

## INVITATION TO SUBMIT BIDS

to small-scale public supply contract

### 1. Identification of the Contracting Authority:

Name: Fyzikální ústav AV ČR, v. v. i. (Institute of Physics – “IoP”)  
Seat: Na Slovance 1999/2, 182 21 Praha 8  
Identification No.: 68378271  
Tax ID: CZ68378271  
Authorized representative: RNDr. Michael Prouza, Ph.D. – Director

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

Deputy contact person: Vladimír Levandovský  
Telephone: +420 266 052 591  
E-mail: [levandovsky@fzu.cz](mailto:levandovsky@fzu.cz)

### 2. Name and description of the public contract

#### 2.1. Name of the public contract:

**Cryostat for high-frequency dielectric and magnetic measurements - repeated procurement procedure**

#### 2.2. Description of the subject of the public contract:

The subject of this public contract is purchase of a cryostat for high-frequency dielectric and magnetic measurements. Detailed technical specifications of the device are provided in the draft contract (**Annex No. 2** of this Invitation).

### 3. Term and place

Latest completion time: within 5 months from the date of conclusion of the Contract  
Place of Performance: Na Slovance 1999/2, 182 21 Praha 8, Czech Republic

#### 4. Anticipated value of the public contract

Anticipated value of the public contract: 44 000.00 EUR excl. VAT

The bid price cannot exceed the Anticipated value of the public contract. In the case of a bid being submitted citing a higher bid price than the Anticipated value of the public contract, such bid will be excluded from the procedure and the bidder excluded from further participation in the proceedings.

#### 5. Structure of the Bid price

Bidders are obliged to specify the total Bid price for the subject of performance 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 transportation to the place of performance, packaging, custom duties, insurance costs etc. 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.

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 also to the draft contract (**Annex No. 2** hereto). In case different data will be provided, the data in the draft contract shall be binding.

#### 6. Conditions and requirements for bid preparation, date and place for submitting bids

Bids shall be submitted in writing in duly sealed envelopes bearing the name of the bidder's company on the overleaf and secured against tampering with a stamp or signature of the statutory body of bidder or person authorized to represent the bidder. The envelope must be clearly marked "**Do not open**" and with the name of the public contract, i.e. "**Cryostat for high-frequency dielectric and magnetic measurements - repeated procurement procedure**". The envelope must specify the address to which notifications may be sent to bidders.

Bids shall be submitted no later than on **April 13, 2018** by **2:00 pm** to the address of the Contracting Authority (**Fyzikální ústav AV ČR, v. v. i., Na Slovance 1999/2, 182 21 Praha 8, Czech Republic**) – 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 may be submitted using postal services, courier or personal delivery and similar. **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 2:00 pm.** Submissions in other forms will not be considered.

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.

The bid may be prepared in Czech or English language.

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.

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. Bidders shall submit the bid also in electronic form on a suitable data carrier, i.e. CD-ROM or flash disk, in MS Office or PDF compatible format. The filled-in draft contract shall be also saved on the CD-ROM in a standard open & modifiable format (such as MS Word or similar) in the form as signed and bound into the hardcopy bid.

The bid must be submitted in the following structure:

- a) **Cover sheet**  
Cover sheet specifying the basic identification information of the bidder, the maximum admissible bid price date and the date and signature of the person authorized to act on behalf of the bidder (see Annex No. 1 hereto);
- b) **Documents proving fulfilment of the qualification criteria** as set out in Article 7. of this Invitation.
- c) **Signed draft contract**  
The bid must include **signed draft contract**, duly signed by the person authorized to act on behalf of / represent the bidder.

## 7. Qualification criteria

### **Technical qualification criteria**

Fulfilment of the technical qualification criteria will be demonstrated by a bidder, who submits a list of at least 3 principal deliveries effected by in the past 3 years with indication of the extent thereof, the time of performance, specification of the executed performance and contact (tel. or e-mail) to the client for a possible verification. A principal delivery shall be considered as a delivery of a closed-cycle helium cryostat.

## 8. Evaluation criteria

First, the Contracting Authority will evaluate the technical specifications of the offered Equipment based on the datasheets provided by the bidders. If one of the mandatory technical requirements (specified in annex 1 of the draft contract) is not fulfilled, the bidder will be excluded from further participation in this tender.

Then, bids will be evaluated on the basis of the lowest bid price. Contracting Authority will evaluate the total bid price in EUR excl. VAT.

## 9. Commercial terms

All commercial terms are included in the draft purchase contract, which forms and integral part hereof as an **Annex No. 2** hereto. Bidders are required to accept the contract proposal without reservation and without change; bidders are only entitled to complement their identification

data, data on the bid price and any other clearly marked data. The draft contract must be signed by the applicant's statutory body or a person authorized by the statutory body. Original or certified copy of the power of attorney or authorization shall be part of the draft contract in such a case.

## 10. Provision of additional information

Bidders are entitled to require the Contracting Authority in writing to provide additional information on the tender conditions relating to the public contract. The request must be received by the Contracting Authority no later than 4 working days before the deadline for submission of bids.

## 11. 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 small-scale public contract at any time in the course of the procurement procedure, up until conclusion of the contract,
- e. 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 notice of the selection of the most suitable bid and possibly also note of exclusion of a bidder on the contracting entity profile at: <http://www.e-zakazky.cz/Profil-Zadavatele/74e987e1-b4a1-4571-b8b6-2cd93fe6f932> and on IoP websites at: <http://www.fzu.cz/verejne-zakazky>. In such a case, the notice of the selection of the most suitable bid and note 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 entity profile.

## 12. 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

Annexes:

1. Cover sheet
2. Draft purchase contract