

Call for Tenders

The Contracting Authority of the small-scale public procurement (hereinafter referred to as "SSPP") pursuant to Section 27 of Act No. 134/2016 Coll., on Public Procurement, as amended (hereinafter referred to as the "Act") hereby invites the supplier to submit its tender within the below **SSPP to deliver goods named "Biometric Research Platform for Eye Tracking"**.

1) Identification data of the Contracting Authority:

Business name/name: University of West Bohemia in Pilsen (*Západočeská univerzita v Plzni*)
Registered office: Univerzitní 8, 301 00 Plzeň
Represented by: Mgr. Marta Kollerová, CFO (Quaestor)
Legal form: public university
Identification No. 49777513

Contact person:
RNDr. Václav Stacke, Ph.D.,
telephone +420 377 636 258,
e-mail stacke@cbg.zcu.cz

Identification of the project from which the subject SSPP is to be funded:

Project Name:	Support towards Developing the Study Environment (<i>"Podpora rozvoje studijního prostředí"</i>) at the University of West Bohemia ("ZČU")
Project Number:	CZ.02.2.67/0.0/0.0/17_044/0008546

2) Name of the SSPP:

Biometric Research Platform for Eye Tracking

3) Description of the scope of the SSPP (technical conditions):

3.1 Description of the scope of the SSPP

The scope of the public tender is a **Biometric Research Platform for Eye Tracking**

Details of the performance under the SSPP are described in Annex No. 1 to the binding draft contract, which is attached as Annex No. 3 to this call.

3.2 Classification of the subject of performance of the SSPP corresponds to:

CPV 38430000-8 – Sensing and analytical apparatus



4) **Time and place of performance of the SSPP:**

Time and place of performance are specified in the binding draft contract.

5) **Information on the tender documentation:**

The tender documentation is included in the terms and conditions of this call for submitting tenders (hereinafter referred to as the "Call"). The Call to submit tenders, including all attachments, is published in both Czech and English.

6) **Type of public procurement:**

This is an SSPP for delivery of goods.

7) **Deadline and place for submission of tenders and proof of qualification:**

a) **Deadline for submission of tenders**

Tenders may be submitted no later than on **[03.07.2019]** at **[13:00]** o'clock. The Contracting Authority will not open any tenders submitted after the deadline for submitting tenders. The Contracting Authority will immediately notify the supplier of this fact.

b) **Place for submission of tenders**

Tenders can be submitted in person or by mail to the address of the Contracting Authority: University of West Bohemia in Pilsen (*Západočeská univerzita v Plzni*), Univerzitní 8 (mail room - on working days from 8:00 am until 2:00 pm), 301 00 Plzeň. No other delivery is considered to be the proper submission of a tender.

8) **Terms and conditions for preparation of tenders:**

- 8.1. Tenders shall be submitted in written paper form in a properly sealed envelope and at the same time also in electronic form on a portable data medium (scanned tender in *.pdf format; the draft contract will also be submitted in *.doc or compatible format). The Contracting Authority recommends that the envelope be marked with the business name/name and the stamp or signature of the statutory body of the supplier or the person authorized to represent the supplier. The envelope must be labeled "Do not open - public tender: **Biometric Research Platform for Eye Tracking**". The return address of the supplier must appear on the envelope.
- 8.2. Identification details of the supplier shall be stated in the tender (cover sheet and contract), in particular: business name or name, registered office/seat, legal form, identification number of the person (if assigned) in the case of a legal person, and business name or first name and surname, place of business or - where applicable - place of residence, identification number (if assigned) in the case of a natural person. Further, the supplier is advised to also include the name of a person authorized to act on behalf of the supplier or a person authorized to represent the supplier, a contact person for written communication between the supplier and the Contracting Authority.
- 8.3. The offer must be written in Czech or English and must contain the draft contract signed by a person authorized to act on behalf of or for the supplier. If a representative is acting on behalf of the supplier on the basis of a power of attorney, the power of attorney must be included in the tender, specifying the scope of the authorization.
- 8.4. The supplier shall submit the tender in one copy. The Contracting Authority recommends that all sheets comprising the tender be firmly stapled or bound together so that they are adequately prevented from being removed from the tender, and for them to be numbered consecutively



EVROPSKÁ UNIE
Evropské strukturální a investiční fondy
Operační program Výzkum, vývoj a vzdělávání

MSMT
MINISTERSTVO ŠKOLSTVÍ,
MLÁDEŽE A TĚLOVÝCHOVY

in ascending order. Furthermore, it is recommended for the offer to be properly legible, without corrections or overwriting.

8.5. If multiple suppliers are submitting a tender together (joint tender), they shall also list a person in the tender to represent the suppliers in contact with the Contracting Authority during tender proceedings. The contract header will then list all the suppliers who are submitting a joint tender.

8.6. The Contracting Authority recommends submitting the offer in the following structure:

- a) Title Page
Name of the public procurement, identification data of the Contracting Authority.
- b) Contents
The offer shall contain all of the following chapters in the required breakdown; the respective sheet numbers or page numbers will be assigned to these chapters.
- c) the cover sheet of the offer
The supplier shall use Annex No. 1 to this Call
- d) documents proving compliance with the qualifications, structured as described in para 10 of this Call;
- e) the signed draft contract the binding content of which forms Annex No. 3 to this Call;

9) **Tender validity period:**

Suppliers are bound by their offer for 60 calendar days. The tender validity period begins on the day when the tender submission deadline expires and ends on the day when the contract for performance of the SSPP is concluded or the tender is canceled.

10) **Qualification criteria and method of their verification:**

10.1 A supplier is qualified to perform the public procurement if it proves:

- a) basic competence,
- b) professional competence,

10.2 Period of proving fulfilment of the competence criteria

Each supplier is obliged to prove compliance with the qualification criteria within the deadline for submission of tenders specified in clause 7) para a) of this Call.

10.3 **Basic competence**

10.3.1 A supplier is not eligible if it:

- a) has been lawfully convicted of an offense referred to in Annex No. 3 in relation to the Act or of a similar offense under the law of the country of residence/registered office of the supplier in the last 5 years prior to the commencement of this tender procedure; spent convictions are not taken into account,
- b) has tax payable recorded in the tax records in the Czech Republic or in the country of its registered office,
- c) has outstanding payable public health insurance premiums or penalties recorded in the Czech Republic or in the country of its registered office,
- d) has an outstanding balance of premiums or penalties recorded for social security and contributions to state employment policy in the Czech Republic or in the country of its registered office,
- e) is being wound up or subject to a bankruptcy order, forced administration has been ordered regarding its assets under a special legal regulation, or is in a similar situation under the law of the country of residence of the supplier.



EVROPSKÁ UNIE
Evropské strukturální a investiční fondy
Operační program Výzkum, vývoj a vzdělávání


MINISTERSTVO ŠKOLSTVÍ,
MLÁDEŽE A TĚLOVÝCHOVY

10.3.2 If the supplier is a legal person, the condition under clause 10.3.1 subsection a) of this Call shall be met by such legal person and by each member of its statutory body. If a legal person is a member of the statutory body of the supplier, then the condition under clause 10.3.1 subsection a) of this Call must be met by:

- a) the said legal person,
- b) each member of the statutory body of such legal person and
- c) the person representing such a legal person in the statutory body of the supplier.

10.3.3 The supplier shall demonstrate compliance with the basic competence under clause 10.3.1 of this Call by submitting an **affidavit** for clause 10.3.1 subsection a) to e) of this Call (template of an affidavit - see Annex No. 2 to this Call). The affidavit must be dated and signed by the supplier or by a person authorized to act on behalf of the supplier.

10.4 **Professional competence**

Each supplier shall demonstrate compliance with the professional competence requirements by submitting the affidavit that forms Annex No. 2 to the tender documentation. The affidavit must be dated and signed by the supplier or by a person authorized to act on behalf of the supplier.

11) **Estimated value of the SSPP:**

The total estimated value of the SSPP: 18 760 EUR, excluding VAT, or 470.000 CZK, excluding VAT

The estimated value of the SSPP is a maximum price that cannot be exceeded. The Contracting Authority does not have any additional funds. In the event that the supplier submits a higher tender price than the estimated value of the public tender, it will be excluded from the tendering process due to non-compliance with the tender conditions.

12) **Method of calculating the tender price:**

12.1 The tender price (either in EUR without VAT or in CZK without VAT) shall be stated as the total price for the performance of the subject matter of the public tender.

12.2 The tender price shall include all costs of the performance of the SSPP and must be set as the highest allowable price, including all fees and any other costs associated with the performance of the scope of the public tender.

12.3 The tender price quoted by the supplier on the tender cover sheet (see Annex No. 1 to this Call) and in the draft contract (see Annex No. 3 to this Call) must be identical.

13) **Variants of the solution:**

The Contracting Authority shall not allow any variants to the tender.

14) **Evaluation criteria:**

Tenders will be evaluated according to their value for money, namely **the lowest tender price in CZK without VAT** for this public tender procedure.

The order of the tenders will be based on the tender price, from the lowest priced tender to the highest. Prior to determining the order of the tenders, the Contracting Authority shall assess tender prices with a view to any potentially extremely low tender prices.



EVROPSKÁ UNIE
Evropské strukturální a investiční fondy
Operační program Výzkum, vývoj a vzdělávání



MINISTERSTVO ŠKOLSTVÍ,
MLÁDEŽE A TĚLOVÝCHOVY

For evaluation purposes, tender prices in EUR are converted into prices in CZK using the CZK/EUR exchange rate announced by the CNB on the day preceding the closing date for the submission of tenders.

The Contracting Authority will select the supplier whose offer has been evaluated as the tender which is the best value for money.

15) **The contract is not awarded in a tender procedure according to Act No. 134/2016 Coll.**, as amended, in accordance with Section 31 of the said Act.

16) **Language of the offer:**

The tender shall be drawn up in Czech or English.

17) **Terms and Conditions for fulfilment of the public tender:**

17.1 The Terms and Conditions are provided in the binding draft contract that forms Annex No. 3 to this Call. Suppliers are only allowed to add data to the mandatory draft contract in the gaps indicated by the words [TO BE FILLED IN BY THE SUPPLIER]. No further changes to the draft contract are permitted.

17.2 The draft contract must be signed on behalf of the supplier by its statutory body or person authorized to do so by the statutory body. In the latter case, the original or a certified copy of the authorization or power of attorney shall be included by the supplier as an attachment to the draft contract.

18) **Other requirements and prerequisites of the Contracting Authority for the performance of the subject matter of the public tender:**

18.1 In their tender, the supplier shall specify the portions of the public procurement that it intends to subcontract to one or more subcontractors, and shall state the identification details of all these subcontractors.

18.2 The Contracting Authority reserves the right to verify all information provided by the supplier by asking third parties; the supplier is obliged to provide all necessary assistance in this respect.

18.3 The Contracting Authority reserves the right not to conclude a contract with any supplier or to cancel a tender procedure without stating any reason.

18.4 No supplier shall be entitled to reimbursement of costs associated with participation in the tender procedure under this SSPP. Neither the original offer nor its individual parts are returned to the supplier.

18.5 The Contracting Authority reserves the right to modify or amend the subject matter of this SSPP or the terms and conditions of this Call. This will be notified in writing by the Contracting Authority to all suppliers who have been sent the Call or who have requested the option to submit their tender. The Contracting Authority will send additional information to the suppliers (explanation of the tender documentation) no later than 4 business days before the deadline for submission of tenders. At the same time, the deadline for submission of tenders will be extended accordingly.

19) **List of Annexes:**

1. Cover Sheet of the Offer
2. Affidavit to Demonstrate Basic Competence



EVROPSKÁ UNIE
Evropské strukturální a investiční fondy
Operační program Výzkum, vývoj a vzdělávání



MINISTERSTVO ŠKOLSTVÍ,
MLÁDEŽE A TĚLOVÝCHOVY

3. Binding Draft Contract


.....
Mgr. Marta Kollerová
CFO (Quaestor)

Západočeská univerzita v Plzni
investor



EVROPSKÁ UNIE
Evropské strukturální a investiční fondy
Operační program Výzkum, vývoj a vzdělávání



MINISTERSTVO ŠKOLSTVÍ,
MLÁDEŽE A TĚLOVÝCHOVY

Cover Sheet of the Offer

BASIC DATA:

Name of the SSPP: **Biometric Research Platform for Eye Tracking**

The Contracting Authority: University of West Bohemia in Pilsen (*Západočeská univerzita v Plzni*)

Represented by: doc. Dr. RNDr. Miroslav Holeček, rector

Person authorized to act on behalf of the Contracting Authority: Mgr. Marta Kollerová, CFO (Quaestor)

Registered office: Univerzitní 8, 301 00 Plzeň

Identification No. 49777513

Tax Identification No. CZ49777513

Contact person: RNDr. Václav Stacke, Ph.D.

telephone +420 377 636 258

e-mail stacke@cbg.zcu.cz

The supplier: [TO BE FILLED IN BY THE SUPPLIER]

Registered office: [TO BE FILLED IN BY THE SUPPLIER]

Identification No. [TO BE FILLED IN BY THE SUPPLIER]

Tax Identification No. [TO BE FILLED IN BY THE SUPPLIER]

Represented by: [TO BE FILLED IN BY THE SUPPLIER]

The tender price:

	Currency	Price excluding VAT
Biometric Research Platform for Eye Tracking		[TO BE FILLED IN BY THE SUPPLIER]

Dated [TO BE FILLED IN BY THE SUPPLIER]

.....
[TO BE FILLED IN BY THE SUPPLIER –
business name +
person authorized to act on behalf of the supplier]



EVROPSKÁ UNIE
Evropské strukturální a investiční fondy
Operační program Výzkum, vývoj a vzdělávání



Annex No. 2

Affidavit

to Demonstrate Compliance with Basic and Professional Competence

The supplier (name / business name): [TO BE FILLED IN BY THE SUPPLIER]

Address of the registered office / place of doing business: [TO BE FILLED IN BY THE SUPPLIER]

Identification No. [TO BE FILLED IN BY THE SUPPLIER]

For the purposes of proving my basic competence, I hereby solemnly swear that:

- a) the supplier and each member of its statutory body, or person representing the supplier in its statutory body, has not been lawfully convicted of an offense referred to in Annex No. 3 in relation to Act No. 134/2016 Coll., on Public Procurement, as amended or of a similar offense under the law of the country of residence/registered office of the supplier in the last 5 years prior to the commencement of this tender procedure; spent convictions are not taken into account;
- b) the supplier has no tax arrears recorded in the Czech Republic or in the country of its registered office;
- c) the supplier has no outstanding arrears in premiums or penalties for public health insurance in the Czech Republic or in its country of residence;
- d) the supplier has no outstanding arrears in premiums or penalties for social security or state employment policy contributions in the Czech Republic or its country of residence;
- e) the supplier is not in liquidation, no bankruptcy order has been issued against it, no forced administration has been ordered against it, nor is it in a similar situation under the law of the country of residence/registered office of the supplier.

For the purposes of proving my professional competence, I hereby solemnly swear that:

- a) [I am/I am not TO BE FILLED IN BY THE SUPPLIER] registered in the Commercial Register or another similar register in the case that another legal regulation requires such registration.



EVROPSKÁ UNIE
Evropské strukturální a investiční fondy
Operační program Výzkum, vývoj a vzdělávání



MINISTERSTVO ŠKOLSTVÍ,
MLÁDEŽE A TĚLOVÝCHOVY

Dated [TO BE FILLED IN BY THE SUPPLIER]

.....
[TO BE FILLED IN BY THE SUPPLIER –
business name + person authorized to act on behalf of
the supplier]



EVROPSKÁ UNIE
Evropské strukturální a investiční fondy
Operační program Výzkum, vývoj a vzdělávání



MINISTERSTVO ŠKOLSTVÍ,
MLÁDEŽE A TĚLOVÝCHOVY

Binding Draft Contract



EVROPSKÁ UNIE
Evropské strukturální a investiční fondy
Operační program Výzkum, vývoj a vzdělávání



MINISTERSTVO ŠKOLSTVÍ,
MLÁDEŽE A TĚLOVÝCHOVY