

ANNEX 2

TENDER ANNOUNCEMENT - TENDER CONDITIONS

1. Contracting authority: name, ID number (if assigned), registered office

University of West Bohemia (hereinafter referred to as "UWB" or "Contracting Authority")
with registered seat at: Univerzitní 8, 301 00 Pilsen
Company reg. no.: 49777513 VAT no.: CZ49777513
Acting through: Ing. Petr Hofman, Bursar
Data box: zqfj9hj

2. Contract name:

Eyetracking solution (hardware + software)

3. Type of contract: supply, service or works

Supply

Project title: ERDF II project of the University of West Bohemia in Pilsen

Project registration number: CZ.02.2.67/0.0/0.0/18_057/0013247

4. Deadline for submission of bids:

The deadline for submission of bids is **10:00** hours on **23.07.2021**.

The opening of bids is not a public event.

5. Place for bidding: address, room

5. 1. Bids are to be submitted before the bid submission deadline solely in the printed form, in a properly sealed envelope delivered in person or by mail at the seat of the contracting authority: University of West Bohemia, Univerzitní 8 (filing room – from 8:00 to 14:00 hours on business days), 301 00 Pilsen, Czech Republic. The contracting authority recommends that all sheets of the bid be firmly stapled or otherwise bound to offer adequate protection from becoming removed from the bid and numbered using an incremental continuous sequence.
5. 2. The contracting authority recommends that the envelope be marked with the name of the public contract and the wording "NEOTEVÍRAT – VZMR: Eyetrackingové řešení (hardware + software)" (do not open – small scale public procurement – Eyetracking solution (hardware + software)) and identification of the supplier (at least company name / name surname, Company ID number). The bid shall contain a data storage medium (a CD or a USB stick or a memory card) containing electronic form of the bid (see also Article 9.5 of this Tender announcement - tender conditions).

6. Subject of the contract:

6. 1. The subject of delivery is eyetracker, sensors for sensing other bodily functions of the tested person, control notebook for eyetracker and body sensors, portable (mobile) eyetracker in the form of glasses, removable protective „lenses", a control tablet for a portable eyetracker in the form of glasses, all meeting the minimum requirements from the technical specification of the eyetracker and software according to Annex No. 1 to the contract.
- The delivery will include software solutions for complex and joint data processing - the possibility of creating focus and heat maps, the possibility of video input analysis, monitoring the mouse movement on the screen in case of eyetracker connection to the control computer and scanning inputs on its screen - compatibility with purchased devices is necessary at least



as follows: eyetracker + body sensors (eyetracker data and sensor data can be processed together); portable eyetracker, type glasses (possibility to process data from that eyetracker).

6. 2. The contracting authority points out that the brief description of the subject of the public contract given in this article is not complete and exhaustive. A complete and detailed description of the subject of performance is given in particular in the binding draft contract, which forms Annex No. 2 to this notice (hereinafter referred to as the "Binding Draft Contract").

7. Evaluation criteria:

1. The lowest bid 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 offer price, ie. the total offer price in CZK without 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 it will be necessary with regard to the expected course of the tender procedure, ie. 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 of inquiry proceedings:

Ing. Jan Tluchoř, Ph.D., phone: +420 602 549 615, e-mail: jtluchor@kmo.zcu.cz

Link to the public contract on the contracting authority's profile:

https://zakazky.zcu.cz/contract_display_4634.html

9. Conditions and requirements for processing the offer:

9. 1. The tender will be submitted in writing in the form and manner according to Article 5 of the Tender Announcement - tender conditions.
9. 2. The offer will identify the person who represents the supplier in the tender, resp. is entitled to submit a tender (hereinafter referred to as the "authorized person"). The offer must also include a document from which follows the right of the entitled person to act on behalf of the participant in the tender procedure.
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 procedure. The sending and delivery of a document to this supplier shall be considered as the sending and delivery to each participant in the joint tender.
9. 4. The participant in the tender shall submit a tender, including all required documents specified in the content of the tender, which is part of the tender cover sheet (sample in Annex No. 1 to the Tender Announcement – tender conditions).
9. 5. The offer 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 contracting authority.
9. 7. The Contracting Authority recommends dividing the tender into separate parts, arranged one after the other in the tender and marked in accordance with the following instructions:



The offer will include:

1. cover sheet of the offer
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: **1 740 000 CZK without 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 contract in accordance with the conditions specified in the tender documentation and especially the binding draft contract.
The total bid price in CZK without VAT will be stated in the cover sheet of the bid (sample in Annex No. 1 Tender announcement - tender conditions).

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:

Offer variants are not allowed.

13. Explanation of tender conditions:

The supplier is entitled to request an explanation of the tender conditions from the contracting authority. The written request must be delivered to the contracting authority no later than 4 working days before the deadline for submission of tenders.

OPTIONAL ISSUES

14. Requirements for proving qualification:

The contracting authority 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 a solemn declaration of the supplier (a sample of the declaration is given in Annex No. 1 to the Tender Announcement – tender conditions).

The Contracting Authority reserves the right to request the participant in the inquiry procedure to submit an original or an officially certified copy of a document proving the fulfillment of basic and professional competence or technical qualification pursuant to Article 14.1. to 14.4. Tender announcement – tender conditions.

Qualification can also be proved similarly as in the tender procedure, ie 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 holds a license for the subject of business:



Production, trade and services not listed in Annexes 1 and 3 of the Trade Licensing Act.

14.3. Economic qualification

The contracting authority does not require.

14.4. Technical qualification

The technical qualification is met by a supplier who has provided at least 3 deliveries of a similar nature, each worth at least CZK 500,000 without VAT for the last 3 years before the commencement of the tender procedure; the contracting authority considers the supply of portable or stationary eyetrackers, including software, to be supplies of a similar nature.

15. Business conditions:

15. 1. Business 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.

In the case of using templates and models listed in Annex No. 1 to the Tender Notice – tender conditions, the supplier shall complete all required data according to the requirements specified in this Tender Notice – tender conditions and a specific annex, especially the yellow highlighted parts.

16. Requirements for specifications of potential subcontractors:

The contracting authority does not request any information about subcontractors.

17. Cooperation of the selected supplier:

17. 1. The contracting authority requires the selected supplier to provide cooperation in concluding a contract for the performance of a public contract to the extent further specified in this article.
17. 2. The Contracting Authority warns that the contract for the performance of this public contract will be published by the Contracting Authority in the register of contracts (see Article XII, paragraph 4 of the Binding Draft Contract) including all its annexes, ie. in the form containing or confidential information in the sense of the provisions of § 218 ZZVZ, if the selected supplier does not communicate the data to the contracting authority 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 contaminated by the contracting authority before publication. Prior to the publication of the contract, the contracting authority shall pollute 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 (see <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 Contracting Authority 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 (ie not a simple scan). In the event that the selected supplier requests data contamination in the published contract or its an-



nexes in the sense of the previous paragraph Tender announcement - tender conditions (beyond personal data), it shall submit the contract or its annexes in electronic form according to the previous sentence with contaminated data.

17. 4. The selected supplier will be invited to provide cooperation after the decision of the contracting authority on its selection.

18. Other information concerning the demand procedure:

18. 1. The contracting authority reserves the right to cancel the tender procedure without giving a reason and the right to change and supplement the tender conditions.

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

18. 3. In the event of a conflict between the text of the Tender Notice - tender conditions and the text of the Binding Draft Contract, the Binding Draft Contract shall prevail.

18. 4. The participant in the tender procedure 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 procedure (pre-contractual liability of the contracting authority in the sense of § 1729 Coll. Is excluded).

18. 5. The Contracting Authority reserves the right to proceed similarly in accordance with Art. § 113 ZZVZ.

18. 6. All changes, additions or explanations of the tender documentation, resp. tender conditions as well as the notice of the selection of the supplier, the decision on the exclusion of the supplier or the cancellation of the tender will be published on the profile of the contracting authority at the link pursuant to Article 1 of the Tender Notice - tender conditions. The client 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, see electronic signature

University of West Bohemia

Ing. Petr Hofman

bursar



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

