



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



INVITATION TO SUBMIT A BID

for the small size public contract

„Coating of L4 periscope mirrors_TP20_113“

(“**Public Contract**”) 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 the Czech Academy of Sciences, 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:	Václav Mráz
Telephone:	00420 601 560 318
E-mail:	Vaclav.Mraz@eli-beams.eu

(“**Contracting Authority**”)

1. GENERAL INFORMATION

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

2. PUBLIC CONTRACT SPECIFICATION

The subject-matter of the Public Contract is the provision of coating of six existing substrates M4, M4.5, M5, L4n M1, L4n M2 and L4n M1 spare and the delivery of the



coated substrates back to the Contracting Authority in accordance with the technical specification, which forms annex No. 3 hereto and under the terms and conditions stipulated in the contract, which forms annex No. 2 hereto.

3. THE TIME AND PLACE OF DELIVERY

- 3.1 The time of delivery is stipulated in the contract, which forms annex No. 2 hereto.
- 3.2 The place of delivery is stipulated in the contract, which forms annex No. 2 hereto.

4. BUSINESS AND PAYMENT TERMS

- 4.1 Business and payments terms and conditions are contained in the contract that forms Annex 2 hereto. After the most suitable bid placed within the tender procedure 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, etc.).
- 4.2 The bidder does not have to include the completed contract into 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.
- 4.3 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. 4.1 hereof.
- 4.4 If the selected bidder refuses to conclude the contract in line with art. 4.1 hereof, the Contract Authority will conclude the contract with a bidder on the second, third or following places always under the condition that all the bidders with higher ranking refused to conclude the contract.

5. THE DATE AND PLACE OF THE SUBMISSION OF BIDS

- 5.1 Bids must be submitted to the address: **Fyzikální ústav AV ČR, v. v. i. - ELI, DEP. 95 – Václav Mráz, Za Radnicí 835, Dolní Břežany, post code: 252 41, Czech Republic, on 02. 02 2021 until 14:00** at the latest.
- 5.2 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 **14:00** o'clock.

6. ADDITIONAL INFORMATION

- 6.1 The supplier 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.

- 6.2 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 supplier. If the request from the supplier 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.
- 6.3 The explanations regarding the tender conditions (including the exact wording of the request of the supplier) shall be provided to all suppliers at the same time and sent in the same manner as this invitation.
- 6.4 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.
- 6.5 The Contracting Authority may modify the tender conditions before the deadline for submission of bids elapses. The modification has to be notified to the suppliers 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.

7. EVALUATION CRITERIA

Bids shall be evaluated on the basis of the lowest bid price criterion. The Total price for performance of this Public Contract shall be evaluated.

8. BID PRICE, MAXIMUM PERMISSIBLE BID PRICE

- 8.1 The bidder shall fill in the Total price for performance of the Public Contract into the Cover sheet of the bid, which forms Annex 1 of this invitation. The Total price shall be given in EUR.
- 8.2 **The maximum permissible bid price is EUR 76 000 excl. VAT.**

9. FORMAL BID REQUIREMENTS

- 9.1 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 “**Coating of L4 periscope**”



- mirrors_TP20_113**". On the envelope shall be address to which the Contracting Authority may send information regarding the Public Contract.
- 9.2 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.
- 9.3 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.
- 9.4 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.
- 9.5 The bidder must submit a bid in its original (paper) form.
- 9.6 If the bid is submitted jointly by more bidders (joint bid), a contact person authorized to represent all such bidders must be designated in the bid.
- 9.7 The bids must be structured in the following manner:
- a) **Cover sheet (Bid sheet)**
Bidders shall fill in cover sheet
10. **FINAL PROVISIONS**
- 10.1 The Contracting Authority is entitled to cancel the award procedure anytime prior to the signature of the contract.
- 10.2 The Contracting Authority does not allow alternative bids.
- 10.3 The Contracting Authority is entitled to change or supplement the provisions of this invitation.
- 10.4 The bidders shall bear all their costs connected with their participation in the award procedure initiated by this invitation.
- 10.5 The Contracting Authority reserves the right to publish/ distribute a notice on the Public Contract awarding conclusions in the same way as this Invitation to bid.
11. **LIST OF ANNEXES**
- a) Annex 1 (Cover sheet)
b) Annex 2 (Draft of the contract)
c) Annex 3 (Technical specification)



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In Prague on 20. 1. 2021

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RNDr. Michael Prouza, Ph.D., director



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ANNEX 1

COVER SHEET OF THE BID (BID SHEET)

Public procurement title: "Coating of L4 periscope mirrors_TP20_113"

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: Václav Mráz, Telephone: 00420 601 550 318

E-mail: Vaclav.Mraz@eli-beams.eu

Bidder: _____

Registered office: _____

Identification No.: _____

Person authorized to act on behalf of the bidder: _____

Contact person: _____

Contact address: _____

Telephone and e-mail: _____

Bid price and information needed to complete the contract:

Total bid price: _____ EUR excl. VAT

Authorised representative of the bidder in technical matters: [to be filled in by economic operator], e-mail: [to be filled in by economic operator], tel.: [to be filled in by economic operator]

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

In _____ on _____

Company name
Authorised representative



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ANNEX 2

DRAFT OF THE CONTRACT



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ANNEX 3

TECHNICAL SPECIFICATION