



INVITATION TO SUBMIT A BID

for the small size public procurement „Arbitrarily programmable optical filter“ (“**Public Procurement**”) that is to be concluded in the procedure according to the Rules for the selection of suppliers (“**Rules**”) under the Research, Development and Education Operational Programme.

1. CONTRACTING AUTHORITY

Name of the contracting authority:	Institute of Physics of Academy of Sciences of the Czech Republic, public research institution
Registered office:	Na Slovance 2, Praha 8, PSČ: 182 21
Identification No.:	68378271
Tax Identification No.:	CZ68378271

Person authorized to act

on behalf of the contracting authority:	prof. Jan Řídký, DrSc., director
Contact person:	Martin Körber
Telephone:	+420 266 051 376
E-mail:	Martin.Korber@eli-beams.eu

(“**Contracting Authority**”)

2. GENERAL INFORMATION

- 2.1 The subject matter of the Public Contract shall be funded from “Advanced designing of functional materials: From mono – to I –And TRI- chromatic excitation with tailored laser pulses”, reg. No. CZ.02.1.01/0.0/0.0/15_003/0000445, within the Operational Programme “Research, Development and Education (hereinafter the “**BIATRI Project**”).
- 2.2 The Contracting Authority does not follow the rules for public procurements set out in the act no. 134/2016 Coll., on public procurement (“**Act**”), because the Public Procurement is considered a small size public procurement within the meaning of Section 27 of the Act.
- 2.3 However, the award procedure is subject to Rules due to the fact that the Public Procurement is financed from the Research, Development and Education Operational Programme.
- 2.4 If the Contracting Authority uses references to the Act, it means that the Contracting Authority shall proceed analogically in relation to the Act. However, these links to the



Act do not imply that the Public Procurement is awarded in accordance with the rules stipulated in the Act.

2.5 Part of this invitation is also the tender documentation for the Public Procurement.

3. PUBLIC PROCUREMENT SPECIFICATION

3.1 The object of the Public Procurement is the supply of device with accessories in accordance with the requirements set out in the technical specification that forms Annex 3 of this invitation (“**Device**”) and under the terms and conditions stipulated in the draft of the contract that forms Annex 2 of this invitation.

3.2 Bidders shall be obliged to explicitly state the name of the manufacturer and the model numbers of products to be supplied (where such exist) including a datasheet. The bidder shall be also obliged to state description of Device in the bid.

4. TYPE OF PUBLIC PROCUREMENT

4.1 The Public Procurement is classified as a “supply” public procurement.

5. EXPECTED VALUE OF THE PUBLIC PROCUREMENT

5.1 The **expected value** of the Public Procurement is **US\$ 38.000,-** without value added tax (VAT).

5.2 The expected value of the Public Procurement is the maximum price for the Public Procurement that cannot be exceeded, i.e. the bidder that will offer higher bid price will be excluded from the award procedure.

6. THE TIME AND PLACE OF DELIVERY

6.1 The supplier shall supply the Devices within **12 weeks** from the effectiveness of the contract.

6.2 The place of delivery is Hilase centre, Za Radnicí 828, Dolní Břežany town, Czech Republic.

7. BUSINESS AND PAYMENT TERMS

7.1 Business and payment terms and conditions are stipulated in the draft of the contract that forms Annex 2 of this invitation. The bidder must fill in the contract where required (i.e. their identification data, price, and other data that are required by the Contracting Authority).

7.2 The bidders are not allowed to change or supplement the draft of the contract, i.e. the bidders must accept the draft of the contract as is attached to this invitation.

7.3 The draft of the contract must be signed by a person authorized to act on behalf of the bidder. If the draft of the contract is signed on the basis of the power of attorney or other



authorization, then the power of attorney or other authorization must be included in the bid.

8. THE DATE AND PLACE OF THE SUBMISSION OF BIDS

8.1 Bids must be submitted to the **Institute of Physics of Academy of Sciences of the Czech Republic, public research institution – ELI, department 95 – Martin Körber** at the address: **Za Radnicí 835, Dolní Břežany town, post code: 252 41, Czech Republic**, on **17.3.2017** until **2:00 pm**, at the latest.

8.2 Bids may be supplied by post, courier, or personally to the above mentioned address in working days between 8-15 hours. On the last day of the period for the submission for bids the bids may be submitted until **2:00 pm**.

9. BINDING BIDS

The bidders shall be bound by their bids for the period of 60 days from the last day, on which bids could be submitted.

10. ADDITIONAL INFORMATION

10.1 The bidder is entitled to require in writing from the Contracting Authority additional information related to the award procedure and its terms and conditions. The request in writing shall be delivered to the Contracting Authority no later than 4 working days prior to the expiry of the time limit for the submission of bids.

10.2 The Contracting Authority shall provide the answer/additional information related to the award procedure or its terms and conditions and, if appropriate, supporting documents, within 2 working days as from the date of delivery of the request.

10.3 The Contracting Authority is entitled to provide the additional information related to the award procedure or its terms and conditions even without any prior request. The preceding paragraphs shall be applicable by analogy.

10.4 Where the Contracting Authority makes any modifications of the award procedure terms and conditions (through additional information), it shall be at the same time reasonably extend the time limit for the submission of bids, depending on the nature of the modifications that were made. In case of such a modification of the award terms and conditions which might increase the number of potential bidders, the Contracting Authority shall extend the time limit in such a way that from the moment of modification the suppliers have the same time limit as was the original time limit for the submission of bids.

11. EXCEPTIONALLY LOW BID PRICE

During the assessment whether or not the bid fulfils the Contracting Authority's requirements, the Contracting Authority reserves the right to assess whether the bid price of the bidder is exceptionally low. The Contracting Authority shall proceed analogically according to the Section 113 of the Act.



12. EVALUATION CRITERIA

- 12.1 Bids shall be evaluated on the basis of the lowest bid price criterion. Evaluated will be the bid price without value added tax.
- 12.2 In the case that two or more bids contain the same bid price (without value added tax), the time of the submission of the bid shall be a decisive element, i.e. the bid that was submitted earlier shall have priority over the bid that was submitted later.

13. BID PRICE

- 13.1 The bid price must be filled in USD in the draft of the contract (Annex 2) in the following structure: price in USD without VAT (all bidders) and price in USD including the VAT (domestic bidders only).
- 13.2 The bid price must be also filled in USD without VAT in cover sheet (Annex 1).
- 13.3 The bid price is the maximum price that cannot be exceeded and shall include all costs that the bidder shall incur during the performance of the Public Procurement.

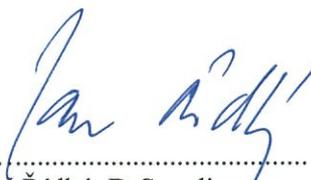
14. FORMAL BID REQUIREMENTS

- 14.1 All bids must be in writing in duly sealed envelope designated by the identification data of the bidder. The envelope must be designated by inscription “**DO NOT OPEN**” and by title of the Public Procurement “**Arbitrarily programmable optical filter**”. On the envelope shall be address to which the Contracting Authority may send information regarding the Public Procurement.
- 14.2 The bid shall contain identification data of the bidder. This requirement is fulfilled by filling the cover sheet of the bid, which forms Annex 1 to this invitation.
- 14.3 The bid must be submitted in Czech, Slovak or English language. This requirement is fulfilled if documents that by its nature cannot be in the required language are at least translated into one of the required languages.
- 14.4 The bid must contain the draft of the contract signed by the person authorized to act on behalf of the bidder.
- 14.5 All pages in the bid must be secured against unauthorized manipulation (e.g. bound by string and sealed), so that additional documents cannot be inserted nor any pages removed. The bid must be clearly readable, without any crossed words or other discrepancies.
- 14.6 The bidder must submit a bid in its original (paper) form and one copy of the bid in paper form.
- 14.7 The bidder must also include in the bid a CD-ROM, USB, or other generally used data carrier with an electronic copy of the bid (all paper documents in the bid).



- 14.8 If the bid is submitted jointly by several bidders (joint bid), a contact person authorized to represent all such bidders must be designated in the bid.
- 14.9 The bids must be structured in the following manner:
- a) **Cover sheet**
Bidders shall fill in cover sheet (Annex 1 to this invitation).
 - b) **The name of the manufacturer and the model numbers of products** to be supplied (where such exist) **including a datasheet**
 - c) **The draft of the contract** signed by the person authorized to act on behalf of the bidder.
15. **FINAL PROVISIONS**
- 15.1 The Contracting Authority is entitled to cancel the award procedure initiated by this invitation.
- 15.2 The Contracting Authority does not allow alternative bids.
- 15.3 The Contracting Authority is entitled to change or supplement the provisions of this invitation.
- 15.4 The bidders shall bear all their costs connected with their participation in the award procedure initiated by this invitation.
16. **LIST OF ANNEXES**
- a) Annex 1 (Cover sheet)
 - b) Annex 2 (Draft of the contract)
 - c) Annex 3 (Technical specification)

In Prague on - 1. 03. 2017
..... 2017


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prof. Jan Řídký, DrSc., director



ANNEX 1

COVER SHEET OF THE BID

Public procurement title: Arbitrarily programmable optical filter

Contracting Authority: Institute of Physics of Academy of Sciences of the Czech Republic, public research institution

Registered office: Na Slovance 2, 182 21 Praha 8

Registration No.: 68378271

Person authorized to act on behalf of the bidder: prof. Jan Řídký, DrSc., ředitel

Contact person: Martin Körber

Telephone: +420 266 051 376

E-mail: Martin.Korber@eli-beams.eu

Bidder:

Registered office:

Identification No.:

Tax Identification No.:

Person authorized to act on behalf of the bidder:

Bank account:

Contact person:

Contact address:

Telephone:

E-mail:

Bid price in USD without VAT and tax:

Signature: _____

Name:

Position:

Date:



EUROPEAN UNION
European Structural and Investing Funds
Operational Programme Research,
Development and Education



ANNEX 2

DRAFT OF THE CONTRACT



ANNEX 3

TECHNICAL SPECIFICATION

Arbitrarily programmable optical filter parameters	
Light modulator type	Liquid crystal-based programmable filter
Working wavelength range	Min 1020 - 1060 nm
Pulse filter shape	arbitrary amplitude and phase transfer func.
Attenuation control range	Min 0 - 25 dB
Attenuation setting spectral resolution	≤ 0.01 nm
Minimal selectable filter bandwidth	0.5 nm or less
Bandwidth setting resolution	≤ 0.01 nm
Input/output radiation coupling	SM or PM fiber-coupled input and output
Group delay range	± 13 ps
Allowed laser pulse repetition rate	0 - 50 MHz
Communication interface	USB, Ethernet
Control software	Labview drivers, Matlab and C++ control
Housing	Benchtop product
Warranty	12 months