

## INVITATION TO SUBMIT BIDS

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

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

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

2.1. Name of the public contract: „Spectrograph with CCD camera for luminescence investigation in 200-1000 nm spectral range“

2.2. Name of the project: „Solid state physics for the 21st century“, Registry No CZ.02.1.01/0.0/0.0/16\_019/0000760

2.3. Type of public contract: a small-scale public supply contract

### 3. The deadline for submission of bids

The deadline for submission of bids expires on **18<sup>th</sup> June 2019 by 11:00 am.**

### 4. Description of the subject of the public contract

The subject of this public contract is purchase of a spectrograph equipped with a CCD camera for the luminescence investigations in laboratory conditions, operating in at least 200-1000 nm spectral range. The spectrograph should have second exit port for another eventual detector. Adjustable entrance slit for input port; adjustable exit slit for second exit port. Optical fiber optics cable for the luminescent light guidance to spectrograph. Operating software. Detailed technical specifications of the device are provided in the draft contract (**Annex No. 2** of this Invitation).

### 5. Term and place

Latest completion time: within 20 weeks from the date of conclusion of the Contract

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Place of Performance: Room No. A121 in the building A of the Fyzikální ústav AV ČR, v.v.i., at Cukrovarnická 112/10, 162 00 Praha 6, Czech Republic

## 6. Anticipated value of the public contract

Anticipated value of the public contract: 32 000 EUR excl. VAT

The contracting authority, whose main activity is research and development in the field of physical sciences, is the beneficiary of the subsidy for the project " **Solid state physics for the 21st century**", Registry No **CZ.02.1.01/0.0/0.0/16\_019/0000760**, within the Operational Program Research, Development and Education (OP RDE) The subject of public procurement will be co-financed by the EU Structural Funds.

## 7. 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 **EURO 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.

## 8. Conditions and requirements for bid preparation

Bids shall be submitted either in **electronic** form only or in **paper** form only.

The bids in electronic form shall be submitted using the certified electronic tool eGORDION v. 3.3 - Tender arena (hereinafter "**Tenderarena**") within the time limit for the submission of bids. The electronic tool for submission of the tender in electronic form is available at [www.tenderarena.cz](http://www.tenderarena.cz). Economic operators may find at this link also a guide for using the Tenderarena electronic tool (via link "Help" in footer) and helpdesk contacts. The economic operator must be registered as a contractor in the Tenderarena; link "contractor's registration" ("*registrace dodavatele*" at [www.tenderarena.cz](http://www.tenderarena.cz)). A user of the contractor must have a system role of a participant ("*účastník zakázky*"). Registration of the economic operator takes up to 48 hours (on working days) after all required documents have been submitted (either by post or electronically). Registration on Tenderarena electronic tool is not charged.

The bids in paper form shall be submitted in duly sealed envelopes bearing the name and the address of the bidder's company on the overleaf and secured against tampering. The envelope must be clearly marked "**Do not open**" and with the name of the public contract,



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i.e. **“Spectrograph with CCD camera for luminescence investigation in 200-1000 nm spectral range”**. Bids shall be submitted 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 11:00 am.** Bidders shall submit the bid in one hardcopy original and in electronic form on a suitable data carrier, i.e. CD-ROM or flash disk, in MS Office or PDF compatible format.

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

The bid must include filled draft contract with the bid price and 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 and documents proving fulfilment of the qualification.

## 9. Evaluation criteria

The bids will be evaluated on the basis of their economic advantageousness. The Contracting authority shall evaluate the economic advantageousness solely on the basis of the lowest bid price. The winning bid will be the bid with lowest bid price.

The method of evaluation:

The contracting authority will evaluate the total bid price in EURO without VAT, processed in accordance with Article 5 of the tender documentation. The contracting authority shall rank the bids according to the quoted bid price from the lowest to the highest, thereby producing the resulting order of bids.

## 10. 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.

## 11. Additional conditions

The Contracting Authority does not allow variants of bids.

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. cancel the small-scale public contract at any time in the course of the procurement procedure, up until conclusion of the contract,



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- d. publish the announcement of the selection of the most suitable bid and possibly also announcement of the exclusion of a bidder or announcement of the cancellation of the award procedure 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,
- e. 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.

## **12. 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.

## **13. 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

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RNDr. Michael Prouza, Ph.D.



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Annexes:

1. Cover sheet
2. Draft purchase contract



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