

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

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2. Name and description of the public contract

2.1. Name of the public contract:

Single-crystal diffractometer sample cooling system

2.2. Description of the subject of the public contract:

The subject matter of this public contract is supply (acquisition) of a sample cooling system installable into Oxford Diffraction diffractometer Gemini. Detailed specification of the subject matter of the public contract is provided in the Draft contract (**Annex 2** hereto).

The subject matter of this public contract is mainly financed from the subsidy of the project "Materials Growth & Measurement Laboratory" under the *Operational Programme Jan Amos Komenský* within the framework of EU funds, project registration number CZ.02.01.01/00/23_015/0008184.

3. Deadline for submission of bids

The deadline for submission of bids for all Parts is **November 18, 2024, at 11:00 am.**

4. Term and Place

Delivery time: within **6 months** from the date of contract conclusion
Place of delivery: Fyzikální ústav AV ČR, v. v. i.,
Cukrovarnická 112/10, 162 00 Praha 6, Czech Republic



5. Estimated value, Structure of the Bid price

Estimated value of the public contract: **60 000.00 EUR excl. VAT**

Bidders are obliged to specify the Bid price for the subject of performance of the public contract 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.

The Bid price is to be quoted in **EUR excl. VAT**. Bidders shall indicate the Bid price to Cover sheet (**Annex No. 1** hereto) and to Section 5.1 of the Draft contract (**Annex 2** 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**" bearing the name of the public contract "**Single-crystal diffractometer sample cooling system**" - 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 may use **Annex 1** to this Invitation),
- b) **Draft contract (Annex 2** to this Invitation), including its annexes, with filled marked data (annexes to the Draft contract shall contain **technical description** of the offered equipment demonstrating that it meets the required specification – bidders shall complete a table and attach other documents such as technical data sheets, etc.).

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 requirements are not fulfilled, the bidder will be excluded from further participation in the proceedings.

The bids will 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:

- a) Total bid price – weight 60 %
- b) Technical characteristics of the bid – weight 40 %

Evaluation method:

- Within the evaluation criterion “Total bid price”, the Contracting Authority will evaluate the total bid price in EUR excl. VAT, processed in accordance with Article 5. of this Invitation. The number of points awarded will be determined according to the formula below:

$$\text{Number of points} = \frac{\text{Lowest total bid price among evaluated bids in EUR excl. VAT}}{\text{Total bid price of the evaluated bid in EUR excl. VAT}} \cdot 60$$

Bidders complete the data for this criterion in paragraph 5.1 of the Draft contract (**Annex 2** of this Invitation) and in the Cover sheet (**Annex 1** of this Invitation). If the Bidder indicates different values in the Cover sheet and in the Draft contract, the Contracting Authority will consider the data in the Draft contract binding.

- Within the evaluation criterion “Technical characteristics of the bid”, the Contracting Authority will evaluate specific technical characteristics of the bid, namely:
 - (i) Speed of reaching temperature 100K
The Contracting Authority will award extra 20 points in case the offered equipment is able to reach temperature 100K from room temperature faster than in 30 minutes.
 - (ii) Nitrogen consumption
The Contracting Authority will award extra 20 points if the gas flow within the equipment at 100K does not exceed 5 litres per minute.

Bidders complete the data for this criterion in table Tab. 2 in Annex No. 1 of the Draft contract (Draft contract is **Annex 2** of this Invitation) and in the Cover sheet (**Annex 1** of this





Invitation). If the Bidder indicates different values in the Cover sheet and in the Draft contract, the Contracting Authority will consider the data in the Draft contract binding.

The number of points achieved within the individual criteria will be rounded to 2 decimal places. Finally, bids will be ranked according to the number of points obtained in the sum of all the above criteria from highest to lowest. The winner is the Bidder whose bid gets the most points.

In the event of an identical final score, the Contracting Authority will refine the number of points achieved in the individual criteria to a higher number of decimal places, and if this procedure does not result in the determination of the winning bid, the lot will be drawn.

8. Terms and conditions

The terms and conditions are set out in the Draft contract attached as **Annex 2** to this Invitation. Bidders are obliged to accept the Draft contract without reservation and without modification; they are only entitled to add their identification data, the details of the evaluation criteria and any other clearly marked information to be added.

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 (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

RNDr. Michael Prouza, Ph.D., Director

Annexes:

1. Cover sheet
2. Draft contract