



## INVITATION TO SUBMIT A BID

for the small size public procurement

**„Optical delay lines kits for ultrashort laser pulses”**

(“**Public Procurement**”) that is to be concluded in the procedure according to the Rules for applicants and beneficiaries (“**Rules**”) under the Research, Development and Education Operational Programme.

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:	RNDr. Michael Prouza, Ph.D., director
Contact person:	Tereza Rabasová
Telephone:	00 420 702 195 269
E-mail:	tereza.rabasova@eli-beams.eu

(“**Contracting Authority**”)

### 1. GENERAL INFORMATION

The subject matter of the Public Contract shall be funded from Research, Development and Education Operational Programme hereinafter the “**Project**”

- 1.1 The Contracting Authority does not follow the rules for public procurements set out in the act no. 134/2016 Coll., on public contracts awarding (“**Act**”), because the Public procurement is considered a small size public procurement within the meaning of Section 27 of the Act.
- 1.2 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.
- 1.3 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 Act.



## 2. PUBLIC PROCUREMENT SPECIFICATION

- 2.1 The subject matter of the Public Procurement for supplies is the supply of **6 optical delay line (ODL) kits for pulsed lasers of different wavelengths and pulse durations** in accordance with the technical specification which forms annex No. 3 hereto under the contract which forms annex No. 2 hereto (“Product”).
- 2.2 The bidder shall include in the bid the description of the offered Product (**for each of optical delay lines**), so that the Contracting Authority may verify that its technical requirements are met.

## 3. BID PRICE

- 3.1 Maximum permissible price is 41 000.- EUR without VAT.
- 1.1 **The bid price of the Public Procurement is the maximum price that cannot be exceeded** and shall include all costs that the bidder shall incur during provision of services related to Product, i.e. the bidder that will offer higher bid price will be excluded from the award procedure.
- 3.2 The bidder shall stipulate its offered price within cover sheet of its bid, which is annexed hereto as Annex No. 1 as well as within Annex No. 4. In case of different bid price stipulated by the bidder in Annex No. 1 and Annex No. 4, the bid price stipulated in Annex No. 1 shall be decisive and as such evaluated.

## 4. THE TIME AND PLACE OF DELIVERY

- 4.1 The time of delivery is stipulated in the contract which forms annex No. 2 hereto.
- 4.2 The place of delivery is stipulated in the contract which forms annex No. 2 hereto.

## 5. BUSINESS AND PAYMENT TERMS

- 5.1 Business and payments terms and conditions for performing the Public Procurement are contained in the binding draft of the contract that forms Annex 2 hereto. After the most suitable bid placed within the Public Procurement is selected the Contracting Authority will conclude with the selected bidder the contract attached hereto as the binding draft contract with only missing parts completed in accordance with the selected bid (identification data of the selected bidder, price, length of warranty, etc.).
- 5.2 The bidder does not have to include the completed contract in its bid. By submitting its bid the bidder expresses its unconditional consent with wording of the contract, which will be concluded after this procedure is completed.
- 5.3 If the bidder includes in its bid any additional business or legal terms or any reference thereto or the draft contract modified in any way, such additional or contrary terms shall be deemed irrelevant and the Contracting Authority will request that the bidder concludes the contract in line with art. 5.1 hereof.



- 5.4 If the selected bidder refuses to conclude the contract for Public Procurement performance in line with art. 5.1 hereof the Contract Authority will conclude the contract with a bidder on the second, third or other places always under the condition that all the bidders with higher ranking refused to conclude the contract.

## 6. THE DATE AND PLACE OF THE SUBMISSION OF BIDS

- 6.1 Bids must be submitted to the address: **Fyzikální ústav AV ČR, v. v. i. - ELI, DEP. 95 – Tereza Rabasová, Za Radnicí 835, Dolní Břežany, post code: 252 41, Czech Republic, on 3. 9. 2018 until 10:00 at the latest.**
- 6.2 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 10:00 o'clock.

## 7. EXPLANATION TO THE PROCUREMENT DOCUMENTATION

- 7.1 The bidder is entitled to require in written form explanations regarding the tender conditions from the Contracting Authority. The written request must be received by the Contracting Authority no later than 4 working days before the deadline for submission of bids.
- 7.2 The Contracting Authority sends explanations regarding the tender condition and possibly related documents no later than 2 working days after receiving written request from the bidder. If the request from the bidder is not delivered in time and despite this fact the Contracting Authority decides to provide explanations regarding the tender conditions, then the time limit in the preceding sentence does not need to be observed by the Contracting Authority.
- 7.3 The explanations regarding the tender conditions (including the exact wording of the request of the bidder) shall be provided to all bidders at the same time and sent in the same manner as this invitation.
- 7.4 The Contracting Authority is entitled to provide explanations regarding the tender conditions without prior request. In such cases, the Contracting Authority proceeds analogically according to the preceding paragraphs.
- 7.5 The Contracting Authority may modify the tender conditions before the deadline for submission of bids elapses. The modification has to be notified to the bidders in the same manner as the tender conditions that was the subject of modification. If the Contracting Authority through explanations of the tender conditions makes modification of the tender conditions and the nature of the such modification requires it, the Contracting Authority shall adequately extend the deadline for the submission of bids. In the event such a modifications, which may extend the range of potential bidders, the Contracting Authority will extend the deadline so that the potential bidders have the entire length of the original deadline for the submission of bid.



**8. QUALIFICATION REQUIREMENTS**

8.1 Any bidder has to prove that it fulfils the following qualifications prerequisite (past similar duly provided performance):

A bidder shall prove it has performed at least one supply of the same or similar characteristics (“**Supply of same or similar characteristics**”) during last three years before commencement of this Public Procurement for at least 3 000,- EUR without VAT.

8.2 The Supply of same or similar characteristics shall mean supply of at least 1 optical delay line kit containing:

-a computer controllable displacement stage of precision (comprising both error and bi-directional repeatability) smaller than 0.3 µm.

-a set of reflecting components to build an optical delay line, adapted for ultrashort laser pulse.

8.3 Bidder shall make a part of its bid an affidavit on due provision of previous similar supply that shall contain at least the following information (1) name of the client and its registered seat, (2) description of supplies provided, (3) year of their provision and (4) name of contact person along contact information, where the Contracting Authority may verify the provided information.

8.4 Bidders are recommended to use a form affidavit that is attached hereto as an Annex No. 5.

**9. EVALUATION CRITERIA**

9.1 Bids shall be evaluated on the basis of their economic advantageousness. The bid, which gains the most points after the evaluation, will be selected as the winning bid.

9.2 Bid evaluation will take into consideration the partial evaluation criteria and their respective weights, using a point system on a scale from 1 to 100 points. Each of the bids shall be awarded a point score, according to individual partial criteria, reflecting its success within that partial criterion.

<b>Partial Evaluation Criteria:</b>	<b>Weight (%)</b>
a) Total Bid Price	65
b) Warranty length	15
c) Quality Performance Evaluation	20

9.3 Partial evaluation criteria:



The bidder shall not be authorised to make the bid subject to any conditions. Any conditions or provision of several different values in the bid in parts that are subject to the evaluation shall constitute a reason to exclude the bidder from the tender procedure.

- 9.4 In case that two or more bids obtain the same largest point score among all bids, 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.

## 10. BID PRICE

- 10.1 The Contracting Authority evaluates the total bid price in **EUR net of VAT**.

- 10.2 The cost evaluation parameter is calculated in accordance with the ratio between the lowest proposed bid and the evaluated bid in question. Weight of this partial criterion is 65 % and a maximum of possibly gained number of points is 65 within this criterion. The Contracting Authority compares values of this partial criteria offered by each applicant with the value of applicant who offered the most suitable value among all bids within this partial criterion.

- 10.3 Within this partial criterion the points shall be awarded accordingly:

$$\text{Number of points}(\text{Bid Price}) = \left( \frac{\text{Bid Price of Most Suitable Bid}}{\text{Bid Price Evaluated Bid}} \times 65 \right)$$

- 10.4 The most suitable bid within this evaluation criterion is the one with the lowest bid price.
- 10.5 Number of points gained within this partial criterion shall be rounded up to two decimal places.

## 11. WARRANTY LENGTH

- 11.1 The Contracting Authority evaluates the length of provided warranty. Bidder shall state the length of provided warranty in whole calendar months.
- 11.2 Weight of this partial criterion is 15% and a maximum of possibly gained number of points is 15. The Contracting Authority compares values of this partial criteria offered by each applicant with the value of applicant who offered the most suitable value among all bids within this partial criterion.
- 11.3 The minimum length of warranty for purposes of evaluation for the Product is **24 months**, while the maximum is **60 months**. Should the participant's length of provided warranty be stated as longer than 60 months for the offered Product, then for purposes of evaluation and points awarding, number of 60 months shall be used for this part.
- 11.4 Should the participant's warranty length be stated as shorter than 24 months, for the purposes of evaluation the bidder shall be excluded for the reason of failing to meet the tender conditions.
- 11.5 Points for the partial evaluation criterion on warranty shall be calculated according to the formula:



$$\text{WarrantyLength} = \left( \frac{\text{WarrantyMonthsofEvaluatedBid}}{\text{WarrantyMonthsofMostSuitableBid}} \times 15 \right) \text{Numberofpoints}$$

- 11.6 The most suitable bid within this evaluation criterion is the bid that accumulates the most warranty months.
- 11.7 The bidder shall stipulate its offered warranty length within cover sheet of its bid, which is annexed hereto as Annex No 1.

## 12. QUALITY PERFORMANCE EVALUATION

- 12.1 The Contracting Authority evaluates quality performance of the provided subject matter.
- 12.2 Weight of this partial criterion is 20% and a maximum of possibly gained number of points is 20.

The quality and performance evaluation has a different notation scale for each group of ODL kits. If within a group the ODL kits proposed by the bidder are different, then each quality and performance sub-criteria will apply to the less suitable ODL kit within the group. For each sub-criterion, the less suitable ODL kit within the group is the ODL kit within that group that gathers the less points for the sub-criterion.

Quality and performance sub-criterion	Points	Maximum points
Maximal delay for group 1 determined by the double path and stage displacement range (excluding the inherent delay of the device)	From 500 ps to 749 ps: 0 points ≥ 750 ps: 1 points	1
Maximal delay for group 2 determined by the double path and stage displacement range (excluding the inherent delay of the device)	From 500 ps to 749 ps: 0 points ≥ 750 ps: 1 point	1
Maximal delay for group 3 determined by the double path and stage displacement range (excluding the inherent delay of the device)	From 500 ps to 749 ps: 0 points ≥ 750 ps: 1 point	1
Magnitude of maximal Yaw/Pitch* for group 1, over the 0-500 ps delay range  * if values for pitch and for yaw are not equal then the highest value between the two is to be considered here.	From 81 to 100 μrad: 0 points From 61 to 80 μrad: 1 point From 40 to 60 μrad: 2 points < 40 μrad: 3 points	3
Magnitude of maximal Yaw/Pitch* for group 2, over the 0-500 ps delay range	From 81 to 100 μrad: 0 points From 61 to 80 μrad: 1 point	3



* if values for pitch and for yaw are not equal then the highest value between the two is to be considered here.	From 40 to 60 $\mu$ rad: 2 points < 40 $\mu$ rad: 3 points	
Magnitude of maximal Yaw/Pitch* for group 3, over the 0-500 ps delay range  * if values for pitch and for yaw are not equal then the highest value between the two is to be considered here.	From 51 $\mu$ rad to 60 $\mu$ rad: 0 points From 35 to 50 $\mu$ rad: 1 point < 35 $\mu$ rad: 2 points	2
Precision (including both absolute accuracy and bi-directional reproducibility) of the stage in terms of delay over 0-500ps delay range, for group 1	Requested maximum 16 fs: 0 points From 11 fs to 15.9 fs: 1 point From 8 fs to 10.9 fs: 2 points < 8 fs: 3 points	3
Precision (including both absolute accuracy and bi-directional reproducibility) of the stage in terms of delay over 0-500ps delay range, for group 2	Requested maximum 16 fs: 0 points From 11 fs to 15.9 fs: 1 point From 8 fs to 10.9 fs: 2 points < 8 fs: 3 points	3
Precision (including both absolute accuracy and bi-directional reproducibility) of the stage in terms of delay over 0-500ps delay range, for group 3	Requested maximum 5.5 fs: 0 points From 3.51 fs to 5.49 fs: 1 point From 2.51 fs to 3.5 fs: 2 points $\leq$ 2.5 fs: 3 points	3

Should the bidder's Product's aforementioned parameters be stated outside the obligatory scope then the bidder shall be excluded for the reason of failing to meet the Public Procurement conditions.

In case of gaining 0 point for technical solution's aforementioned parameters, it does not mean failure to meet the Public Procurement conditions.

The contracting authority evaluates the total point amount. The total point amount is calculated as a sum of points gained from each section of Suitability and Quality Performance Evaluation, see the chart above. Final result is calculated as amount of gained points:

**Number of points (Suitability and Quality Performance Criterion)**  
= amount of points gained

Bidder is obliged to state the above required parameters and offered values of his technical solution within the Cover sheet of the bid.

The bidder shall not be authorised to make the bid subject to any conditions. Any conditions or provision of several different values in the bid in parts that are subject to the evaluation shall constitute a reason to exclude the applicant from the tender procedure.



### 13. FORMAL BID REQUIREMENTS

- 13.1 All bids must be submitted 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 „**Optical delay lines kits for ultrashort laser pulses**”. On the envelope shall be address to which the Contracting Authority may send information regarding the Public Procurement.
- 13.2 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 hereto.
- 13.3 The bid must be submitted in English or Czech or Slovak language.
- 13.4 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.
- 13.5 The bidder must submit a bid in its original (paper) form.
- 13.6 The bidder must also include in the envelope a CD-ROM, USB, or other generally used data carrier with an electronic copy of the bid (all paper documents in the bid).
- 13.7 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.
- 13.8 The bids must be structured in the following manner:
- Cover sheet (Bid sheet) – Annex No. 1. (Bidders shall fill in cover sheet)
  - The description of the offered Product - see Art. 2.2 hereof
  - Affidavit on previous supply - see Art. 8.3 hereof; Annex No. 5 can be used

### 14. FINAL PROVISIONS

- 14.1 The Contracting Authority is entitled to cancel the award procedure anytime prior to the signature of the contract.
- 14.2 The Contracting Authority does not allow alternative bids.
- 14.3 The Contracting Authority is entitled to change or supplement the provisions of this invitation.
- 14.4 The bidders shall bear all their costs connected with their participation in the public procurement procedure initiated by this invitation.
- 14.5 The Contracting Authority reserves the right to publish/ distribute a notice on Public Procurement awarding conclusions in the same way as this Invitation to bid.



**15. LIST OF ANNEXES**

- Annex 1 (Cover sheet)
- Annex 2 (Draft of the contract)
- Annex 3 (Technical specification)
- Annex 4 (Bid price breakdown)
- Annex 5 (Affidavit on previous supply)

In Prague on ..... 13. 08. 2018 ..... 2018

.....  
RNDr. Michael Prouza, Ph.D., director

**Fyzikální ústav AV ČR**  
veřejná výzkumná instituce  
182 21 Praha 8, Na Slovance 2  
- 1 -



1. ANNEX 1

**COVER SHEET OF THE BID (BID SHEET)**

**Public procurement title:** Optical delay lines kits for ultrashort laser pulses

**Contracting Authority:** Fyzikální ústav AV ČR, v.v.i.  
**Registered office:** Na Slovance 2, 182 21 Praha 8  
**Registration No.:** 68378271  
**Person authorized to act on behalf of the bidder:** RNDr. Michael Prouza, Ph.D., director  
**Contact person:** Tereza Rabasová  
**Telephone:** 00 702 195 269  
**E-mail:** Tereza.rabasova@eli-beams.eu

**Bidder:** .....  
**Registered office:** .....  
**Identification No.:** .....  
**Person authorized to act on behalf of the bidder:** .....  
**Contact person:** .....  
**Contact address:** .....  
**Telephone:** .....  
**E-mail:** .....

**Contact person in contractual matters (e-mail, phone number):** .....

**Contact person in technical matters (e-mail, phone number):** .....

**E-mail for warranty claims:** .....

**Phone number for technical support:** .....

**Bid price and information needed for contract completion:**

**Total bid price:** \_\_\_\_\_ EUR excl. VAT

**Warranty length:** \_\_\_\_\_ calendar months

**Quality performance:** *please fill in the table below*



Quality and performance sub-criterion	Points	Maximum points	Values offered by the bidder
Maximal delay for group 1 determined by the double path and stage displacement range (excluding the inherent delay of the device)	From 500 ps to 600 ps: 0 points From 601 ps to 750 ps: 1 point > 750 ps: 2 points	1	
Maximal delay for group 2 determined by the double path and stage displacement range (excluding the inherent delay of the device)	From 500 ps to 600 ps: 0 points From 601 ps to 750 ps: 1 point > 750 ps: 2 points	1	
Maximal delay for group 3 determined by the double path and stage displacement range (excluding the inherent delay of the device)	From 500 ps to 600 ps: 0 points From 601 ps to 750 ps: 1 point > 750 ps: 2 points	1	
Magnitude of maximal Yaw/Pitch* for group 1, over the 0-500 ps delay range  * if values for pitch and for yaw are not equal then the highest value between the two is to be considered here.	From 150 to 175 $\mu$ rad: 0 points From 100 to 149 $\mu$ rad: 1 point From 70 to 99 $\mu$ rad: 2 points < 70 $\mu$ rad: 3 points	3	
Magnitude of maximal Yaw/Pitch* for group 2, over the 0-500 ps delay range  * if values for pitch and for yaw are not equal then the highest value between the two is to be considered here.	From 150 to 175 $\mu$ rad: 0 points From 100 to 149 $\mu$ rad: 1 point From 70 to 99 $\mu$ rad: 2 points < 70 $\mu$ rad: 3 points	3	
Magnitude of maximal Yaw/Pitch* for group 3, over the 0-500 ps delay range  * if values for pitch and for yaw are not equal then the highest value between the two is to be considered here.	Maximum requested 50 $\mu$ rad: 0 points From 30 to 49 $\mu$ rad: 1 point < 30 $\mu$ rad: 2 points	2	
Precision (including both absolute accuracy and bi-directional	Requested maximum 16 fs: 0 points	3	



reproducibility) of the stage in terms of delay over 0-500ps delay range, for group 1	From 11 fs to 15.9 fs: 1 point < 11 fs: 2 points		
Precision (including both absolute accuracy and bi-directional reproducibility) of the stage in terms of delay over 0-500ps delay range, for group 2	Requested maximum 16 fs: 0 points From 11 fs to 15.9 fs: 1 point < 11 fs: 2 points	3	
Precision (including both absolute accuracy and bi-directional reproducibility) of the stage in terms of delay over 0-500ps delay range, for group 3	Requested maximum 2 fs: 0 points From 1.01 fs to 1.99 fs: 1 point ≤ 1 fs: 2 points	3	

By submitting this bid the bidder expresses its consent with binding draft contract of the Contracting Authority annexed to Invitation to submit a bid for this Public Procurement and commits to conclude the contract with the Contracting Authority if this bid is selected as the most suitable one.

If other person than a statutory representative of the bidder signs this Cover sheet respective authorization in simple copy shall be provided in the bid.

In \_\_\_\_\_ on \_\_\_\_\_

\_\_\_\_\_  
Company/bidder name  
Authorised representative



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



MINISTRY OF EDUCATION,  
YOUTH AND SPORTS

## 2. ANNEX 2

### DRAFT OF THE CONTRACT



**3. ANNEX 3**

**TECHNICAL SPECIFICATION**

**4. ANNEX 4**

**BID PRICE BREAKDOWN**



**5. ANNEX 5**

**6. AFFIDAVIT ON PREVIOUS SUPPLY**

Me (might mean both legal or natural person), as a bidder of below described previously provided supply (in the Art. 8.2 + 8.3. hereof), hereby declare that I supplied below described product in a timely manner and with requested quality in the last three years before commencement of this Public Procurement:

<b>INFORMATION ON SERVICES PROVIDED</b>	
<b>General subject matter of the supply</b>	Optical delay line kit for ultrashort laser pulses
<b>Name of a client, address; including name of contact person of the client along with contact information, where the Contracting Authority may verify the information provided herein</b>	
<b>Price of the supply</b>	
<b>Month and Year of the supply</b>	
<b>Brief description of the provided supply</b>	

\*If provided to different clients the bidder will use the sample table twice

In ..... on .....

.....

Name of the bidder (company)

Name of representative of the bidder