

Institute of Atmospheric Physics of the Czech Academy of Sciences within the meaning of the provision of the Section 31 of the Act No. 134/2016 Coll., Public Procurement Act, as amended (hereinafter referred to as “ZZVZ”) invites you to submit a tender in Small-scale public supply contracts whose procurement is not governed by the ZZVZ and to prove qualification for public supply contract called:

“Fog and cloud droplet monitor”
(hereinafter referred to as “**public contract**”)

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1) Identification data of the Contracting Authority

Institute of Atmospheric Physics of the Czech Academy of Sciences

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Identification No.: 68378289
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Registered in: register of public research institutions administrated by
Ministry of Education and Physical Education of Czech Republic
Represented by: Ing. Jan Souček, Ph.D., director
Contracting Authority profile: <https://www.e-zakazky.cz/verejne-zakazky>
Data box ID: 6uqngp3
Contact person:
Phone: 00420 272016020272016011, e-mail address: novakova@ufa.cas.cz
(hereinafter referred to as "**Contracting Authority**")

Contractual representation of the Contracting Authority:

The Contracting Authority will be represented in public procurement by

Name: JUDr. Josef Pavelka, advokátní kancelář
Registered office: Na Srážku 2071/6, 143 00 Prague,
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2) Subject matter of the public contract and performance of the public contract

Subject matter of the public contract is supply of **fog and cloud droplet monitor** - an instrument (cloud droplet spectrometer) for ground-based in-situ measurement of fog/cloud particles and the derived variables. The equipment must meet the minimum requirements of the supplier specified in **Annex No. 1 to this call** and further:

- Long-term fully automated operation;
- Weather-resistant housing;
- Transportable instrument;
- Software for data processing and analysis included.

The delivery also includes transport to the **meteorological observatory located on the peak of Mount Milešovka** (the contracting authority's freight cable car may be used, GPS coordinates of the lower station of the cable car are 50.5636156N, 13.9311769E), installation of the equipment on the roof of the observatory (where walkable grates intended for the placement of measuring instruments are available), and training of the operators.

1.1. CPV codes:

38100000-6 – Navigational and meteorological instruments

1.2. Type of procurement:

A small-scale public supply contract whose procurement is not governed by the Public Procurement Act (ZZVZ). The contract is not divided into parts.

3) Period of performance and place of public contract

Estimated period of performance: until 30th September 2026

Place of performance: land plot No. St. 172, which includes building No. 86 – a civic amenities building, cadastral area Milešov u Lovosic.

Place of performance is Meteorological observatory Milešovka (GPS coordinates 50.5549050N, 13.9310911E) located at the peak of Mount Milešovka.

4) Estimated public contract value

Estimated value of the public contract: **1 913 000 CZK without VAT**

5) Requirements for proving qualification including requested documents

5.1. Basic qualification

The Contracting Authority requires to prove that the supplier has basic qualification according to provision of Section 74 (1) ZZVZ, so that:

- a) It has never been convicted for crime stated in Annex No. 3 of the ZZVZ (Annex No. 3 of the ZZVZ forms Annex No. 5 of this Call) or similar crime according to law of state of its registered office in the state of its registered by final judgement within last 5 years before commencement of the procurement procedure; expunged convictions are disregarded;
- b) It has in Czech Republic and state of its registered office no outstanding tax arrears registered in tax record;
- c) It has in Czech Republic or in the state of its registered office no outstanding arrears in respect of payments and penalties of public health insurance;
- d) It has in Czech Republic and state of its registered office no outstanding arrears in respect of payments and penalties of social security contribution and contribution to the national employment policy;
- e) It isn't in liquidation and hasn't been declared insolvent or no receivership has been imposed of it under another legal regulation or isn't in a similar situation pursuant to the law of the country of its registered office.

If the supplier is legal entity, the condition according to provision a) must fulfil this legal entity and all members of the statutory body as well. If the member of the statutory body is legal entity, the condition according to provision a) must fulfil this legal entity and all members of statutory body of this legal entity and person representing this legal entity in statutory member of the supplier.

If branch of foreign legal entity participates in procurement procedure, the condition according to a) must be fulfilled by this legal entity and director of the branch. If branch of Czech legal entity participates in procurement procedure, the condition according to a) must be fulfilled by this legal entity, every member of statutory body of this legal entity, person representing this legal entity in statutory body of the supplier and director of the branch.

The Contracting Authority requests to prove this by submitting of the following documents:

- Affidavit in writing

5.2. Professional qualification

The Contracting Authority requires to prove professional qualification of the supplier. The Contracting Authority requires that in order to prove professional qualification the supplier must submit this document:

- Extract from business register or similar evidence if the law requires registration in this evidence and affidavit.

5.3. Technical qualification

To prove fulfilment of technical qualification the Contracting Authority requires:

- list of remarkable supplies provided within 3 years before commencement of the procurement procedure including its price and period of performance and identification of the principal. The Contracting Authority requires that the list indicates that the supplier made at least one of the following supplies:
 - 3 remarkable supplies for supply of particle measuring device, when value of each supply was at least 500 000 CZK without VAT.

5.4. Proving of qualification

Documents demonstrating compliance with the basic and professional qualifications must prove that the required qualification criterion was met no later than 3 months prior to the commencement of the procurement procedure.

If the supplier proves fulfilment of basic and professional qualification according to Section 228 ZZVZ (extract from list of qualified suppliers), this extract can't be older 3 three months from the last day when qualification shall be proved.

If tender is submitted jointly by more suppliers, the Contracting Authority requires to prove fulfilment of basic and professional qualification from each supplier. The Contracting

Authority in accordance with provision of Section 103 (1) (f) ZZVZ requires the suppliers in case of joint tender to prove that they will bear responsibility for performance of the public contract jointly and severally. The suppliers will prove fulfilment of this requirement by written affidavit, contract or other document signed by all suppliers. The suppliers will also state in the tender who represents the suppliers in the procurement procedure.

The contracting authority does not allow qualification to be demonstrated through a subcontractor.

6) Method of tender processing and documents for proving qualification including information about language for submission

The supplier is obliged to submit its tender in writing in electronic form by electronic tool e-zakázky, accessible at web page <https://www.e-zakazky.cz/verejne-zakazky>.

The tender must be authentic, ie. must be signed by electronic signature based on qualified certificate, which complies with Regulation (EU) No 910/2014 of the European Parliament and the Council (eIDAS Regulation), this signature must be valid and must belong to the person submitting the tender or person entitled to act for the tenderer.

Tender in electronic form can't exceed 200 MB, while size of one file can't be more than 100 MB. Tender must be processed in acceptable format according to regulation No. 260/2016 Coll. The Contracting Authority will appreciate if the documents will be submitted in format in which they were created, ie. editable. Documents can be submitted also in scan. The tender can't include corrections and transcriptions or other discrepancies which could mislead the Contracting Authority.

The Contracting Authority states detailed information for submission for tender in electronic form:

- a) For submission of tender in electronic form will be used certified electronic tool e-zakázky, (hereinafter referred to as "EZ") accessible on web page URL: <https://www.e-zakazky.cz/>, where are also stated contacts for help desk.
- b) Detailed instructions for requirements and conditions for submission of the tender by EZ are available on the following link: <https://www.e-zakazky.cz/Content/files/DodavatelManual.pdf>.
- c) The participant must be registered as supplier in electronic tool e-zákázka (link "registrace dodavatele" on web page <https://www.e-zakazky.cz/>) to submit a tender. Identity verification is made by data box or by EZ help desk (phone. +420 295 565 132, info@zadavatel.cz), or by qualified certificate.
- d) The Contracting Authority recommends the participants to register on EZ in advance before submission of the tender. The registration can take max. 72 hours (during working days) after submission of all required documents and isn't charged.

- e) If this tender documentation requires specific documents to be signed and does not allow such documents to be replaced by a simple copy or scan, the individual documents forming part of the tender for which a signature by a person authorized to represent the participant in the procurement procedure is required must be provided with an electronic signature based on a qualified certificate in accordance with Act No. 297/2016 Coll., on trust services for electronic transactions, as amended, or must be an authorized converted document within the meaning of Act No. 300/2008 Coll., on electronic acts and authorized conversion of documents. Qualified certificate should comply with Regulation (EU) No 910/2014 of the European Parliament and the Council (eIDAS Regulation), this signature must be valid and must belong to the person submitting the tender or person entitled to act for the tenderer.

The Contracting Authority doesn't bear responsibility for technical conditions on the participants half. The Contracting Authority recommends the participants to take into account especially their internet connection speed when submitting the tender so that the tender is submitted in time (submission of the tender is final submission by the tool after loading all attachments!).

The tender must include

I. Identification data of the participant:

- Name of the participant (name ,surname, corporate name, in case that the participant is natural person),
- Legal form of the tender (Ltd., joint stock company, natural person, etc.),
- Birth number or date of birth in case of natural person,
- Registered office (in case of natural person residence, or place of business activities if it differs from the residence),
- Identification number and tax identification number if they were granted,
- Name and surname of the statutory body or its members, or other natural person entitled to act for or on behalf of the participant (in this case the participant shall submit document which grants the right to act for the participant),
- Bank connection and number of bank account of the participant,
- Name of contact person of the participant and its contacts,
- Name of the person entitled to sign the contract and information if it has electronic signature or not.

Above stated information will be completed by the participant to the bid cover note – its template is in Annex No. 3 of this call.

- II. **Price offer** (EVALUATION CRITERION) according article 7 of this call, by filling the bid cover note
- III. **Signed affidavit** to prove qualification,
- IV. **Extract from business register or similar evidence if the law requires registration in this evidence and affidavit.**
- V. **Signed and filled proposal of Purchase contract**, which forms Annex No. 4 as inseparable part of this call.
- VI. **Annex No. 1 to this call** duly completed with the information provided by the supplier. This annex will subsequently form Annex No. 1 to the contract.

If the supplier considers some part of the tender as business secret or intellectual property, the supplier will mark this information.

It isn't possible to submit the tender in paper form.

The supplier is obliged to submit the tender by electronic tool. Tenders submitted by person, post service, email or data message are considered as not submitted and won't be taken into account during procurement procedure.

The Contracting Authority can repeatedly ask the participant to complete the tender.

The tender must be made in Czech or English.

7) Requirements on processing of tender price:

The participant will state complete tender price for complete performance of the public contract in accordance with procurement conditions by amount in Czech crowns as follows:

Complete price for public contract performance without VAT,

VAT in % and amount of VAT,

Complete price for public contract performance including VAT.

If the participant in the procurement procedure is not a VAT payer, this fact shall be stated in the tender.

The price excluding VAT will be evaluated.

The price shall include all costs necessary for the implementation of the subject of the public contract.

If the participant in the procurement procedure is a VAT payer, the tender price may be increased only in the event of a change in the Value Added Tax Act, and only by an amount corresponding to the increase in the VAT rate. The decisive date for any increase in the tender price due to a change in VAT shall be the date of the taxable supply.

The contracting authority requires the submission of the total tender price in two variants:

with a warranty for the subject of performance for a period of **24 months from the installation of the equipment**. The contracting authority assumes that it will conclude a contract with a supplier providing a **24 months warranty period**, and this price will also be evaluated and included in the draft contract.

If the participant isn't the VAT payer, it will state it in the tender. During evaluation the price without VAT is decisive for VAT payer and price with VAT is decisive for VAT non-payer.

The price includes all costs necessary for realization of the subject matter of the public contract.

If the participant is VAT payer, the value of tender price can be exceeded only in case of change of VAT tax law and for amount corresponding to VAT increase. The decisive day for a possible increase in the tender price due to a change in VAT is the day of taxable supply.

8) Payment conditions

1. Payment for performance of public contract will be made in Czech currency based on tax document issued by the chosen participant in the sense of the Act No. 235/2004 Coll., VAT, value added tax act, as amended.
2. VAT will be charged at the rate applicable on the date of the chargeable event.
3. The Contracting Authority does provide one advance payment.
4. The payment terms are specified in detail in the draft contract, which forms Annex No. 4 to this call.

9) Tender documentation

1. Tender documentation consists of:
 - Call for submission of tenders (this document)
 - Annex No. 1 – Technical specification of the supply
 - Annex No. 2 – Affidavit template
 - Annex No. 3 – Bid cover note template
 - Annex No. 4 – Contract proposal
 - Annex No. 5 – Annex No. 3 of the ZZVZ
2. In Annex No. 4 are business terms – purchase contract proposal, which is minimal contract requirement of the Contracting Authority and after filling it becomes part of the participant's tender. Contract proposal is binding and participant isn't allowed to change or to modify anything in the contract proposal with exception of the parts which are prepared for filling by the participant marked by yellow colour.

3. The tender shall submit only one contract proposal which covers subject matter of the public contract.

10) Method of submission of the tenders and time period for submission

The participant will submit its tender including all documents proving qualification by profile of Contracting Authority on **28. 04. 2026 12:00 h at the latest**.

11) Opening of electronic tenders

1. The Contracting Authority will open electronic tenders without undue delay after end of time limit for submission of tenders.
2. When opening the tenders, the Contracting Authority or a committee authorized by it shall check the submitted tenders to verify whether the tender was delivered within the specified time limit, whether it is authentic, and whether the data message containing the tender was not manipulated prior to its opening.

12) Subcontractors

The Contracting Authority requires the participant to state in the tender

- a) specify the parts of the public contract that it intends to perform through subcontractors, together with the identification of such subcontractors, if known, or
- b) to state that subject matter of the public contract will be performed independently, i.e. without subcontractors.

13) Other terms of public contract

- a) The Contracting Authority reserves the right to cancel the procurement procedure at any time prior to the conclusion of the contract without stating a reason. The Contracting Authority also reserves the right to subsequently modify the procurement conditions.
- b) All written communications must be sent by the participant in the procurement procedure to the Contracting authority through the electronic tool **e-zakázky**. In order to communicate with the Contracting Authority via the electronic tool, the participant must be registered as a supplier in the e-zakázky electronic system.
- c) When preparing the tender, the supplier is obliged to base it on all components of the procurement conditions and must comply with them without reservation.
- d) The participant in the procurement procedure is not entitled to reimbursement of costs associated with its participation in the procurement procedure.

- e) If any of the information stated in the tender changes before the contract with the selected supplier is concluded, the respective supplier is obliged to inform the Contracting Authority of such change without undue delay in writing.
- f) The Contracting Authority reserves the right to verify the information contained in the tender with third parties.

14) Tender evaluation method

1. The Contracting Authority stipulates that tenders will be evaluated on the basis of their economic advantage, specifically according to the lowest tender price for the performance of the public contract with a 24 months warranty.
2. The Contracting Authority will determine the ranking of the tenders by arranging them according to the tender price from the lowest to the highest, with the tender offering the lowest price for the performance of the public contract being evaluated as the most advantageous.

15) Publication

By submitting the tender the supplier acknowledges that the Contracting Authority is entitled to post on profile of Contracting Authority information from procurement procedure in accordance with ZZVZ.

16) Explanation, change and supplement to the terms of the procurement procedure

1. The supplier is entitled to request a written explanation of the terms and 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 tender submitting.
2. The Contracting Authority shall publish, send or hand over the explanation of the tendering conditions, or related documents, no later than 2 working days after delivery of the request according to the previous paragraph. If the Contracting Authority provides an explanation in response to a request for an explanation that is not delivered on time, it does not have to comply with the deadline specified in the previous sentence. If the request for an explanation of the tender conditions is delivered on time and the Contracting Authority does not publish, send or transmit the explanation within 2 working days, it will extend the deadline for submission of tenders by at least as many working days as the time exceeded from the delivery of the request for an explanation of the tender conditions to publication, sending or transmission explanation 2 working days.

3. The Contracting Authority shall publish an explanation of the tender conditions without identification of the supplier who requested the explanation, including the exact wording of the request same way as this call.
4. The Contracting Authority may provide an explanation of the tender conditions even without a prior request.
5. The tendering conditions contained in the tender documentation may be changed or supplemented by the Contracting Authority before the deadline for submission of tenders. Changes or additions to the procurement documentation of the conditions must be published or notified to suppliers in the same way as the procurement conditions that were changed or supplemented.
6. If the nature of additions or changes to the procurement documentation requires it, the Contracting Authority will at the same time reasonably extend the deadline for submission of tenders. In the event of such a change or addition to the tender documentation that may expand the range of possible tender participants, the Contracting Authority shall extend the period for submitting tenders starting from publication of the change to correspond to the same length as was original period for submitting tenders.

In Prague on 10.4.2026



Ing. Jan Souček, Ph.D.
director

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