

TENDER DOCUMENTATION

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

for preparation of bids for above-threshold public contract for supplies
contracted within the *open procedure* pursuant to Section 56 of the Act

NAME OF THE PUBLIC CONTRACT:

AFM for advanced electrical characterization



TENDER DOCUMENTATION

This Tender Documentation (hereinafter the "TD") forms a basis for bidders (hereinafter the "Bidder" or "Bidders") to prepare their bids in a procurement procedure (hereinafter the "Procurement Procedure") seeking public contract pursuant to the Act. The rights, obligations and terms and conditions stipulated herein are governed by the Act.

Public Contract name: **AFM for advanced electrical characterization**

Contracting Authority

Name:	Fyzikální ústav AV ČR, v. v. i. (Institute of Physics of the Czech Academy of Sciences)
Registered offices:	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 referred to as the "Contracting Authority" for the purposes of this TD and / or the "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** (<https://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 explanations for telephone inquiries.

The Contracting Authority shall publish the answers to all requests for explanation of this TD on the Contracting Authority Profile at <https://www.e-zakazky.cz/profil-zadavatele/74e987e1-b4a1-4571-b8b6-2cd93fe6f932>.





1 DEFINITION OF THE SUBJECT MATTER OF THE PUBLIC CONTRACT

1.1 Classification of the subject matter of the Public Contract

Classification (CPV) of this Public Contract corresponds to item:

- CPV code: 38514200-3 - Scanning probe microscopes

1.2 Description of the subject matter of the Public Contract

The subject matter of the Public Contract is the supply of an Atomic Force Microscope with advanced measurement features for electrical characterization (hereinafter referred to as the "Equipment").

More detailed specification is provided in Article 4 below and in Annex No. 3 of this TD (Draft Contract).

The subject matter of this Public Contract is partly financed from the subsidy of the project "CzechNanoLab+" under the *Operational Programme Jan Amos Komenský* within the framework of EU funds, project registration number CZ.02.01.01/00/23_015/0008200.

1.3 Term

Anticipated commencement: immediately after Contract conclusion

Anticipated completion: handover of installed Equipment no later than 20 weeks after Contract conclusion

1.4 Place of Performance

Place of delivery, installation and handover of the Equipment is room No. 205.7 in the building C at Cukrovarnická street No. 112/10, 162 00 Praha 6, Czech Republic.

1.5 Estimated value

Estimated value of the Public Contract is **240 000,00 EUR excl. VAT.**

Considering the available funds of the Contracting Authority, the maximum permissible level for the bid price is 260 000,00 EUR excl. VAT. The Contracting Authority stipulates as a condition of the Public Contract that the bid price may not exceed this limit. The Contracting Authority will consider any bids with a bid price exceeding the above limit to be unsatisfactory and they will therefore be excluded from any further participation in the Procurement Procedure.

2 REQUIREMENTS REGARDING THE DRAWING UP OF A BID

2.1 Bids shall be submitted in electronic form only, in accordance with the provisions of Section 211 (3) of the Act, using the electronic tool Tender arena. Bids in paper form are not permitted. Other form of delivery is not considered proper submission of the bid.

2.2 Bids shall be submitted no later than on **November 1, 2024, by 11:00 am**. The Tender arena electronic tool used for the submission of a bid in electronic form is available at <https://tenderarena.cz>. Bidders may find at this link also a guide for using the Tender arena electronic tool (via link "Help" in footer) and helpdesk contact details.

2.3 To be able to submit a bid, the Bidder must be registered as a contractor in the **Central Contractor Database** through the **FEN.cz** system. The link to register is <https://cdd.fen.cz/#/>.





Registration takes up to 48 hours (on working days) after all required documents have been submitted (either by post or electronically). Registration in the FEN.cz system is not charged. Detailed information on the registration to the Central Contractor Database through FEN.cz system is available at <https://cdd.fen.cz/#/faq>.

- 2.4** The Bidder must have a personal computer with a minimum of the following performance: CPU 1 GHz, 1024 MB memory, 20 GB hard drive, the computer must be connected to the Internet at a minimum connection speed of 2 Mbps (DOWNLOAD) / 512 Kbps (UPLOAD). The computer must have an Internet browser installed (Mozilla Firefox 73.0 and higher, Google Chrome 80.0.3987.106 and higher, Opera 66.0.3515.72 and higher, Microsoft Edge 80.0.361.54 and higher, Internet Explorer 11.657.18362.0 and higher).
- 2.5** 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 they are submitted within the time limit for submission. This means the final submission of the bid to the Tender arena electronic tool after uploading all the attachments that make up the bid.
- 2.6** The bid may be prepared in the Czech or English language.
- 2.7** The bid must include **identification data of the Bidder**, i.e. primarily: business name, registered office, legal form (if the Bidder is a legal person), or the business name or name and forenames (if the Bidder is a natural person), as well as the identification number, if assigned to the Bidder.
- 2.8** The bid in electronic form shall not exceed 200 MB; of which a maximum of 100 MB is reserved for documents proving qualifications and a maximum of 100 MB for other documents provided within the bid. The bid must be processed through acceptable file formats, i.e. Microsoft Office (DOC(X), XLS(X)), Open Office formats, PDF, JPEG, GIF, or PNG. The values for bid evaluation 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.
- 2.9** For the submission, the bid must be encrypted with a certificate provided within the Tender arena electronic tool (at <https://tenderarena.cz>). In the case of a bid being encrypted with another certificate, such a bid will be considered not delivered to the Contracting Authority in the proper manner and it will not be considered submitted. **The bid encryption with the certificate is carried out automatically in the Tender arena electronic tool** before the bid submission is finalized.
- 2.10** 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.
- 2.11** The Contracting Authority does not specify the *award period* for this Procurement Procedure.
- 2.12 The bid must be submitted in the following structure:**
- a) Cover sheet** setting out the basic identification data of the Bidder and the data for evaluation (please refer to Annex No. 1 hereto);





- b) **documents proving fulfilment of the qualification** in the structure as set out in Article 3 of the TD; all documents proving fulfilment of the qualification may be presented in a plain copy (as scanned image) OR Bidders may substitute the submission of documents proving fulfilment of the qualification by an affirmation (for the purposes of the bid, Bidders may use Annex No. 2 hereto) or by the European Single Procurement Document;
- c) statement defining **the bid price** in the structure according to Article 5 hereof;
- d) **draft contract** including annexes with filled marked data (please refer to Annex No. 3 hereto);
- e) **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,
- b) professional qualification according to Section 77 of the Act and
- c) technical qualification according to Section 79 of the Act.

For the purposes of the Bid, it is sufficient to submit a written affirmation (Annex No. 2 hereto), as stated below in point 3.6.1 of this TD.

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) a copy of an entry in the Criminal Records in respect of Section 74 (1) a) of the Act (from the country of its registered office / residence),
- b) confirmation from a relevant tax office in respect of Section 74 (1) b) of the Act (from the





country of its registered office / residence and from Czech Republic),

- c) a written affirmation regarding excise duty in respect of Section 74 (1) b) of the Act,
- d) a written affirmation in respect of Section 74 (1) c) of the Act,
- e) a confirmation from a relevant district social security administration in respect of Section 74 (1) d) of the Act (from the country of its registered office / residence and from Czech Republic),
- f) a copy of an entry in the Commercial Register, or a written affirmation in the event that the Bidder is not incorporated in the Commercial Register, in respect of Section 74 (1) e) of the Act.

3.3.3 If the Bidder is a legal person, both this legal person and every member of its governing body shall meet the condition specified in paragraph 3.3.1 point a). Where a legal person is a member of the governing body of the Bidder, the condition specified in paragraph 3.3.1 point a) shall be met by

- a) this legal person,
- b) every member of the governing body of this legal person and
- c) the person representing this legal person in the governing body of the Bidder.

3.3.4 If the Bidder is a branch of a business of

- a) a foreign legal person, the condition specified in paragraph 3.3.1 point a) shall be met by this legal person as well as the head of the branch,
- b) a Czech legal person, the condition specified in paragraph 3.3.1 point a) shall be met by the persons referred to in paragraph 3.3.3 as well as the head of the branch.

3.4 Professional qualification

3.4.1 Bidders shall prove fulfilment of the professional qualification according to Section 77 (1) of the Act in relation to the Czech Republic by submitting a copy of an entry in the Commercial Register or other similar records provided that registration in such records is required pursuant to another legal regulation.

3.4.2 Bidder is not obliged to submit the document specified in paragraph 3.4.1 if legal regulations in the country of its registered office / residence do not require such professional qualification.

3.5 Technical qualification

Fulfilment of the technical qualification pursuant to Section 79 (2) b) of the Act will be demonstrated by a Bidder, who submits a list with at least 1 major supply provided over the past 3 years before the commencement of this Procurement Procedure, including price and date of delivery and the identification of customer of the supply (supplies). Supply and installation of an *atomic force microscope* with financial value of at least 150 000,- EUR excl. VAT shall be considered a major supply (if the value 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).

3.6 Authenticity and age of documents

3.6.1 **Bidders** shall submit all requested documents (a scanned image of a plain copy of a document is sufficient) and **are entitled**, for the purposes of the Bid, **to submit an affirmation** (Bidders may





use Annex No. 2 hereto) **or a European Single Procurement Document** instead of these documents, or to submit an extract from the list of qualified suppliers pursuant to Section 228 of the Act.

- 3.6.2 The documents demonstrating basic qualification under Section 74 of the Act shall demonstrate the fulfilment of the required qualification criterion not later than 3 months before the date of the commencement of this Procurement Procedure.
- 3.6.3 Where the Contracting Authority requires a document to be submitted, the Bidder shall submit it in Czech, English or German language, or it shall be submitted along with its translation into one of these languages.

4 TECHNICAL SPECIFICATION OF THE SUBJECT MATTER

- 4.1 The TD specifies the minimum technical requirements in Annex No. 1 of the Draft Contract (Draft Contract forms Annex No. 3 of this TD). It is permitted that Bidders supply the same or higher-level solution than those described in the technical specification, but it must always comply with the minimum requirements as set forth herein.
- 4.2 All items which shall form a part of the 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. The Contracting Authority requires that the entire Equipment and all its parts are brand new, not re-used.
- 4.3 Bidders must always comply with technical requirements stipulated herein; should a Bidder fail to comply with these, he shall be excluded from further proceedings. Bidders are obliged to prove guaranteed technical parameters to the Contracting Authority as specified herein, i.e. Bidders shall submit detailed technical specification of the offered solution containing the guaranteed achievable parameters, which must demonstrate compliance with the minimum technical parameters specified in Annex No. 1 to the Draft Contract in the Czech or English language (other language mutations will not be admissible). All required parameters must be met by the offered Equipment at the time of bid submission, it is not acceptable that the achievement of any of the parameters requires further development of the Bidder's product. Specified parameters must be achieved also during installation of the Equipment at the place of performance. The submitted documentation shall form Annex No. 2 to the Contract.
- 4.4 Should this TD refer to specific commercial trademarks / products or solution, or other designations or visual presentations having relation to a specific supplier / manufacturer, it shall be understood as delineation of an anticipated characteristics and Bidders are entitled to propose other technically or qualitatively compliant solution.

5 STRUCTURE OF THE BID PRICE

- 5.1 **Bidders are obliged to indicate the total bid price, including all required performance; the total bid price is to be quoted in EUR excl. VAT.**
- 5.2 The **total bid price** must include the entire subject matter of the Public Contract 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 transportation to the place of performance, packaging, custom duties, assembly and installation costs, costs of insurance, etc. At the same time, **the bid price may not exceed 260 000,00 EUR excl. VAT**. In the event of a bid being submitted citing a bid price higher than this maximum value, such bid will be **excluded** from the Procurement Procedure.

6 TERMS AND CONDITIONS, PAYMENT TERMS

- 6.1** Payment terms are specified in the attached binding Draft Contract, which forms an integral part hereof as Annex No. 3.
- 6.2** Bidders are obliged to accept the Draft Contract without reservation and not to change its text. 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

Bids shall be evaluated on the basis of their economic advantageousness, namely **of the lowest Bid price. The Contracting Authority will evaluate the Bid price in EUR excl. VAT.**

Bidders shall fill in the value of the Bid price in paragraph 5.1 of the Draft Contract (Annex No. 3 of the TD) and in the Cover sheet (Annex No. 1 of the TD). If a Bidder indicates unmatching values, the Contracting Authority will consider the data in the Draft Contract binding.

Bids will be ranked according to Bid price from lowest to highest. The winner is the Bidder with the lowest Bid price.

In the event of an identical Bid price, the lot will be drawn.

8 ADDITIONAL REQUIREMENTS AND CONDITIONS

- 8.1** 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.
- 8.2** The Contracting Authority does not admit variants of the bid.
- 8.3** The Contracting Authority reserves the right to change, specify or supplement the conditions of this Procurement Procedure.
- 8.4** 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).

- 8.5** 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.

10 COMMUNICATION DURING THE PROCUREMENT PROCEDURE

- 10.1** During the Procurement Procedure, the Contracting Authority will communicate with Bidders in accordance with Section 211 of the Act.
- 10.2** For communication during the Procurement Procedure, the Contracting Authority prefers the use of the electronic tool Tender arena.
- 10.3** Documents within the Procurement Procedure shall be sent by the Contracting Authority through the Tender arena electronic tool accounts of the Contracting Authority and the Bidder or via e-mail (with a guaranteed electronic signature, if possible).
- 10.4** Bidders must be registered in the Central Database of Suppliers in order to be able to communicate with the Contracting Authority via the electronic tool. The registration is carried out in accordance with point 2.4 of this TD.
- 10.5** The Contracting Authority further emphasizes that in the case of communication carried out via the electronic tool, **the document is delivered as soon as the data message is received** to the electronic address of the recipient or recipients of the data message in 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 the 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 Bidders are entitled to propose other technically or qualitatively fully compliant solution.





- 11.3** By submitting a bid, the Bidder confirms that he has fully acquainted himself with the TD to this Public Contract (incl. all Annexes), that the assignment is comprehensible and clear and that before submitting his bid, he has clarified any disputed provisions or technical ambiguities and agrees with and respects the conditions of the Public Contract.

On behalf of the Contracting Authority:

LIST OF ANNEXES:

1. Cover sheet
2. Affidavit on compliance with qualification requirements
3. Binding Draft Contract with annexes
4. List of major supplies
5. Affidavit according to § 6 paragraph 4 of the Act
6. Manual on how to submit a bid through the Tender arena electronic tool

