



INVITATION TO SUBMIT A BID

for the small size public procurement

„High Quality, large size spare Spherical mirror for Long focal length setup in E3”

(**“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: Václav Mráz

Telephone: 00420 601 560 318

E-mail: vaclav.mraz@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.

- 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**

The subject matter of the Public Procurement for delivery is ensuring of the high quality large size spare spherical mirror 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 (**"Products"**). The bidder shall also include in the bid the description of the offered product (such as data sheets or product sheets) including the specific brand and manufacturer so that the Contracting Authority may verify that its technical requirements are met.

3. **EXPECTED VALUE OF THE PUBLIC PROCUREMENT**

- 3.1 The expected value of the complete subject matter of the Public Procurement is 20 000 € without value added tax (VAT).
- 3.2 **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.

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 are contained in the draft of the contract that forms Annex 2 hereto. The bidder must fill in the contract where required (i.e. their identification data, and other data that are required by the Contracting Authority).
- 5.2 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. Bidders particularly shall not refer in their bids to their business conditions and terms.
- 5.3 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.

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 – Václav Mráz, Za Radnicí 835, Dolní Břežany, post code: 252 41, Czech Republic, on 22. 05. 2020 until 14:00** 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 **14:00** o'clock.

7. ADDITIONAL INFORMATION

- 7.1 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.
- 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 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.
- 7.3 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.
- 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 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.

8. EVALUATION CRITERIA

- 8.1 Bids shall be evaluated on the basis of the lowest bid price criterion.
- 8.2 In the case that two or more bids contain the same lowest bid price, 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.

9. BID PRICE

- 9.1 The bidder shall fill in the price into the contract, which forms Annex 2 of this invitation.



- 9.2 The total unit 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.

10. FORMAL BID REQUIREMENTS

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 **“*High Quality, large size spare Spherical mirror for Long focal length setup in E3*”**. On the envelope shall be address to which the Contracting Authority may send information regarding the Public Procurement.

- 10.1 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.
- 10.2 The bid must contain the draft of the contract signed by the person authorized to act on behalf of the bidder.
- 10.3 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.
- 10.4 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.
- 10.5 The bidder must submit a bid in its original (paper) form.
- 10.6 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).
- 10.7 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.
- 10.8 The bids must be structured in the following manner:
- a) **Cover sheet (Bid sheet)**
Bidders shall fill in cover sheet
 - b) **The decription of the offered Product**
 - c) **Draft of the contract** signed by the person authorized to act on behalf of the bidder.

To accelerate the contract signing process, the bidder may include 4 additional counterparts of the contract signed by an authorized representative of the bidder to the envelope with bid, however, not to bind them with the bid itself. In such a case, the bidder shall attach as Annex 1 of the contract technical specification of the Contracting Authority (i.e. document that form Annex 3 of this invitation). Such additional counterparts



provided by the winning bidder shall be signed by the Contracting Authority after the winner is chosen.

11. FINAL PROVISIONS

- 11.1 The Contracting Authority is entitled to cancel the award procedure anytime prior to the signature of the contract.
- 11.2 The Contracting Authority does not allow alternative bids.
- 11.3 The Contracting Authority is entitled to change or supplement the provisions of this invitation.
- 11.4 The bidders shall bear all their costs connected with their participation in the award procedure initiated by this invitation.
- 11.5 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.

12. LIST OF ANNEXES

- a) Annex 1 (Cover sheet)
- b) Annex 2 (Draft of the contract)
- c) Annex 3 (Technical specification)

In Prague on May 8th, 2020

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RNDr. Michael Prouza, Ph.D., director



ANNEX 1

COVER SHEET OF THE BID (BID SHEET)

Public procurement title: *High Quality, large size spare Spherical mirror for Long focal length setup in E3*

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 601 560 318

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:

The bidder is the payer of VAT: Yes/No*

*Cross out, which is not applicable

In _____ on _____

Company name
Authorised representative



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



ANNEX 2

DRAFT OF THE CONTRACT



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



ANNEX 3

TECHNICAL SPECIFICATION