

**TENDER DOCUMENTATION
TO PUBLIC CONTRACT
AERIAL HYPERSPECTRAL IMAGE SYSTEM**

I. CONTRACT AWARDING AUTHORITY

Name	Ústav výzkumu globální změny AV ČR, v. v. i. (Global Change Research Institute CAS)
Registered office	Bělidla 986/4a, 603 00 Brno, Czech Republic
Comp. ID No (IČO)	86652079
Legal form	Public research institute (661)
Contact person	Mgr. Michal Minarik, minarik.m@czechglobe.cz , +420 511 192 220

II. PUBLIC CONTRACT

Subject matter of contract	Delivery of Aerial Hyperspectral Image System that consists of the following parts: 1. Aerial Hyperspectral VSWIR System (Hyperspectral Sensor + IMU GNSS Unit) 2. Flight Management System
Contract classification (CPV)	38430000-8 Detection and analysis apparatus
Contract URL	https://zakazky.czechglobe.cz/vz00000399
Type of public contract	Deliveries
Type of tender	above-the-threshold
Contract award procedure	open procedure
Estimated value	USD 1,180,000.00 excl. VAT (CZK 26,500,000 excl. VAT)
Source of funding	Operational programme Jan Amos Komenský CzeCOS-BOOST, registered number of project: CZ.02.01.01/00/23_015/0008207



Co-funded by
the European Union



III. BASIC CONDITIONS

Fulfilment commencement	Immediately after the contract is signed
Fulfilment completion	Within 12 months from the contract conclusion
Place of fulfilment	Registered office of the contract awarding authority, Bělidla 986/4a, 603 00 Brno, Czech Republic
Business terms	They are enclosed to this tender documentation as part of the text of the contract
Technical conditions	They are enclosed to this tender documentation as part of the text of the contract

Socially responsible procurement

The contracting authority intends to award a public contract in accordance with the principles of socially responsible public procurement. In addition to the emphasis on purely economic parameters, socially responsible procurement also takes into account the related impacts, especially in the areas of employment, social and labor rights and the environment.

The contracting authority requires the supplier to ensure legal employment, fair working conditions and an adequate level of occupational safety for all persons who participate in the performance of the public contract when performing the subject of the public contract. The Supplier is also obliged to ensure that this requirement of the Contracting Authority is met by its subcontractors.

The provisions of socially responsible public procurement are taken into account and incorporated into the text of the contract.

IV. QUALIFICATION

The bidder is obliged to fulfil the following qualification requirements:

1. Basic qualification requirements

The bidder is obliged to fulfil the basic qualification requirements according to the provisions of section 74 (1) to (3) of Act No 134/2016 Coll. on public contracts, as amended (hereinafter referred to as the Act) with documents specified in section 75 (1) of the Act.

The documents proving the basic qualification must prove fulfilment of the required qualification criterion latest 3 months before the contract awarding procedure is started.

2. Professional qualification requirements

The bidder is obliged to prove fulfilment of the professional qualification requirements pursuant to the provisions of section 77 of the Act in the following extent:

- 2.1. Extract from the commercial register if the bidder is recorded in it, or extract from another similar register if the bidder is recorded in it.

3. Technical qualification requirements

Pursuant to section 79 (2) (b) of the Act, the bidder is obliged to submit:

- 3.1. A list of significant supplies provided over the past three years before the commencement of the procurement procedure, including prices and dates of their provision and the identification of clients.

The list will be signed by a person authorised to act on behalf of the bidder.

Minimum level:

At least three significant supplies with the financial extent of minimum USD 500,000 excl. VAT (each of them) the subject matter of which is delivery of an aerial hyperspectral sensor.

Proof of qualification

The qualification is proved by the above specified documents. It is sufficient to submit a plain copy of the documents.

In the extent in which the recorded data cover the requirements of the contract awarding authority, documents can be replaced with an extract from the list of qualified suppliers pursuant to section 228 of the Act or a certification from the system of certified suppliers or another certification which corresponds to this certification from another member state of the European Union, European Economic Area or Swiss Confederation where the supplier has its registered office, pursuant to section 234 of the Act. These documents can be replaced with a statutory declaration (it is possible to use e.g. the sample in the annex) or unified European certificate for public contracts pursuant to section 87 of the Act.

The bidders prove their qualification gained abroad pursuant to section 81 of the Act. In case of joint participation of suppliers, section 82 shall be applied. Qualification by means of other persons (subcontractors) is proved pursuant to section 83 of the Act.

If the contract awarding authority requires a document to be submitted and the supplier is not able to submit it due to the reasons which cannot be attributed to it, the supplier can submit another equal proof.

During the contract awarding procedure, the contract awarding authority may ask for originals or officially verified copies of the qualification documents to be submitted.

If a bidder's qualification changes, the procedure is pursuant to section 88 of the Act.

A bidder with whom the contract is supposed to be signed, shall submit a plain copy of the documents.

V. ASSESSMENT

The bids will be assessed according to their economic advantage. The criterion will be the **lowest bid price**.

The assessment will be focused on the total bid price in USD excluding VAT for the whole fulfilment specified in article IV. (1) of the draft contract.

The bid prices will be put in order according to their amount. The most suitable bid is the bid with the lowest bid price.

VI. DRAFT CONTRACT

The draft contract must be signed by the person authorised to act on behalf of the bidder.

The draft contract will be prepared on the basis of the text of the contract which is enclosed to this contract award documentation. When preparing a draft contract, the bidder is not entitled to change the text of the contract, except for the following cases:

1. Identification of the bidder and persons authorised to act on behalf of the bidder (introduction and conclusion of the contract).
2. In case of a joint bid, a new provision of article I. par. 4 of the draft contract will be added in the draft contract with the following wording: Suppliers on the side of the seller are liable jointly and severally towards the buyer.
3. Specification of the bid price (article IV. par. 1 of the draft contract).
4. Specification of guarantee period duration (article VI. par. 2 of the draft contract); the minimum guarantee period duration accepted by the contract awarding authority is **12 months**.
5. Specification of the representative of the seller (article IX. par. 2 of the draft contract).
6. Modification of the yellow fields in section Individual parameters for Aerial Hyperspectral VSWIR System (Hyperspectral Sensor), in section Individual parameters for Aerial Hyperspectral VSWIR System (IMU GNSS Unit) and in section Individual parameters for Flight Management System according to the instructions given in the tables (Annex No. 1 of the draft contract).
7. Specification of the relevant data about the manufacturer and type in (Annex No. 1 of the draft contract).
8. The bidder may offer conditions which are more suitable for the contract awarding authority (e.g. a higher contractual penalty etc.)

VII. CONTENT OF THE BID

The bid must include at least the following:

1. Identification data of the bidder (business firm or name, registered office, legal form if it is a legal entity and business firm or name or names and surnames if it is a natural person).
2. Documents proving that the qualification requirements have been met (see article IV.).
3. Draft contract including annexes signed by the person authorised to act on behalf of the bidder (see article VI.).
4. A complete list of items/product/catalogue sheets included in the delivery.
5. Documents proving authorisation of the person who signed the draft contract that this person is authorised to do so.

VIII. SUBMITTING A BID

Deadline 25/10/2024, 10:00

Place Registered office of the contract awarding authority

Way Bids are only submitted in electronic form

Submitting a bid in the electronic form

To the address <https://zakazky.czechglobe.cz/vz00000399> by means of an electronic tool of the contract awarding authority.

Submitting a bid in the tool is conditioned by registration in the tool and signing up in it. For that it is necessary to have standard office equipment (a computer) with the required connection to the internet. For registration in the tool and performing tasks in the tool, it is required to have an approved electronic signature (i.e. an approved electronic signature based on a qualified certificate).

More information concerning use of the electronic tool is available in the profile of the contract awarding authority, at URL https://zakazky.czechglobe.cz/manual_2/ezak-manual-contractors-pdf

Basic conditions

- a) The size of none of the bid files may not exceed 25 MB.
- b) Documents as well as the bid as a whole, which are to be signed by the person authorised to act on behalf of the supplier or in its name (mainly a draft contract and statutory declarations), have to be signed..
- c) The bid files must be submitted in common formats (especially *.pdf; *.jpg, *.png, *.rtf formats of Microsoft Office (Word, Excel) or Open Office).

Requirements for the tool operation

E-ZAK is a web application and for its operation it is sufficient for the user to have a standard internet browser (Mozilla Firefox, Chrome, MS Edge, MS Internet Explorer), ideally of a newest version.

Before final bid submission, the contract awarding authority recommends that the bidder performs a test of electronic bid submission by means of the Test of the browser and system settings which can be found on the first page of the E-ZAK web application. By successful performance of this test, the bidder checks the ability to submit an electronic offer successfully by means of the E-ZAK web application.

If a bid does not meet the specified requirements for its submitting or if it is not delivered in time, the bid is not considered to be made and it is not considered in the contract awarding procedure.

IX. OPENING BIDS

Deadline **25/10/2024, 10:00**

Place Registered office of the contract awarding authority

X. CONTRACT AWARDING PROCEDURE

The contract awarding authority will assess whether the conditions for taking part in the contract awarding procedure are met.

Conditions for taking part in the contract awarding procedure are the following:

- a) Technical conditions,
- b) Business and other contractual conditions and
- c) Fulfilment of requirements for content, form and way in which the bids are made.

To assess whether the conditions for taking part in the contract awarding procedure are met, the bids will be assessed.

XI. OTHER CONDITIONS

1. The contract awarding authority determines the contract award period of 6 months.
2. In case a joint bid is submitted, the contract awarding authority reserves the right to require all the suppliers who submitted the joint offer to be liable jointly and severally.
3. In case of joint participation of suppliers with whom the contract is to be concluded, the suppliers with whom the public contract is to be concluded will submit a contract or another document proving that liability for the public contract fulfilment is held by all the suppliers who submitted a joint bid, jointly and severally.

4. A selected bidder with the registered office abroad, which is a joint-stock company or has a similar legal form, shall submit a written statutory declaration about the persons who own the shares the total nominal value of which exceeds 10 % of the registered capital of the supplier with specification of the source of the information about the size of the share of the shareholders.
5. The contract awarding authority will ask the selected supplier with registered office abroad to
 - a) notify the identification data concerning all the persons who are its actual owners and
 - b) submit the documents proving the relationships of all the persons specified in a) to the supplier.
6. Bids including variants are not permitted.
7. The contract awarding authority only accepts bids in English language.
8. The contract awarding authority reserves the right to change, add or specify more details in the contact award conditions during the period for bidding.
9. The public contract is not divided into parts as fulfilment of the contract represents one unit which cannot be divided into parts. Possible division (which is not natural in this case) would result in significant technical and economic risks.

XII. ANNEXES

1. Text of the contract
2. Statutory declaration sample

Brno, on 20/09/2024

prof. RNDr. Ing. Michal V. Marek, DrSc., dr. h. c.
Director
Ústav výzkumu globální změny AV ČR, v. v. i.
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