

NOTICE OF PUBLIC TENDER - CONTRACTING CONDITIONS

1. Submitter:

The University of West Bohemia in Pilsen

With registered offices at: Univerzitní 8, 301 00 Plzeň

Company ID No.: 497 77 513, DIČ: CZ49777513

Represented by: Mgr. Marta Kollerová, Quaestor

data box: zqfj9hj

(hereinafter referred to as the "UWB" or as the "Submitter")

2. Contract name:

Software pro multimedia classrooms

If the Submitter in these tender conditions or in the Binding Draft Contract very exceptionally refers directly or indirectly to certain suppliers or products, patents for inventions, utility models, industrial designs, trademarks, or designations of origin, then within the meaning of § 89 par. Act No. 134/2016 Coll., on the award of public contracts, as amended (hereinafter also referred to as the "ZZVZ"), the Submitter expressly allows the offer of another equivalent solution (if all conditions set out in these tender conditions and in Binding draft contract are met).

3. Type of contract:

Delivery

Project name: ERDF II projekt Západočeské univerzity v Plzni

Project registration No.: CZ.02.2.67/0.0/0.0/18_057/0013247

CPV-code 48500000-3 Communication and multimedia software package

4. Deadline for submission of tenders: 03. 07. 2020 to 10:00 am.

5. Place for submitting tenders:

5. 1. The tender may be submitted within the deadline for submission of tenders exclusively in paper form in a duly sealed envelope, in person or by post, to the address of the Submitter: the University of West Bohemia in Pilsen, Univerzitní 8 (filing office - on working days from 8:00 to 14 : 00 hours), 301 00 Pilsen. The Submitter recommends that all sheets of the tender be firmly connected or stapled together, so that they are sufficiently secured against their removal from the tender, and are numbered in an ascending continuous series.
5. 2. The Submitter recommends marking the envelope with the name of the public tender and the text "DO NOT OPEN - VZMR: NAME OF THE PUBLIC CONTRACT", and the identification data of the supplier (at least in the range of business name/name & surname, ID number). The offer will contain a data carrier (CD, flash disk, or memory card) with the offer in electronic form (see also Article 9.5 of this ZD).



6. Subject of the tender:

The MEDIAL (or equivalent) system/software, which can process a video and audio streaming system, allowing the creation, management, distribution, and viewing of all content. The system environment is scaled to various end devices, from mobile to desktop. It also allows the material to be distributed in different resolutions, depending on the performance of the terminal, including 3D or VR. Compatible with systems for recording and streaming events, such as lectures, seminars, conferences, etc. The library of materials allows the setting of different levels of access, and thereby define which content is available to all, which only to a certain group, and which should be only to the author and private.

7. Evaluation criteria:

1. lowest tender price **Weight (in %) 100**

7.1 Method of evaluation of partial evaluation criteria:

The evaluation criterion is the economic advantage of the offer, while it will be evaluated according to the lowest tender price, i.e. the total bid price in CZK, excl. VAT. A lower offer price is considered more advantageous. In the event of equality of the total bid price of several suppliers (hereinafter referred to as "identical bids"), the order of identical bids will be decided by lot, with the participation of representatives of the suppliers concerned. The offer of the drawn supplier will be considered more advantageous from the same offers. The draw will take place only if its implementation is necessary with regard to the expected course of the tender, i.e. especially if there is agreement on the bids, which would be the most advantageous bids after the evaluation.

8. Manner of dealing with participants:

Contact person in matters concerning the selection procedure:

Mgr. Jan Topinka tel.: +420 377 631 908 email: topinka@rek.zcu.cz

Link to the public tender on the Submitter's profile:

https://zakazky.zcu.cz/contract_display_3987.html

9. Conditions and requirements for processing the tenders:

- 9.1. The tender will be submitted in writing, in the form and manner specified in Article 5 of this TD.
- 9.2. The tender will identify the person who represents the supplier in the tender, respectively, is entitled to submit a tender (hereinafter referred to as the "authorized person"). The tender must also include a document from which the right of the entitled person to act on behalf of the tenderer follows.
- 9.3. If several suppliers submit a joint tender, they shall state in the joint tender which of the participants in the joint tender is entitled to act in the tender. The sending and delivery of a document to this supplier shall be deemed to be a sending and delivery to each participant in the joint tender.
- 9.4. The tenderer shall submit a tender, including all required documents listed in the content of the tender, which is part of the cover sheet of the tender (sample in Annex No. 1 to this TD).



- 9.5. The tender will include a completed Binding Draft Contract in a format compatible with MS Word (doc, docx) incl. annexes.
- 9.6. The tender will not contain transcripts and corrections that could mislead the Submitter.
- 9.7. The Submitter recommends dividing the tender into separate parts, arranged one after the other in the tender, and marked in accordance with the following instructions:

The tender will contain:

1. cover sheet of the tender
2. completed Binding draft contract incl. annexes
3. documents proving basic competence and qualification - affidavit
4. data carrier with a complete offer (incl. Binding draft contract in MS Word and Annex No. 1)

10. Requirement for the method of processing the offer price:

10. 1. The estimated value and at the same time the maximum total value of the public contract shall be: CZK 561,000, excl. VAT.
10. 2. The bid price will be set for the given delivery as the highest permissible price, including all costs, risks, profit, and other exchange rate or financial effects, for the entire period of performance of the public tender, in accordance with the conditions specified in the tender documentation, and especially the binding contract.
10. 3. The total offer price in CZK excl. VAT will be stated in the cover sheet of the offer (sample in Annex No. 1 to this ZD)

11. Time and place of performance of the contract:

The place and time of performance are specified in the Binding Draft Contract.

12. Requirements for bid variants:

Bit variants are not allowed.

13. Explanation of tender conditions:

The supplier is entitled to request an explanation of the tender conditions from the Submitter. The written request must be delivered to the Submitter not later than 4 working days before the deadline for submission of tenders.

The Submitter shall send an explanation of the tender conditions, or related documents, no later than 2 working days after delivery of the application pursuant to the previous paragraph. If the Submitter provides an explanation for a request for clarification which is not delivered in time, it need not comply with the time limit set out in the previous sentence.

14. Requirements for proving qualification:

The Submitter requires proof of qualification in the scope and form below.

Basic competence, professional competence, and technical qualification are proved by the supplier in the form of an affidavit of the supplier (a sample affidavit is given in Annex No. 1 to this ZD).

The Submitter reserves the right to require the tenderer to submit an original or an officially



certified copy of a document proving the fulfilment of basic and professional competence or technical qualification, pursuant to Article 14.1. to 14.4. of this ZD.

Qualification can also be proved similarly as in the procurement procedure, i.e. in the sense of § 87 ZZVZ, § 228 ZZVZ and § 234 ZZVZ.

14.1. Basic competence

The basic qualification is fulfilled by the supplier who is not ineligible in the sense of the provisions of § 74 ZZVZ.

14.2. Professional competence

Professional competence is fulfilled by a supplier who is the holder of an authorization for the subject of business: Production, trade, and services not listed in Annexes 1 and 3 of the Trade Licensing Act. If the bid is submitted by the foreign supplier, the bid must include the copy of certificate of incorporation or any other similar evidence from the country, where the foreign supplier has the seat.

14.3. Economic qualification

The Submitter does not require this.

14.4. Technical qualification

The Submitter does not require this.

15. Business Terms & Conditions:

15. 1. Business Terms & Conditions, payment conditions, and other conditions and requirements of the contracting authority for the manner and procedure of implementation of the subject of performance are set out in the Binding Draft Contract.

15. 2. The Supplier may supplement and change only the parts highlighted in **yellow** in the Binding Draft Contract.

15. 3. In the case of using templates and models listed in Annex No. 1 to this ZD, the supplier shall complete all required data according to the requirements specified in this ZD and a specific annex, especially the **yellow** highlighted part.

16. Requirements for the specification of potential subcontractors:

The contracting authority does not request any information about subcontractors.

17. Co-operation of the selected supplier

17. 1. The Submitter requires the selected supplier to provide the co-operation necessary to conclude the contract for the performance of the public tender, to the extent further specified in this Article of the ZD, within 21 working days from the delivery of the Submitter's invitation.

17. 2. The Submitter warns that the contract for the performance of this public tender will be published by the Submitter in the register of contracts (see Article X, paragraph 4 of the Binding Draft Contract), including all its annexes, i.e. in the form containing any data or confidential information in the sense of the provisions of § 218 ZZVZ, if the selected supplier does not communicate the data to the Submitter at the latest in the tender, resp. parts of the Binding Draft Contract (Annexes), the publication of which is excluded by a special legal regulation, together with a reference to a specific standard of such legal regulation, and specific reasons for prohibiting the publication of these parts. Properly and reasonably



marked parts of the contract will not be published, or will be redacted by the Submitter before publication. Prior to the publication of the contract, the Submitter shall redact personal data in accordance with the methodological instructions for the application of the Act on the Register of Contracts issued by the Ministry of the Interior (viz <https://www.mvcr.cz/soubor/metodicky-navod-k-aplikaci-zakona-o-registru-smluv-jez-slouzi-k-zakladni-orientaci-v-problematice-a-prinasi-zakladni-odpovedi-na-casto-kladene-dotazy.aspx>).

17. 3. For the purpose of publishing the contract in the register of contracts (see § 5 of Act No. 340/2015 Coll.), The Submitter requires the selected supplier to submit the completed Binding Draft Contract in electronic form, incl. all attachments, in a format compatible with docx, or xls (xlsx), or in PDF format with a text layer (i.e. not a plain scan). In the event that the selected supplier requests in the published contract or its annexes the redaction of data in the sense of the previous paragraph of the ZD (beyond personal data), they shall submit the contract or its annexes in electronic form, according to the previous sentence with redacted data.

17. 4. The selected supplier will be invited to provide co-operation after the decision of the Submitter on its selection.

18. Other information concerning the tender

18. 1. The Submitter reserves the right to cancel the tender without giving a reason, and the right to change and/or supplement the tender conditions.

18. 2. All communication between the Submitter and the supplier in the tender will take place in writing and in the Czech language.

18. 3. In the event of a conflict between the text of this ZD and the text of the Binding Draft Contract, the Binding Draft Contract shall prevail.

18. 4. The tenderer is not entitled to compensation for costs incurred in connection with the preparation and submission of the tender, or the right to compensation in the event of cancellation of the tender (pre-contractual liability of the contracting authority in the sense of § 1729 Coll. is excluded).

18. 5. The Submitter reserves the right to proceed similarly in accordance with the provisions of § 113 ZZVZ.

18. 6. Any and all changes, additions, or explanations of the tender documentation, resp. of the tender conditions, as well as the notification of the selection of the supplier, or the decision to exclude a supplier or cancel the tender, will be published on the profile of the contracting authority at the link according to Article 1 of this TD. The Submitter recommends monitoring these pages on an ongoing basis.

19. Annexes to the tender conditions:

Annex No. 1 - Sample documents for submitting a bid in MS Excel format
(Cover sheet, Eligibility, and qualifications)

Annex No. 2 - Binding draft contract

In Pilsen, on 19. 6. 2020



The University of West Bohemia in Pilsen

Mgr. Marta Kollerová

Quaestor



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



MINISTERSTVO ŠKOLSTVÍ,
MLÁDEŽE A TĚLOVÝCHOVY