

# TENDER DOCUMENTATION

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

for preparation of bids for below-threshold public contract for supplies  
contracted within the simplified below-threshold procedure pursuant to Section 53 of  
the Act

NAME OF THE PUBLIC CONTRACT:

## **Precision Metrology Station**

Contracting Authority:

## **TENDER DOCUMENTATION**

This tender documentation (hereinafter the "TD") forms a basis for preparation of bids in simplified below-the-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 Metrology Station

**Contracting Authority:** Fyzikální ústav AV ČR, v.v.i.  
**Seat:** Na Slovance 1999/2, 182 21 Praha 8  
**Identification No.:** 68378271  
**Tax Identification No.:** CZ68378271  
**Person authorized to represent the Contracting Authority:** Prof. Jan Řídký, DrSc., Director

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

**Contact person:** Mgr. Václav Kafka  
**Telephone:** +420 266 052 751  
**E-mail:** [kafkav@fzu.cz](mailto:kafkav@fzu.cz)

**Substitute of the Contact person:** Vladimír Levandovský  
**Telephone:** +420 266 052 591  
**E-mail:** [levandovsky@fzu.cz](mailto:levandovsky@fzu.cz)

**Provision of additional information to TD:**

Bidders are entitled to request additional information to the TD in writing; request in writing shall be delivered to the above specified contact person (by post or by email).

### **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: 38300000-8 – Measuring instruments

**Type of public contract:** below-threshold public contract for supplies

**Type of tendering 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 a station for precision metrology. More detailed specification of the subject matter is provided in Chapter 4 below.

#### **1.3 Term**

Anticipated commencement: immediately after contract conclusion  
Anticipated completion: within 8 weeks of contract conclusion

The term of the public contract is subject to successful completion of the tendering procedure. The Contracting Authority reserves the right to unilaterally adjust the anticipated dates with regard to its actual operational and organizational needs.

#### 1.4 Place of Performance

Place of performance shall be the premises of the Fyzikální ústav AV ČR, v.v.i., at Na Slovance 1999/2, Praha 8, main building, room No. 07.

#### 1.5 Estimated value

Estimated value of the public contract is **83.000,- € excl. VAT.**

At the same time, the estimated value is also the maximum level for the bid price and the Contracting Authority requires that this limit not be exceeded by the bid price as a commercial condition of the public contract. The Contracting Authority will consider any bids with a bid price in excess of the designated limit to constitute bids which have not met the conditions and it will therefore exclude them. The Contracting Authority will then exclude any bidders who have submitted bids with a bid price in excess of the designated limit from any further participation in the tendering procedure.

## 2 CONDITIONS AND REQUIREMENTS REGARDING THE DRAWING UP OF A BID

2.1 Bids shall be submitted in writing in duly sealed envelopes bearing the name of the bidder's business name, its seat (registered office) and identification No. on the overleaf in accordance with Section 107 paragraph (2) of the Act. The envelope must be clearly marked "**Do not open**" and with the name of the public contract "**Precision Metrology Station**".

2.2 Bids shall be submitted no later than on **April 10, 2017 by 11:00 am** to the address of the Contracting Authority's seat at Na Slovance 1999/2, 182 21 Praha 8, Czech Republic, to the mail room at the ground floor by the main entrance (please use the entrance from Pod Vodárenskou věží 1 street). Bids may be delivered by any suitable means (mail, courier, personally, etc.) at the above address on business days between 8:00 am and 3:00 pm and on the last day of the submission period **only by 11:00 am**. Other methods of delivery shall not be considered to constitute a properly delivered bid.

2.3 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.

The bid must also include **signed draft contract**, duly signed by the person authorized to act on behalf of / represent the bidder.

2.4 The bid may be prepared in the Czech or English language.

2.5 All sheets constituting the bid shall be numbered using a series of continuous ascending numbers and rigidly bound to each other or sewn together, so that they are adequately secured against tempering or removal from the binding. Bids shall be clear and legible, with no deletions or over-writing.

2.6 Bidders shall submit the bid in one hardcopy original; the Contracting Authority recommends that one simple copy of the entire bid is submitted as well. All shall printed matter shall be clear and legible, with no deletions or over-writing.

2.7 Bidders shall submit the bid also in electronic form on a suitable data carrier, i.e. CD-ROM or flash disc, in MS Office or PDF compatible format. The filled-in draft contract shall

be also saved on the CD-ROM or flash disc in a standard open & modifiable format (such as .DOC or similar) in the form as signed and bound into the hardcopy bid, with the attached signature of the authorized person on the part of the bidder.

- 2.8 If the bid is submitted by more than one Bidder jointly (joint bid), the bid shall also specify the person who is authorized to represent the Bidders in contact with the Contracting Authority during the tendering procedure.
- 2.9 The bid must be submitted in the following structure:
- a) **Cover sheet** specifying the basic identification and contact information of the bidder (business name or name and surname, address, legal form, identification No., tax identification No., bank details, names of members of the statutory body, contact information - phone, e-mail, address, contact person, where appropriate, the person authorized to further negotiations, including written authorization to represent the bidder), the bid price date and the date and signature of the person authorized to act on behalf of the bidder; bidders may use the form provided in Annex 1 hereto;
  - b) statement defining **the bid price** in the structure according to Article 5 hereof;
  - c) **documents proving fulfilment of the qualification criteria** in the structure as set out in Article 3 of the TD;
  - d) **draft contract** signed by a person duly authorized to act on behalf of the bidder (please refer to Annex No. 2 hereto).

### 3 QUALIFICATION CRITERIA

- 3.1 The bidder is obliged to demonstrate 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 of major supplies provided over the past 3 years before the commencement of this tendering procedure. This list will be provided in the form of an affidavit and will contain identification of the client, supply name, place and date of completion and the financial value of the supply. A major supply shall be considered as a supply of a station for precision metrology in the financial value of at least 75.000,- € excl. VAT. Bidders shall demonstrate the supply of at least 5 such major supplies.

### 4 DETAILED DESCRIPTION AND TECHNICAL SPECIFICATION OF THE SUBJECT MATTER

- 4.1 The subject matter of this public contract is fully specified in Annexes No. 1 and 2 of the draft contract which forms an integral part hereof as Annex No. 2 hereof.
- 4.2 All equipment, which shall form a part of the subject matter 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 and Compliance Certificate. The Contracting Authority requires that the entire subject matter and all its parts will be new, not re-used.
- 4.3 The TD specifies the minimum technical requirements in Annex No. 2 of the draft contract. 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.
- 4.4 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 at least the best achievable measuring parameters, which must demonstrate compliance with the minimum technical parameters specified in Annex No. 1 to the contract in the Czech or English language (other language mutations will not be admissible). Specified parameters must be achieved also during installation of the apparatus / equipment in the laboratory of the Contracting Authority. The submitted documentation shall form the Annex No. 2 to draft contract.

- 4.5 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 the bidder are entitled to propose other technically or qualitatively compliant solution.

## 5 STRUCTURE OF THE BID PRICE

- 5.1 Bidders are obliged to specify the total offered bid price, including all required performance; the total offered bid price to be quoted in € excl. VAT.
- 5.2 The total bid price must include the entire subject matter 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, insurance cost etc.
- 5.3 The bid price may be exceeded exclusively in connection with the change of tax legislation related to mandatory VAT, by an amount corresponding to this legislative amendment only.
- 5.4 The Contracting Authority hereby advises bidders that due to the amount of allocated funding, the maximum value of the performance for subject matter hereof cannot exceed **83.000,- € excl. VAT** and all installation- and transportation-related costs, custom duties and other potential and related fees and that in the case of a bid being submitted citing a higher bid price than the **maximum** value of the public contract, such bid will be **excluded** from the procedure.

## 6 EVALUATION CRITERIA

- 6.1 Bids will be evaluated on the basis of their economic advantageousness.
- 6.2 The evaluation sub-criteria are:
- |  |                        |
|--|------------------------|
| a) Technical characteristics of the bid    | - relative weight 50 % |
| b) Duration and level of warranty services | - relative weight 30 % |
| c) Total bid price                         | - relative weight 20 % |
- 6.3 Method of evaluation:
- a) Within the evaluation sub-criterion a) Contracting Authority will evaluate technical characteristics of the bid.

Minimum required technical characteristics of the equipment are set out in the first table of Annex 1 of the draft contract (please refer to Annex No. 2 hereto). The Contracting Authority hereby advises bidders that a bid that does not meet these minimum required technical characteristics will be **excluded** from the procedure and the bidder **excluded** from further participation in the proceedings.

Extra technical points will be awarded for:

- X range  $\geq$  500 mm: 10 pts
- Y range  $\geq$  500 mm: 10 pts
- X measuring accuracy better than 2.5  $\mu$ m: 10 pts
- Y measuring accuracy better than 2.5  $\mu$ m: 10 pts
- Z measuring accuracy better than 2.5  $\mu$ m: 30 pts
- software compatibility with the CAD model and programming: 30 pts

Method of evaluation within the evaluation sub-criterion a):

The evaluated bid gets a score that results from the sum of all obtained extra technical points multiplied by the factor of 0.5 (relative weight of this sub-criterion).

- b) Within the evaluation sub-criterion b) Contracting Authority will evaluate the duration and level of warranty services. **Minimum length** of warranty is **12 months**. The Contracting Authority hereby advises bidders that a bid being submitted citing a shorter warranty will be **excluded** from the procedure and the bidder **excluded** from further participation in the proceedings.

Extra warranty points will be awarded for:

- warranty length  $\geq$ 24 and  $<$ 36 months: 25 pts
- warranty length  $\geq$ 36 months: 50 pts
- free consultations with the technical specialists provided by the bidder on the issues that can arise during the operation of precision metrology station: 50 pts

Method of evaluation within the evaluation sub-criterion b):

The evaluated bid gets a score that results from the sum of all obtained extra warranty points multiplied by the factor of 0.3 (relative weight of this sub-criterion).

- c) Within the evaluation sub-criterion c) Contracting Authority will evaluate the total bid price for the subject of performance in € excl. VAT compiled in accordance with Article 5 hereof.

Method of evaluation within the evaluation sub-criterion c):

The evaluated bid gets a score that results from the ratio between the bid price of the cheapest bid and the evaluated one. This ratio will then be multiplied by 0.2 (relative weight of this sub-criterion) and factor 100 - see formula:

$$Score = \frac{\text{bid price of the cheapest bid}}{\text{bid price of the evaluated bid}} \cdot 0.2 \cdot 100$$

## 7 TERMS AND CONDITIONS, PAYMENT TERMS

- 7.1 Terms and Conditions and payment terms have been specified in the attached binding draft contract, which forms an integral part hereof as Annex No. 3 hereof.
- 7.2 Bidders are obliged to accept without reservation or change the text of the draft contract, which forms an integral part hereof as Annex No. 3. 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 contracts in any manner, with exception of those parts which the Contracting Authority highlighted. Any breach of this condition will result in exclusion of the bidder from the tendering procedure.

## 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 all necessary cooperation in this matter.
- 8.2 Bidders shall bear the cost of processing their bids.
- 8.3 The Contracting Authority reserves the right to alter or amend the TD before the deadline for submission of bids, such a change would be communicated to all bidders who on the date of such amendment submitted a bid. The change of the TD would be announced also the manner in which the TD was published. If the nature of the supplement or amendment of the TD requires, the Contracting Authority simultaneously reasonably extends the deadline for submitting bids.
- 8.4 The Contracting Authority, in line with Section 53 paragraph (5) of the Act, reserves the right that the notifications of the Contracting Authority associated with the course of the tendering procedures (notification of disqualification of the bidders and the notice of the selection of the supplier) shall be considered to be delivered at the point of time of publication on the contracting entity profile on <http://www.e-zakazky.cz/Profil-Zadavatele/74e987e1-b4a1-4571-b8b6-2cd93fe6f932>.
- 8.5 The Contracting Authority reserves the right to shift the anticipated date of commencement of performance with respect to the completion of the tendering procedure and with regard to its operational and organizational needs. Selected suppliers from such a shift may under no circumstances imply the right to charge any contractual penalties, price increases, damages, etc.
- 8.6 The Contracting Authority reserves the right to publish the full outcome of the tendering procedure and to provide information under the Act No. 106/1999 Coll., on free access to information, eg. to allow access to the protocol on the opening of envelopes, the protocol on the evaluation of bids, and so on. However, according to Act on free access to information, the Contracting Authority will not grant:
- until the completion of the tendering procedure information relating to the content of bids and the persons who are involved in during the tendering procedure,
  - information which the bidder has provided to the Contracting Authority within the tendering procedure and marked them as confidential unless it is information that in accordance with the Act the Contracting Authority has the obligation to include in the evaluation report, the notice of the selection of the supplier, the assessment of the fulfilment of conditions for participation of selected suppliers or in the written report by Contracting Authority.

- 8.7 The Contracting Authority reserves the right, after completion of the tendering procedure in the context of transparency, to publish on the Internet further defined range of information provided by the bidder during the tendering procedure and possibly during performance of the contract, including the information identified as confidential. These information are the following:
- name of the bidder
  - identification No. of the bidder
  - bid price of the bidder
  - No. of the signed contract
  - name of the contract
  - text of the contract including all annexes and amendments
  - the amount of price paid for performing the public contract
  - list of subcontractors of the supplier of the public contract
- 8.8 Termination of public contract does not terminate the right of the Contracting Authority to publish the above information. Through its participation in the tendering procedure the bidder takes note that the above information provided during the tendering procedure will be treated as described above by the Contracting Authority. The bidder agrees with use of such information by submitting its bid.
- 8.9 The Contracting Authority reserves the right to cancel the tendering procedure according to Section 127 paragraph (2) of the Act. In case of cancellation of the tendering procedure the bidders are not entitled to any compensation for costs incurred in preparing the tender nor any other compensation.
- 8.10 Precondition for the conclusion of a public contract is the obligation of the selected supplier, who is a legal entity, submit to the Contracting Authority:
- a) the identification of all persons who are the actual owner of the supplier according to Act No. 253/2008 Coll., on some measures against the legalization of proceeds from crime and terrorist financing,
  - b) documents which show the relationship of all persons referred to in point a) to the supplier; these documents are particularly:
    - i. a certificate of registration from the Commercial Registry, or extract from any other similar evidence,
    - ii. list of shareholders,
    - iii. the decision of the statutory body for the payment of profit sharing,
    - iv. social contract, memorandum or articles of association.

## **9 OPENING OF ENVELOPES WITH BIDS**

- 9.1 Opening of the envelopes with bids shall take place immediately after the expiry of the bid submission date referred to in paragraph 2.2 of the TD, at the seat of the Contracting Authority at Na Slovance 1999/2, Praha 8 (entrance from the Pod Vodárenskou věží 1 street), in the meeting room.

## **10 CONCLUSION**

- 10.1 Information and data provided herein (incl. all Annexes) defined 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.

- 10.2 Should this tender documentation of 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 are entitled to propose other technically or qualitatively fully compliant solution.

**On behalf of the Contracting Authority:**

In Prague



**LIST OF ANNEXES:**

1. Cover sheet
2. Binding draft contract with annexes
3. List of major supplies (pattern)
4. Description of the transportation route inside the building