
**TENDER DOCUMENTATION
FOR THE PUBLIC CONTRACT
COURSE OF IMAGING SPECTROSCOPY OF WATER BODDIES**

I. CONTRACTING AUTHORITY

Name	Centrum výzkumu globální změny AV ČR, v. v. i. (Global Change Research Centre AS CR)
Registered office	Bělidla 986/4a, 603 00 Brno
Company Reg. No.	67179843
Contact person	Mgr. Michal Minařík; minarik.m@czechglobe.cz ; +420 511192229

II. PUBLIC CONTRACT

Subject of the Contract	Preparation and performance of a course of imaging spectroscopy of water bodies
URL of the Contract	https://zakazky.czechglobe.cz/vz00000092
Type of public Contract	Services
Award procedure	Minor Contract. The procedures set out in the Public Procurement Act shall not apply.
Estimated value	400,000 CZK without VAT
Source of funding	The European Social Fund Operational Programme of Education for Competitiveness



INVESTICE DO ROZVOJE VZDĚLÁVÁNÍ

Course of imaging spectroscopy of water bodies

BASIC CONDITIONS

Start of performance	Immediately after conclusion of the Contract
End of performance	11. 4. 2014
Place of performance	Brno
Terms and conditions	are attached to these tender documents in the form of the text of the Contract
Technical conditions	are attached to these tender documents as part of the text of the Contract

III. QUALIFICATIONS

The Tenderer is required to meet the following qualifications:

1. Basic qualifications

The Tenderer is required to meet the basic qualifications of the sworn statement according to the example in the Annex, or a sworn statement with the same content.

2. Professional qualifications

The Tenderer is required to meet the qualification requirements by submitting the following documents:

- 2.1. Extract from the Commercial Register, if the Tenderer is registered there, or extract from any other similar register, if the Tenderer is registered there.
- 2.2. Proof of authorization to do business under special laws to the extent corresponding to the subject of the Contract.

3. Technical qualifications

The Tenderer is required to meet the technical qualifications

- 3.1. The list of lecturers who will prepare and perform the course:

Minimum level:

- a) At least one lecturer
- b) Each of the lecturers will be the author of at least two scientific publications (especially peer-reviewed articles, monographs) focused on spectroscopy of water bodies.
- c) If the tender is submitted by a legal entity, the lecturer shall be employed by the Tenderer.

Way of proving qualifications:

- a) List of lecturers (at least with the first name, last name, and scientific or research institutions).
- b) List of scientific publications for each of the lecturers.
- c) A statement of the fact that the lecturer is employed by the Tenderer.

The Tenderer must include the name of the lecturers in Article VIII, paragraph 2 of the Draft Contract.

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Proof of qualifications

The documents may be substituted to the extent in which the information contained therein covers the requirements of the Contracting Authority, by an extract from the list of qualified suppliers, or a certificate of a system of certified suppliers, or another document demonstrating compliance with qualification requirements.

Tenderers may submit simple copies of the documents, except for documents in the form of sworn statements, which will be in the original, or a certified copy.

IV. EVALUATION

Evaluation criteria	Economic advantage of the tender	weight
1 st sub-criterion	Tender price	60 %
2 nd sub-criterion	Quality of the offered performance	40 %

1. Tender price

The tender price will be evaluated without VAT for all transactions referred to in the Draft Contract.

$$\text{No. of points for the criterion} = \frac{\text{best offer}}{\text{evaluated tender}} * 60 \text{ points}$$

2. Quality of the offered performance

To evaluate the sub-criterion quality of the offered performance the Tenderer will prepare a concept of teaching material in the range of at least 50 pages and include information on the practical part (at least an outline the practical part).

The concept will be evaluated based on the following attributes:

Attribute	Maximum No. of points
2.1. The theoretical part is elaborated based on the latest scientific procedures	15
2.2. The practical part demonstrates the latest scientific procedures	15
2.3. The theoretical or practical part show no methodological shortcomings	5
2.4. The theoretical part has sufficient scope, covers the requested content, and is properly structured and clearly written.	5

The evaluation of the fulfilment of the attributes will be performed in the following way: If the fulfilment of an evaluated attribute is *fully satisfied*, the result will be close or will correspond to the maximum number of points. If the fulfilment of an attribute will be *partially satisfied*, the maximum number of points will be shortened by approximately one third. If the fulfilment of an attribute will not be *less than partially satisfied*, the maximum number of points will be shortened by approximately two thirds. If the fulfilment of an attribute will be *not satisfied*, the result will be close to or equal to the value of 0.

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The resulting point evaluation of the tender shall be the sum of the above values. The best offer shall be the tender with the highest number of points

V. DRAFT CONTRACT

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

The Draft Contract will be prepared based on the text of the Contract, which is attached to this tender documentation. When drafting the Contract the Tenderer is not authorized to change the text of the Contract, except in the following cases:

1. Identifying the Tenderer and persons authorized to act on behalf of the Tenderer (introduction and conclusion of Contract).
2. Stating the Tender price in CZK without VAT (Article V, paragraph 1 of the Contract).
3. Stating the name of the lecturer or lecturers who will prepare and perform the course (Article VIII, paragraph 2 of the Contract). These must be the same people with whom the Tenderer meets the technical qualifications.
4. The Tenderer may offer more favourable conditions to the Contracting Authority (e.g. an extended warranty period, etc.)

VI. CONTENT OF TENDERS

The tenders must contain at least:

1. Tenderer's identification data (name, registered office, company registration number).
2. Documents proving compliance with qualification requirements.
3. Draft Contract signed by a person authorized to act on behalf of the Tenderer.
4. Documents proving the authorization of the person who signed the Contract, will sign the Contract.

VII. SUBMISSION OF TENDERS

Time 5th of March 2014, 10:00

Place Registered office of the Contracting Authority

Method Tenders shall be submitted in written form.

By post or in person weekdays between 8:00 and 14:30 at the Secretariat of the Director of the Contracting Authority or David Schüch or Mgr. Michal Minařík.

The Tenderer is obliged to submit the tender in printed form in a sealed envelope marked with:

- a) The text DO NOT OPEN.
- b) The name of the public tender.
- c) The name of the Tenderer.
- d) The address to which it is possible to send a notice stating that the tender was submitted after the deadline for submission of tenders, or informing the Tenderer of the fact that only a single tender was submitted.

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

VIII. OTHER CONDITIONS

1. The Contracting Authority has set a tender period of 60 days.
2. The Contract or parts thereof cannot be fulfilled through subcontractors.
3. Tenderer who is invited to submit a signed Draft Contract shall submit the draft within 5 business days after the date when the decision on selecting the best tender is published on the profile of the Contracting Authority, or, within 5 working days after it was thus asked to sign. If that does not do so, the Contracting Authority may enter into a Contract with the next Tenderer in order.
4. Tenders containing variants are not permitted.
5. The Contracting Authority will only accept tenders in Czech, Slovak or English language.
6. The Contracting Authority reserves the right not to enter into a Contract with any of the tenderers, reject all of the tenders and cancel awarding the Contract.
7. The Contracting Authority reserves the right, during the period for submission of tenders, to amend, supplement or clarify the tender specifications.

IX. ATTACHMENTS

1. Draft Contract
2. Sworn statement

Done in Brno, 12th of Feb 2014

prof. RNDr. Ing. Michal V. Marek DrSc., dr. h. c.
Director
Centrum výzkumu globální změny AV ČR, v. v. i.
(Global Change Research Centre AS CR)