

issued pursuant to Section 28 paragraph (1) point b) and Section 53 paragraph (1) of Act No. 134/2016 Coll., on Public Procurement, as amended (hereinafter the "Act"),

for preparation of bids for public contract for supplies

contracted within the simplified below-threshold procedure pursuant to Section 53 of the Act

NAME OF THE PUBLIC CONTRACT:

Precision LCR meters





TENDER DOCUMENTATION – INVITATION TO TENDER

This Tender Documentation (hereinafter the “**TD**”) forms a basis for preparation of bids in simplified below-threshold procedure seeking public contract for supplies pursuant to the Act. The rights, obligations and terms and conditions not stipulated herein are governed by the Act.

Public Contract name: Precision LCR meters

Contracting Authority: Fyzikální ústav AV ČR, v. v. i.
Seat: Na Slovance 1999/2, 182 00 Praha 8, Czech Republic
Identification No.: 68378271
Tax Identification No.: CZ68378271
Person authorized to represent the Contracting Authority: RNDr. Michael Prouza, Ph.D., Director

(Hereinafter the “**Contracting Authority**” for the purposes of this TD and / or “**Buyer**” for the purposes of the hereto attached Purchase Contract)

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Provision of explanation of TD:

Request for explanation of this TD can be submitted electronically – in particular via the electronic tool **eGORDION v. 3.3 - Tender arena** (hereinafter “**Tender arena**” - <https://www.tenderarena.cz>). Public Contract details can be found at: <https://tenderarena.cz/dodavatel/seznam-profilu-zadavatele/detail/Z0001082>.

The Contracting Authority will not respond to inquiries submitted in any other way than in electronic form in accordance with Section 211 (3) of the Act. Furthermore, the Contracting Authority will not provide any explanation for telephone inquiries.

In response to a request for explanation of this TD, the Contracting Authority publishes it on the Contracting Authority Profile at <https://www.e-zakazky.cz/profil-zadavatele/74e987e1-b4a1-4571-b8b6-2cd93fe6f932>.

Information on access to TD:

TD, including all attachments, is published on the Contracting Authority Profile at: <https://www.e-zakazky.cz/profil-zadavatele/74e987e1-b4a1-4571-b8b6-2cd93fe6f932>
TD is freely available for download at the given link.





1 DEFINITION OF THE SUBJECT-MATTER OF THE PUBLIC CONTRACT

1.1 Classification of the subject matter of the Public Contract

Classification of this Public Contract corresponds to item:

- CPV code: 38341300-0 - Instruments for measuring electrical quantities

Type of public contract: public contract for supplies

Type of procurement procedure: simplified below-threshold procedure

1.2 Description of the subject matter of the Public Contract

The subject matter of this Public Contract is supply (acquisition) of 3 pieces of LCR meters, which are used for measurement of critical electrical characteristics of semiconductor devices (bulk, coupling, or inter-channel capacitance, resistance of the selected components, etc.).

All equipment must be fully operational and complete. More detailed specification of the subject matter is provided in Article 4 below.

The subject matter of this Public Contract is mainly financed from the subsidy of the project "Investment for RI CERN-CZ (CERN-INV)" under the *Operational Programme Jan Amos Komenský* within the framework of EU funds, project registration number CZ.02.01.01/00/23_015/0008198.

1.3 Term

The subject of performance of the Public Contract must be properly delivered and handed over no later than **3 months from the date of conclusion of the contract**.

1.4 Place of Performance

Place of performance shall be the seat of the Contracting Authority at Na Slovance 1999/2, 182 00 Praha 8, Czech Republic.

1.5 Estimated value

Estimated value of the Public Contract is **1.300.000,00 CZK excl. VAT**.

The highest allowable bid price in terms of the Contracting Authority's financial resources is the amount of **1.322.000,00 CZK excl. VAT**. For that reason, a bid that would contain a bid price exceeding the specified limit will be excluded from the procurement procedure.

2 CONDITIONS AND REQUIREMENTS REGARDING THE DRAWING UP OF A BID

2.1 Bids shall be submitted in electronic form only, using the Tender arena electronic tool. Any other delivery is not considered a proper submission of the bid. Bids in paper form are not permitted.

2.2 Bids shall be submitted no later than on

January 24, 2025, by 11:00 a.m.

A bid delivered after this deadline shall not be considered to constitute a properly delivered bid.





- 2.3 To submit a bid, all participants in the procurement procedure (hereinafter referred to as "Bidders", also separately as "Bidder") will use the certified electronic tool Tender arena, available at <http://www.tenderarena.cz> (detailed instructions for using the tool are available at the indicated address, in the section for suppliers - <http://www.tenderarena.cz/dodavatel>; for further user support, use the link "Help" in the top menu at <http://www.tenderarena.cz> pointing to the web page <https://sites.google.com/tendersystems.cz/help-tenderarena-contractor>).
- 2.4 To be able to submit a bid, the Bidder must be registered as a contractor in the **Central Contractor Database**. The link to register is <https://cdd.fen.cz/#/>. Registration of the Bidder takes up to 48 hours (on working days) after all required documents have been submitted (either by post or electronically). Registration in the system is not charged. Detailed information on the registration to the Central Contractor Database is available at <https://cdd.fen.cz/#/faq>.
- 2.5 The Bidder must have a personal computer with a minimum of the following performance: CPU 1 GHz, 1024 MB memory, 20 GB hard drive. Personal computer must be connected to the Internet at a minimum connection speed of 2 Mbps (DOWNLOAD) / 512 Kbps (UPLOAD) and have an Internet browser installed (Mozilla Firefox version 73.0 and higher, Google Chrome version 80.0.3987.106 and higher, Opera version 91.0.4516.16 and higher, Microsoft Edge version 80.0.361.54 and higher).
- 2.6 The Contracting Authority points out that it bears no responsibility for any technical conditions on the Bidder's side. The Contracting Authority recommends Bidders to consider especially the speed of their Internet connection when submitting bids so that bids are submitted within the time limit for its submission. This means uploading all attachments of the bid and final submission of the bid to the Tender arena electronic tool.
- 2.7 Bids must be prepared in Czech or English.
- 2.8 The bid must include **identification data of the Bidder**, i.e. primarily: business name, registered office, identification number, legal form, persons authorized to act on behalf of / represent the Bidder, contact details for correspondence.
- 2.9 The bid shall not exceed 200 MB; of which a maximum of 100 MB are documents proving qualifications and a maximum of 100 MB are other documents provided in bids. The bid must be processed through acceptable file formats, i.e. Microsoft Office (Word, Excel), Open Office, PDF, JPEG, GIF, or PNG. The bid values as specified in this TD will also be submitted to the procurement procedure by inserting them into the tender form, which will be displayed when submitting the bid. This is without prejudice to the obligation to submit other documents making up the bid.
- 2.10 Bids must be encrypted using a public key in the Tender arena electronic tool (the public key for encrypting the bid is published within the tender detail in the electronic tool). The **bid encryption** with the public key **is carried out automatically in the Tender arena** electronic tool before the bid submission is finalized. In the case of a bid being encrypted with other public keys (certificates), such a bid will be considered not delivered to the Contracting Authority in the proper manner and it will not be considered as submitted.





- 2.11 In the case several bidders jointly participate in the procurement procedure, they will also identify the person who shall be authorized to represent them in contact with the Contracting Authority during the procurement procedure.
- 2.12 The Contracting Authority does not specify the *award period* for this procurement procedure.
- 2.13 The bid must be submitted in the following structure:
- a) **Cover Sheet** (please refer to Annex No. 1 hereto);
 - b) **documents proving fulfilment of the qualification** as set out in Article 3 hereof (please refer to Annexes No. 3 and 4 hereto);
 - c) **Draft Contract**, including annexes, with the completed bid price, the offered warranty length and all other marked data (please refer to Annex No. 2 hereto);
 - d) **Affidavit** of commitment to comply with the principles of socially responsible procurement and environmentally responsible procurement signed by a person authorized to act on behalf of the Bidder (please refer to Annex No. 5 hereto).

3 QUALIFICATIONS

3.1 Bidders must demonstrate the fulfilment of

- a) basic qualification according to Section 74 of the Act and
- b) technical qualification according to Section 79 of the Act.

3.2 Time of proving the fulfilment of the qualification

The Bidder is obliged to prove the fulfilment of the qualification within the deadline for submission of bids specified in point 2.2 of this TD.

3.3 Basic qualification

3.3.1 Basic qualification shall not be met by a Bidder who:

- a) was convicted by final judgement in the country of its registered office / residence of a crime specified in Annex No. 3 to the Act or another similar crime pursuant to the law of the country of its registered office / residence in the past five years preceding the commencement of the Procurement Procedure (expunged convictions are disregarded),
- b) has outstanding tax arrears registered in tax records in the Czech Republic or in the country of its registered office / residence,
- c) has outstanding arrears in respect of payments and penalties of public health insurance in the Czech Republic or in the country of its registered office / residence,
- d) has outstanding arrears in respect of payments and penalties of social security contributions and contribution to the national employment policy in the Czech Republic or in the country of its registered office / residence,
- e) is in liquidation, has been declared insolvent, in respect of whom the receivership has been imposed under another legal regulation or it is in a similar situation pursuant to the law of the country of its registered office / residence.

3.3.2 Bidders shall prove fulfilment of the basic qualification in relation to the Czech Republic by submitting a written affidavit. A specimen of the affidavit is attached as Annex No. 3 to this TD.





Compliance with all the basic qualification criteria must be demonstrated no later than 3 months before the date of the opening of the tendering procedure.

3.4 Technical qualification

Bidders must demonstrate the fulfilment of **technical qualification** according to Section 79 (2) b) of the Act. Fulfilment of the technical qualification will be demonstrated by a Bidder, who submits a list with significant supplies provided over the past three years before the commencement of this procurement procedure, including price and date of provision and the identification of customer of the supply (supplies).

Being a significant supply shall be considered supply of any equipment matching the principle of function with the equipment whose supply is the subject of the Public Contract, with price of at least 300.000,00 CZK excl. VAT; Contracting Authority requests provision of min. 5 such supplies.

If the price of a significant supply is stated in another currency, it will be converted at the exchange rate published by the European Central Bank on the day of the commencement of the procurement procedure.

4 DETAILED DESCRIPTION AND TECHNICAL SPECIFICATION OF THE SUBJECT MATTER

- 4.1 The subject matter of this Public Contract is fully specified in Annex 1 of the Draft Contract which forms an integral part hereof as Annex No. 2.
- 4.2 The technical specification in the table in Annex 1 of the Draft Contract sets the minimum requirements that the equipment must meet. In the event that a Bidder offers an equipment that does not meet this specification, or his bid does not contain all the required components, such a Bidder will be excluded from the procurement procedure due to non-fulfilment of the procurement conditions. Technical specification must be met also during installation of the equipment at the place of performance. The technical documentation submitted by the Bidder shall form Annex No. 2 to the Draft Contract.
- 4.3 All offered equipment must comply with all requirements arising from technical or safety standards valid in the Czech Republic for these types of equipment. Performance required hereunder shall include handover of complete documentation to the equipment.

5 STRUCTURE OF THE BID PRICE

- 5.1 Bidders are obliged to specify the bid price for the Public Contract, including all required performance; the bid price is to be quoted in **CZK excl. VAT**.
- 5.2 The maximum bid price is **1.322.000,00 CZK excl. VAT**. This maximum price may not be exceeded, and in the event that a bid is submitted with a bid price exceeding this limit, such a bid will be excluded from the procurement procedure.
- 5.3 The bid price must include the entire subject matter of the public contract and will 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 transportation to the place of performance, packaging, custom duties, assembly and installation costs, costs of insurance, etc.

6 TERMS AND CONDITIONS, PAYMENT TERMS

- 6.1 Terms and conditions incl. payment terms are specified in the attached binding Draft Contract, which forms an integral part hereof as Annex No. 2.
- 6.2 Bidders are obliged to accept without reservation or change the wording of the Draft Contract. Bidders are authorized to fill in their identification data, the bid price and other clearly marked information that are to be filled in. Bidders are not authorized to change or add to the Draft Contract in any manner, with exception of those parts which the Contracting Authority highlighted. Any breach of this condition may result in exclusion of the Bidder from the procurement procedure.

7 EVALUATION CRITERIA

- 7.1 The equipment offered by a Bidder must always meet the minimum technical specifications set out in the table in Annex No. 1 of the Draft Contract (Annex No. 2 of the TD). Only bids meeting these minimum technical specifications will be evaluated.
- 7.2 The bids will be evaluated based on their economic advantageousness. The Contracting Authority will evaluate the economic advantageousness of the bids using the criteria below:

The evaluation criteria are:

- 1. Total bid price excl. VAT in CZK - max. 20 points
- 2. Length of warranty period in years - max. 15 points
- 3. New / Refurbished LCR meters - max. 15 points
- 4. Technical characteristics of the bid - max. 12 points

7.3 Evaluation method:

- 7.3.1 Within the evaluation criterion 1., the Contracting Authority will evaluate the total bid price in CZK excl. VAT, processed in accordance with Article 5 of the TD. The number of points awarded will be determined according to the formula below:

$$\text{Number of points} = \frac{1\,322\,000 - \text{Bid price of the evaluated bid}}{500\,000} \cdot 20$$

The minimum evaluated total bid price, for which a Bidder will be awarded the maximum of 20 points is 822.000,00 CZK excl. VAT (bids with lower total bid price will be evaluated as if the offered total bid price was 822.000,00 CZK excl. VAT).

Bidders shall state the bid price in CZK excl. VAT in the appropriate column in the Cover Sheet in Annex No. 1 of this TD and in the relevant provision (paragraph 5.1) of the Draft Contract (Annex No. 2 of the TD). If a Bidder states different values in the Cover Sheet and in the Draft Contract, the Contracting





Authority will consider the value stated in the Draft Contract to be binding.

- 7.3.2 Within the evaluation criterion 2., the Contracting Authority will evaluate the length of time that all equipment purchased is covered by the warranty. The minimum warranty period (with no points received) is 1 year. Bid will be awarded 5 points for each additional year of warranty, up to a maximum of 15 points.

Bidders shall state the length of the warranty period in months in the appropriate column in the Cover sheet in Annex No. 1 of this TD and in the relevant provision (paragraph 14.1) of the Draft Contract (Annex No. 2 of the TD). If a Bidder states different values in the Cover Sheet and in the Draft Contract, the Contracting Authority will consider the value stated in the Draft Contract to be binding.

- 7.3.3 Within the evaluation criterion 3., the Contracting Authority will evaluate, whether the LCR meters are brand new or refurbished. For each of the three LCR meters supplied new, the bid will be awarded 5 points.

Bidders shall provide data on this criterion in table Tab. 2 in Annex No. 1 to the Draft Contract (Annex No. 2 of the TD) and in the Cover sheet (Annex No. 1 of the TD). If a Bidder indicates different values in the Cover sheet and in the Draft Contract, the Contracting Authority will consider the data indicated in the Draft Contract binding.

- 7.3.4 Within the evaluation criterion 4., the Contracting Authority will evaluate specific technical characteristics of the bid, namely:

- Test signal voltage range wider than the minimum required 0 Vrms - 2.0 Vrms; bid will be awarded 1 point for each 2.0 Vrms above the required 2.0 Vrms, up to a total of 5 points;
- DC bias signal range wider than the minimum required 0 V to +2 V; bid will be awarded 1 point for every positive or negative 20 V above the minimum required range, up to a total of 4 points;
- Test signal current range wider than the minimum required 0 Arms - 20 mArms; bid will be awarded 1 point for each 20 mArms above the required 20 mArms, up to a total of 3 points.

Bidders shall provide data on this criterion in table Tab. 2 in Annex No. 1 to the Draft Contract (Annex No. 2 of the TD) and in the Cover sheet (Annex No. 1 of the TD). If a Bidder indicates different values in the Cover sheet and in the Draft Contract, the Contracting Authority will consider the data indicated in the Draft Contract binding.

- 7.3.5 The number of points achieved within the individual criteria will be rounded to 2 decimal places. **The resulting order of the Bidders will be created by ranking the bids according to the total number of points achieved from the highest to the lowest. The bid with the highest number of points will always be evaluated as the most advantageous.**

8 ADDITIONAL REQUIREMENTS AND CONDITIONS

- 8.1 The Contracting Authority does not admit variants of bids.
- 8.2 The Contracting Authority reserves the right to verify any information provided by Bidders using third parties and Bidders shall be obliged to provide the Contracting Authority with all necessary





cooperation in this matter.

- 8.3 The Contracting Authority reserves the right to alter or amend the TD incl. its Annexes before the deadline for submission of bids, such a change would be announced in the way in which the TD was published. If the nature of the supplement or amendment of the TD requires it, the Contracting Authority simultaneously reasonably extends the deadline for submitting bids.
- 8.4 In line with Section 53 (5) of the Act, the Contracting Authority reserves the right that the notifications of the Contracting Authority associated with the course of the procurement procedure (notice of exclusion of a Bidder and notice of the selection of the economic operator) shall be considered to be delivered at the point of time of their publication on the Contracting Authority Profile at <http://www.e-zakazky.cz/Profil-Zadavatele/74e987e1-b4a1-4571-b8b6-2cd93fe6f932>.
- 8.5 The selected Bidder will be obliged to ensure compliance with all labour law regulations (remuneration, working hours, rest periods between shifts, paid overtime), as well as regulations concerning employment and occupational safety and health, for the entire duration of the contractual relationship established on the basis of this Public Contract, valid in the country of his registered office or place of business, to all persons, which will participate in the performance of the Public Contract (regardless of whether it is the Bidder himself or his subcontractors).
- 8.6 The selected Bidder will be obliged to ensure compliance with environmental law in force in his country of residence or place of business, which meets the environmental policy objectives related to climate change, resource use and sustainable consumption and production, for the entire duration of the contractual relationship based on this Public Contract. The selected Bidder must therefore take all measures that can reasonably be required of him to protect the environment and reduce damage caused by pollution, noise and other activities, and must ensure that emissions, soil pollution and wastewater from his activities do not exceed the values laid down in the relevant legislation.

9 OPENING OF BIDS

Opening of bids shall take place immediately after the expiry of the bid submission date referred to in paragraph 2.2 of the TD. The opening of the bids will take place electronically, in accordance with Section 109 of the Act.

10 COMMUNICATION DURING THE PROCUREMENT PROCEDURE

- 10.1 For communication during the procurement procedure, the Contracting Authority prefers the use of the electronic tool **Tender arena**.
- 10.2 Documents related to the procurement procedure will be sent by the Contracting Authority through the **Tender arena** electronic tool account of the Contracting Authority and the Bidder or via e-mail with a guaranteed electronic signature.
- 10.3 In order to be able to communicate with the Contracting Authority via the electronic tool, Bidders





must be registered in the Central Contractor Database. The registration is carried out in accordance with paragraph 2.4 of this TD.

- 10.4 The Contracting Authority further emphasizes that in the case of communication carried out via the electronic tool, **the document is delivered at the moment of receipt of the data message** to the electronic mailbox of the recipient or recipients of the data message within the electronic tool.

11 CONCLUSION

- 11.1 Information and data provided herein (incl. all Annexes) define the binding requirements of the Contracting Authority with respect to the performance of the public contract. These requirements must be accepted by all Bidders in full and without reservation, respecting these requirements in preparation of their bid. Non-acceptance of these requirements / conditions (incl. those specified in the respective Annexes) shall be deemed to constitute failure to comply with the tender conditions.
- 11.2 Should this TD or its Annexes refer to specific commercial trademarks / products or solutions, or other designations or visual presentations having relation to a specific supplier / manufacturer, it shall be understood as delineation of an anticipated characteristics and the Bidder is entitled to propose other technically or qualitatively fully compliant solution.

On behalf of the Contracting Authority:

In Prague

p.p.

RNDr. Michael Prouza, Ph.D., Director

LIST OF ANNEXES:

1. Cover sheet
2. Binding Draft Contract with annexes
3. Model affidavit to demonstrate basic qualification
4. Model list of significant supplies
5. Affidavit according to § 6 paragraph 4 of the Act

