

**CALL FOR SUBMISSION TENDER OFFERS TO  
PUBLIC CONTRACT**

***Kinetic fluorometer***

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**I. CONTRACTING AUTHORITY**

Name	<b>Global Change Research Institute CAS</b>
Registered office	Bělidla 986/4a, 603 00 Brno
Company Reg. No.	86652079
Contact person	Mgr. Michal Minařík, <a href="mailto:minarik.m@czechglobe.cz">minarik.m@czechglobe.cz</a> , +420 511 192 220

**II. PUBLIC CONTRACT**

Subject of contract	Delivery of Kinetic fluorometer
URL of the public contract	<a href="https://zakazky.czechglobe.cz/vz00000239">https://zakazky.czechglobe.cz/vz00000239</a>
Tender type	Supply
Contracting proceedings type	Public contract award small-scale
Type of award procedure	Contract award small-scale The procedures outlined in the law on public procurement do not apply
Expected value	900,000 CZK without VAT

**III. BASIC CONDITIONS**

Start date	Immediately after signing the Agreement
End date	in 7 weeks after the signing of the contract
Place of performance	Office of the contracting authority, Drásov 470, 664 24 Drásov, Czech Republic
Terms and conditions	They are attached to this Call for submission tender offers in the form of the text of the Agreement
Technical conditions	They are attached to this Call for submission tender offers in the form of the text of the Agreement

### IV. QUALIFICATION

The bidder is obliged to meet the following qualification requirements:

#### 1. Basic qualification preconditions and economic and financial qualification

The bidder is obliged to meet the basic qualification requirements and economic and financial qualification by means of an affidavit according to the example in the annex or by means of an affidavit of the same content.

#### 2. Professional qualifications

The bidder is obliged to meet qualification requirements by submitting of the following documents:

- 2.1. An extract from the commercial register if the bidder is registered there or an extract from a similar register if the bidder is registered there.
- 2.2. Certificate of business licence according to special legal regulations in the extent corresponding to the subject matter of the public contract, i.e. a trade certificate in the following field:
  - a) Wholesale and retail or its equivalent

#### Proving of qualification

In the extent in which the recorded data cover the requirements of the contracting entity, the documents can be replaced with an extract from a list of qualified suppliers or a certificate from the system of certified suppliers or other documents proving fulfilment of the qualification requirement. The bidders will submit copies of documents, with the exception of documents in the form of affidavits and contracts which will be submitted in original or verified copy.

### V. TENDER EVALUATION

#### Evaluation criterion      Lowest tender price

The total price in CZK without VAT for all fulfilment stated in the Draft Agreement will be evaluated.

### VI. DRAFT AGREEMENT

The Draft Agreement must be signed by a person authorized to act on behalf of the Tenderer.

The Draft Agreement shall be prepared based on the text of the Agreement, which is attached to this Call for submission tender offers. When elaborating the text of the Agreement the Tenderer is not authorized to change the text of the Agreement, except in the following cases:

1. Identification of the Tenderer and persons authorized to act on behalf of the Tenderer, email including.
2. Stating all of the required information on the price in **CZK currency**.
3. The specification of the guarantee period (article VI. 2 text of the Agreement); the minimum guarantee period duration accepted by the contracting authority is 24 months.
4. Completion of the Annex No. 1 of the text of the Agreement with type of the product and name of the manufacturer.
5. The Tenderer may offer more favourable conditions to the Contracting Authority (e.g. an extended warranty period, etc.).

### VII. CONTENTS OF THE TENDER

The Tender must contain at least:

1. Tenderer's identification data (name; registered office or place of business; company registration number).

## Kinetic fluorometer

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2. Documents proving fulfilment of qualification requirements.
3. Draft Agreement signed by a person authorized to act on behalf of the Tenderer.
4. Documents providing the authorization of the person who signed the Agreement, sign the Agreement.

### VIII. SUBMISSION OF TENDERS

Date 16<sup>th</sup> of October 2017, 11:00 a.m.

Location The registered office of the Contracting Authority

Method Tenders shall be submitted in writing, in paper form

#### Submission of Tenders in paper form

By correspondence or in person weekdays between 8:00 a.m. and 02:30 p.m. to the Secretariat of the Director of the Contracting Authority or to David Schüch or Mgr. Michal Minařík.

The Tenderer is obliged to submit the Tender in printed form in a sealed envelope, marked:

- a) With the words DO NOT OPEN.
- b) The name of the Public Contract.
- c) The name of the Tenderer.
- d) Address to which a notice may be sent stating that the Tender was submitted after the deadline for submission of tenders, or informing the Tenderer of the fact that a single Tender was submitted within the deadline.

The Contracting Authority recommends stapling the individual pages of the Tender so that they cannot be manipulated with.

### IX. FURTHER CONDITIONS

1. The Contracting Authority provides a deadline for the Tender of 60 days.
2. The tenderer is entitled to require the contracting authority in writing additional information on the tender conditions. Written requests must be received by the contracting authorities not later than four working days before the deadline for submission of tenders. The Contracting Authority is obliged to send additional information on the terms of reference to this request within 2 working days of the date of receipt of the application under the previous sentence.
3. The Tenderers are invited to submit a signed draft contract is obliged to submit the proposal within 5 business days after the date when the decision on the selection the most suitable tender published on the profile of contracting authority or possibly within 5 working days after he was asked to sign the following. In case you fail to do so, the contracting authority may enter into a contract with another contender in the order.
4. Tenders containing alternative solutions are not permitted.
5. The Contracting Authority will only accept offers in Czech, Slovak, German or English language.
6. The Contracting Authority reserves the right not to enter into an agreement with any of the Tenderers, to reject all of the Tenders and cancel awarding the Public Contract.
7. The Contracting Authority reserves the right, during the period for submission of Tenders, to amend, supplement or clarify the tender documentation.

**X. ATTACHMENTS**

1. Text of the Agreement
2. Affidavit

Done in Brno, 4<sup>th</sup> of October 2017

prof. RNDr. Ing. Michal V. Marek, DrSc., dr. h. c.

Director

Global Change Research Institute CAS