



## Open invitation to submit bids

### Small-scale public contract

(outside of a tendering procedure within the meaning of the Public Procurement Act – Act No. 134/2016 Coll.)

<b>Contract designation:</b>	<b>Metabolomic analysis for the „Korolid“ project – 3<sup>rd</sup> round</b>
<b>Project:</b>	Metals, plants and people (CZ.02.1.01/0.0/0.0/15_003/0000336) This project is co-financed by the European Union
<b>Subject matter</b>	<b>Contract for provision of services</b>
<b>Announcement date:</b>	<b>10. 05. 2018</b>
<b>Designation / business name of the contracting authority:</b>	Biologické centrum AV ČR, v. v. i. (ÚMBR)
<b>Address of contracting authority's seat:</b>	Branišovská 1160/31, 370 05 České Budějovice
<b>Person authorised to act on behalf of the contracting authority:</b>	prof. RNDr. Libor Grubhoffer, CSc., director Email: <a href="mailto:libor.grubhoffer@bc.cas.cz">libor.grubhoffer@bc.cas.cz</a> Tel.: +420 387775050
<b>Contracting authority's identification number:</b>	60077344
<b>Contracting authority's VAT number:</b>	CZ60077344
<b>Contracting authority's contact person in charge of matters pertaining to the tender documentation</b>	Bc. Daniel Turek Email: <a href="mailto:daniel.turek@bc.cas.cz">daniel.turek@bc.cas.cz</a> Tel: +420 387775517
<b>Submissions deadline:</b>	<p>Bids may be submitted until 4 June 2018 until 2:00 p. m. Bids which arrive after that date will be neither opened nor evaluated. The contracting authority has set a commitment period of 30 days, during which bidders will be bound by their bids (price offers) and which begins as of the moment in which the time period for submission expires and ends on the 30th day or, as the case may be, the day on which the contracting authority enters into the Contract with the selected bidder.</p> <p>The opening of envelopes, the assessment of whether the bids satisfy the formal requirements and prove the fulfilment of the qualification criteria, and the subsequent evaluation of the substance of the bids and announcement of the results of the contract awarding procedure all take place on <b>4 June 2018, starting from 2:05 p.m.</b>, in the conference room on the <b>2nd floor</b> of the Biology Centre of the Czech Academy of Sciences (Biologické centrum AV ČR, v. v. i.), Branišovská 31, 370 05 České Budějovice.</p> <p>The decision on the result of the contract awarding procedure lies in the hands of the <b>contracting authority's selection committee</b>, to be appointed by the Director of BC AV ČR, v. v. i.</p> <p>The results of the contract awarding procedure will be announced in writing to all participants who submitted a bid, within a period of 5 business days from the day on which the contracting authority decides on the result and via e-mail to the addresses specified in the bids.</p>



	<p>After the contract awarding procedure has been brought to a close, the contracting authority shall enter into an agreement (the "Contract") with the winning bidder on the implementation of the subject matter of the tender.</p> <p>The contracting authority reserves the right not to enter into the Contract with any participant in the tender.</p>
<b>CPV code:</b>	<b>71600000-4</b>
<b>Specification of the subject matter of the contract:</b>	<b>The subject matter of the contract are metabolomic analysis of plant metabolites according to technical specification in Annex No. 4 to this invitation.</b>
<b>Estimated contract value, in CZK:</b>	<p><b>Total estimated value of this public contract is CZK <u>1.400.000 net of VAT</u>.</b></p> <p>The estimated value of this public contract includes all the contractor's costs of delivering the subject matter of performance, including transportation, possible customs and other administrative fees and levies.</p> <p><b>The estimated contract value has been set as a non-exceedable maximum (cap). Bids which do not respect the fact that the estimated contract value must not be exceeded will be excluded from the contract awarding procedure.</b></p>
<b>Type of contract:</b>	<p>Small scale contract (i.e., a contract requiring no tendering procedure within the meaning of the Czech Public Procurement Act – Act No. 134/2016 Coll.). This is a public contract according to §27, a) and §31 of the Czech Public Procurement Act.</p>
<b>Time period and place of delivery (handling of the contract) / performance schedule / duration of the contract</b>	<p><u>Time period for delivery:</u></p> <p>The winning bidder must deliver the subject matter of performance until <b>30 September 2022</b>.</p> <p><u>Place of performance / delivery:</u></p> <p>Biologické centrum AV ČR, v. v. i., Institute of Plant Molecular Biology (ÚMBR), Branišovská 1160/31, 370 05 České Budějovice</p>
<b>Place of submissions – acceptance of bids:</b>	<p><u>Bids may be submitted via post to the following address:</u></p> <p>Biologické centrum AV ČR, v. v. i. <b>Attn. Bc. Daniel Turek</b> Branišovská 1160/31 370 05 České Budějovice</p> <p><u>Or via personal delivery, on business days between 8:00 a.m. and 3:00 p.m.</u> to the mail desk of the Biology Centre at Branišovská 1160/31, České Budějovice; 2nd floor of the administrative building, room No. 218.</p> <p><b>The envelope must be labelled „DO NOT OPEN – bid for public contract " and specify the name of the public contract: „Metabolomic analysis for „KOROLID“ project – 3<sup>rd</sup> round“</b></p>
<b>Evaluation criteria:</b>	<p>Bids will be evaluated based on a single evaluation criteria, namely, <b>the lowest price offer</b>. (sum of "unit" prices)</p> <p>The bid with the lowest price offer will be selected as the winning bid.</p>
<b>Requirements regarding the proof of fulfilment of basic qualification</b>	<p>For bidders to prove the necessary qualification to implement this small-scale public contract, they must submit the following: <b>a simple copy of their business license, a simple copy of an extract from the Commercial Register</b></p>



<b>criteria and industry qualification criteria by the bidder:</b>	<p><i>or other, comparable public register, and a filled-in and signed version of the affidavit attached to this Invitation to submit bids.</i></p> <p>Bidders who fail to prove their qualification in the requested scope will be disqualified from participation in the contract awarding procedure by the contracting authority.</p>
<b>Requirement to name a contact person for the bidder:</b>	<p>In their bid, bidders must name a contact person in charge of matters related to the public contract, and give their phone number and e-mail address.</p>
<b>Requirement of the written form (incl. any requirement for the bidder to draw up a written contract):</b>	<p>Bids must be submitted to the contracting authority in print. The requirement of the written form is deemed satisfied if the bid has been signed by an individual who is authorized to act on behalf of or for the bidder.</p> <p>Bids submitted in physical form must include all schedules attached to this Invitation, properly filled in by the bidder, including the draft Contract.</p> <p>Bidders must not change the visual appearance (graphical design) of the proposed draft Contract in any way. Bidders merely fill in the blanks where required by the contracting authority; the thus filled-in draft shall then be signed by an individual who is authorized to act on behalf of or for the bidder.</p> <p>Each bidder may submit only one bid for this public contract.</p> <p>Submitted bids must have been prepared in Czech or English throughout, including all schedules, annexes, and documents. For the communication between the tenderer and the contracting authority, the contracting authority shall specify the Czech or English language, both during the tender procedure and during the actual realization of the subject of the public contract on the basis of a concluded contract.</p> <p>Bidders shall include their particulars in the bid – business name or designation, registered seat as per the extract from the Commercial Register, correspondence address, identification number ("IČ"), VAT number ("DIČ"), name of their authorized representative, phone and fax connections, e-mail address and website URL (where applicable).</p> <p>The contracting authority requires that each bid is submitted in one <b>printed original</b> and one electronic version on <b>CD/DVD or USB</b> media. The printed original shall clearly state the total number of sheets/pages.</p> <p>The contracting authority recommends paginating all pages of the bid (except for certified documents and originals), either consecutively throughout or for each chapter separately, and to create a firm and secure connection between the pages of each counterpart of the bid (e.g. by way of binding), such that no part or portion of the bid can be removed without damaging the cover.</p> <p>The original of the bid must comprise:</p>





	<p>- basic information on the bidder: business name, registered office, identification number, VAT number, bank account number, statutory representative, other representatives, proxy powers (authority to act on behalf of the bidder), phone and e-mail connections, the signed draft Contract. The bidder shall submit the binding wording of the Contract (with the blanks filled in). The Contract must be signed by an individual who is authorized to act on behalf of or for the bidder. The bidder shall merely fill in the missing data in the binding wording of the Contract (where indicated in the draft or required by this Invitation). Any modification of parts of the wording of the draft Contract other than the above-mentioned blanks will be considered by the contracting authority to constitute a breach of the tender conditions set out in this Invitation.</p> <p>The contracting authority allows no bids which propose an alternative solution.</p> <p><u>The bid must include (inter alia):</u></p> <ul style="list-style-type: none"><li>a) A cover sheet with the identification of the bidder.</li><li>b) Documents proving the fulfilment of the qualification criteria.</li><li>c) The draft Contract, signed by an authorized representative</li><li>d) The amount of the offer price net of VAT, the amount of VAT, and the price inclusive of VAT, supplemented by an itemized budget.</li></ul>
<b>Terms of trade; terms of payment:</b>	The terms of trade and the terms of payment are contained in the binding draft of the Contract which forms <i><b>Schedule No. 1 to this Invitation to submit bids.</b></i>
<b>Formal bid drafting requirements regarding the presentation of the offer price:</b>	<p>The bidder must evidence the manner in which it arrived at the offer price, in the following structure: price net of VAT, the amount of VAT itself, and the price incl. VAT.</p> <p><i><b>The offer price must include all costs of performance under the Contract, and must be set as a maximum, non-exceedable price.</b></i></p>
<b>Archiving requirement, duty to allow inspections:</b>	<p>The Contract with the winning bidder must contain a clause under which that bidder is obliged to allow all entities with supervisory powers to inspect and review the documentation related to the performance of the contract, for as long as required under the archiving rules of Czech law. The bidder is a person obliged to render assistance in the case of financial audits within the meaning of Sec. 2 (e) of Act No. 320/2001 Coll., on financial audits in the area of public administration, as amended. In addition, the bidder undertakes to procure the same level of inspection and review also for any subcontractors which it may use.</p> <p><b>The winning bidder must keep on file all documents related to the implementation of this public contract, in accordance with the laws of the Czech Republic and of the European Communities, and with the Rules for Applicants and Beneficiaries under the Operational Programme Research, Development and Education, and must do so at least until 31 December 2033.</b></p>
<b>Other terms and conditions regarding the</b>	The contracting authority may cancel the contract awarding procedure at any time prior to the execution of the Contract, in particular for the



<b>implementation of the contract:</b>	<p>following reasons:</p> <ul style="list-style-type: none"><li>• circumstances have occurred under which the contracting authority cannot be reasonably expected to continue the contract awarding procedure;</li><li>• the selected bidder (or the second-ranking bidder) refuse(s) to enter into the Contract or failed to provide the necessary assistance to the contracting authority so that the Contract could be executed.</li></ul> <p>The contracting authority must notify all known bidders and candidates who timely submitted a bid of the fact that it has cancelled the contract awarding procedure, and must do so within 5 business days from passing the decision to cancel the tender and state its reasons.</p> <p>Bids which reach the contracting authority after the submission period will be neither opened nor evaluated but instead returned to the bidder. For these purposes, the envelope must (aside from satisfying the other requirements) specify a return address.</p> <p>The contracting authority will not reimburse bidders for their expenses in connection with participation in the contract awarding procedure for the given public contract.</p> <p>Irrespective of the various references made by the contracting authority to provisions of the Public Procurement Act (Act No. 134/2016 Coll.), it is hereby held that the contract awarding procedure in this case does not qualify as a tendering procedure governed by the Public Procurement Act.</p>
<b>Terms on which the tender documentation is being made available:</b>	<p>Bidders may ask the contracting authority for additional information on the tender conditions in Czech or in English language. Requests must be made in writing and must be delivered to the contract person in charge of the given public contract or sent via electronic mail to the e-mail address: <a href="mailto:pravni@bc.cas.cz">pravni@bc.cas.cz</a></p> <p>The contracting authority will then send answer via e-mail or in writing, in response to any such enquiries brought to the contracting authority's attention no later than by 30 may 2018 till 2:00 p.m.</p> <p>The following schedules form an integral part of this invitation to tender:</p> <ul style="list-style-type: none"><li><i>Schedule No. 1 – Binding draft of the purchase agreement</i></li><li><i>Schedule No. 2 – Bid cover sheet template</i></li><li><i>Schedule No. 3 – Bidder's affidavit confirming the bid's binding character</i></li><li><i>Schedule No. 4 – Technical performance specifications</i></li><li><i>Schedule No. 5 – Declaration of basic competence</i></li></ul>

**The contracting authority reserves the right to cancel the contract awarding procedure before its completion.**

České Budějovice, on 10 may 2018

*on behalf J. Nová*

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prof. RNDr. Libor Grubhoffer, CSc., director  
Biologické centrum AV ČR, v. v. i.