



## INVITATION TO SUBMIT A BID

for the small size public procurement „**Market Survey and Cost Benefit Analysis for CHAMPP**“ (“**Public Procurement**”) that is to be concluded in the procedure according to the Rules of Institute of Physics of Academy of Sciences of the Czech Republic (“**Rules**”) under the Horizon 2020 Operational Programme within the project Czech Hamburg Advanced Medical and Photonics Project, CHAMPP.

### 1. CONTRACTING AUTHORITY

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| 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<br>on behalf of the contracting authority: | RNDr. Michael Prouza, Ph.D., 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 Horizon 2020 Operational Programme within the project Czech Hamburg Advanced Medical and Photonics Project, CHAMPP
- 2.2 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.
- 2.3 However, the award procedure is subject to Rules of Institute of Physics of Academy of Sciences of the Czech Republic.
- 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 Act.



### 3. PUBLIC PROCUREMENT SPECIFICATION

- 3.1 The subject matter of the Public Procurement is the supply of a market survey and a cost benefit analyses in accordance with the requirements set out in the technical specification that forms Annex 3 of this invitation (“**Market Survey and CBA**”) and under the terms and conditions stipulated in the draft of the contract that forms Annex 2 of this invitation.

### 4. TYPE OF PUBLIC PROCUREMENT

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

### 5. EXPECTED VALUE OF THE PUBLIC PROCUREMENT

- 5.1 The **expected value** of the Public Procurement is **EUR 33.000,-** 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 Deadlines for delivery of Market survey and CBA and its parts are specified in Annex 3 of this invitation.
- 6.2 The place of delivery is ELI Beamlines facility, in 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. Bidders particularly shall not refer in their bids to their business conditions and terms.
- 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. **QUALIFICATION REQUIREMENTS**

8.1 Any bidder has to prove that it fulfills the following qualifications prerequisites:

1. 5+ years in the healthcare business
2. experience with market researches of pharmaceutical market
3. experience with active involvement in the pharmaceutical market
4. experience with active involvement in business activities of larger scale

8.2 The bidder shall present meeting these requirements by submission of a CV from which meeting the requirements will be obvious.

Regarding the second requirement at least one particular market research has to be identified in the CV in which the bidder personally took part (a subject matter of the research to be briefly described and it must be understandable by whom and for what purposes it was done). The particular market research may also be described in a separate document which must be signed by the bidder.

If the bidder is a legal person the CV (and the separate document describing the market research) of the particular worker/ workers that will be assigned to the performance of this public contract shall be submitted. The Contracting authority accepts that the above listed requirements are met together by more persons who will then actually perform the public contract.

8.3 The Contracting authority reserves the right to check the information on qualification provided by the bidder by any appropriate means.

## 9. **THE DATE AND PLACE OF THE SUBMISSION OF BIDS**

9.1 Bids must be submitted to the address: **Fyzikální ústav AV ČR, v. v. i. - ELI, DEP. 95 – Martin Körber, Za Radnicí 835, Dolní Břežany, post code: 252 41, Czech Republic, on 30. 8. 2018 until 14:00** at the latest.

9.2 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.

## 10. **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.



## 11. **ADDITIONAL INFORMATION**

- 11.1 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.
- 11.2 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.
- 11.3 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.
- 11.4 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.
- 11.5 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.

## 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 excl. VAT must be filled in EUR currency in the draft of the contract ([Annex 2](#)).
- 13.2 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 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 “**Market Survey and Cost Benefit Analysis for CHAMPP**”. 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.
- 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 draft of the contract** signed by the person authorized to act on behalf of the bidder.
  - c) **CV (and a separate document on the market survey)** – qualification prerequisites meeting.

#### 15. **FINAL PROVISIONS**

- 15.1 The Contracting Authority is entitled to cancel the award procedure initiated by this invitation without giving a reason.
- 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)

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RNDr. Michael Prouza, Ph.D., director



**ANNEX 1**

**COVER SHEET OF THE BID**

**Public procurement title:** Market Survey and Cost Benefit Analysis for CHAMPP

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

**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:** .....

**Contact person:** .....

**Contact address:** .....

**Telephone:** .....

**E-mail:** .....

Signature: \_\_\_\_\_

Name: .....

Position: .....

Date: .....



**ANNEX 2**

**DRAFT OF THE CONTRACT**



**ANNEX 3**

**TECHNICAL SPECIFICATION**