



## INVITATION TO SUBMIT A BID

for the small size public procurement

**„ Design and manufacture of FSYNC CMC Optomechanical table and CMC  
Optical Table Assy”**

(“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 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:	David Pokorný
Telephone:	00420 601 555 056
E-mail:	<a href="mailto:david.pokorny@eli-beams.eu">david.pokorny@eli-beams.eu</a>

(“Contracting Authority”)

### 1. GENERAL INFORMATION

- 1.1 The subject matter of the Public Contract shall be funded from Research, Development and Education Operational Programme.
- 1.2 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.
- 1.3 However, the award procedure is subject to the Rules due to the fact that the Public Procurement is financed from the Research, Development and Education Operational Programme.



1.4 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.

1.5 The public procurement will be divided into 2 parts:

**a) Part 1: Design and manufacture of FSYNC CMC Optomechanical table**

**b) Part 2: Design and manufacture of FSYNC CMC Optical Table Assy**

Suppliers may submit bid(s) for any of the parts only or for both parts.

1.6 Unless expressly stated otherwise in this call, the tender conditions stated in this call shall apply to both parts of the Public Procurement.

## **2. PUBLIC PROCUREMENT SPECIFICATION**

The subject matter of the Public Procurement for supplies is:

**To design, manufacture and deliver FSYNC CMC Optomechanical table and CMC Optical Table Assy in accordance with the technical specification which forms annex No. 2 hereto and under the terms and conditions stipulated in Art. 4 hereof.**

## **3. THE TIME OF PERFORMANCE**

3.1 Tables shall be delivered by December 1<sup>st</sup> 2022.

## **4. BUSINESS TERMS**

4.1 The Contracting Authority will accept business terms and conditions of the supplier applicable on this supply.

However, the business terms and conditions of the supplier must include/comprise/accept the below stated list of mandatory commercial terms and conditions of the Contracting Authority.

The supplier may offer its business terms and conditions by including a business quote/ offer into the bid with the terms and conditions attached or in any other similar manner.

After selection of the selected bidder, the Contracting Authority will accept the business quote/ offer of the selected bidder by an order which will constitute the acceptance of the quote/ offer of the selected bidder. Or the Contracting Authority will in any other similar manner accept the offer/ quote of the selected bidder with business terms and conditions as presented in the bid of the selected bidder.

4.2 **List of mandatory commercial terms and conditions of the Contracting Authority:**



- The supply must be completely subject to technical requirements set out in the technical specification that is attached hereto as Annex 2 (2.A for part 1, 2.B for part 2)
- The delivery deadline shall be as set out in Art. 3.1 above
- The supplier shall provide a warranty of quality for 2 years from the acceptance of the delivered supplies

**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 – David Pokorný, Za Radnicí 835, Dolní Břežany, post code: 252 41, Czech Republic,** on **12. 09. 2022** 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

- 7.1 Bids shall be evaluated on the basis of the lowest bid price criterion.
- 7.2 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.
- 7.3 The Contracting authority evaluates the **Total Bid Price in CZK net of VAT**. The Total Bid Price shall be given in the structure and under the conditions defined in Article 8 hereof.

If the economic operator states the Total Bid Price in other currency than **CZK** net of VAT the Contracting Authority will convert the Total Bid Price stated in other currency into CZK currency for the evaluation purpose. The conversion will be carried out by the Contracting Authority according to the actual exchange rate applicable on the date of the expiry of the time limit for the submission of bids announced by the Czech National Bank on its website: <https://www.cnb.cz/en/financial-markets/foreign-exchange-market/central-bank-exchange-rate-fixing/central-bank-exchange-rate-fixing>

The Contracting authority shall evaluate the economic advantageousness solely on the basis of the lowest bid price. The winning bid will be the bid with lowest bid price.

The economic operator 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 eliminate the bid and exclude the Participant from the Procurement Procedure.

## 8. BID PRICE

- 8.1 The bidder shall fill in the price into coversheet, which forms Annex 1 of this invitation. **For PART one, Annex 1.A, for PART two, Annex 1.B**
- 8.2 The economic operator is required to offer the **Total Bid Price in CZK net of VAT**.
- 8.3 The Total 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.

## 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 "**Design and manufacture of**



**FSYNC CMC Optomechanical table and CMC Optical Table Assy PART... (the applicant indicates the relevant part, i.e. 1 or 2)”**

- 9.2 A separate bid must be submitted in a separate envelope for each part of the Public Contract.
- 9.3 On the envelope shall be address to which the Contracting Authority may send information regarding the Public Procurement.
- 9.4 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.
- 9.5 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.
- 9.6 The bidder must submit a bid in its original (paper) form.
- 9.7 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.
- 9.8 The bids must be structured in the following manner:
- a) **Cover sheet (Bid sheet) for relevant PART**  
Bidders shall fill in cover sheet – Annex 1.A or Annex 1.B to this Invitation
  - b) **A commercial quote/ offer of the bidder or any other form presenting the commercial terms and conditions of the bidder**

**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 Public Procurement awarding conclusions in the same way as this Invitation to bid.

**11. LIST OF ANNEXES**

- a) Annex 1.A (Cover sheet for part1)
- b) Annex 1.B (Cover sheet for part2)



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

  
MINISTRY OF EDUCATION,  
YOUTH AND SPORTS

- c) Annex 2.A (Technical specification for part1)
- d) Annex 2.B (Technical specification for part2)

V Praze dne

29. 08. 2022

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RNDr. Michael Prouza, Ph.D.,  
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ANNEX 1.A

COVER SHEET OF THE BID (BID SHEET)

**Public procurement title:** „ Design and manufacture of FSYNC CMC Optomechanical table and CMC Optical Table Assy”

**Part 1: Design and manufacture of FSYNC CMC Optomechanical table**

**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:** David Pokorný

**Telephone:** 00420 601 555 056

**E-mail:** [david.pokorny@eli-beams.eu](mailto:david.pokorny@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:** .....

**Total bid price (CZK net of VAT):** .....

The bidder agrees to the mandatory technical and commercial requirements and conditions of the Contracting Authority.

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

\*Cross out, which is not applicable

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

\_\_\_\_\_  
Company name  
Authorised representative



**ANNEX 1.B**

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

**Public procurement title:** „ Design and manufacture of FSYNC CMC Optomechanical table and CMC Optical Table Assy”

**Part 2: Design and manufacture of FSYNC CMC Optical Table Assy**

**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:** David Pokorný

**Telephone:** 00420 601 555 056

**E-mail:** [david.pokorny@eli-beams.eu](mailto:david.pokorny@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:** .....

**Total bid price (CZK net of VAT):** .....

The bidder agrees to the mandatory technical and commercial requirements and conditions of the Contracting Authority.

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

\*Cross out, which is not applicable

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




















\_\_\_\_\_  
Company name  
Authorised representative





## ANNEX 2.B




### TECHNICAL SPECIFICATION (DRAWINGS LIST)

-  00326422\_00 - Front Plate 1.stp
-  00326422\_idw.PDF
-  00326423\_00 - Front Plate 2.stp
-  00326423\_idw.PDF
-  00326424\_00 - Horizontal Breadboard.stp
-  00326424\_idw.PDF
-  00326425\_00 - Partition Plate 1.stp
-  00326425\_idw.PDF
-  00326426\_00 - Partition Plate 2.stp
-  00326426\_idw.PDF
-  00326427\_00 - Partition Plate 3.stp
-  00326427\_idw.PDF
-  00326429\_00 - Top Plate.stp
-  00326429\_idw.PDF
-  00326430\_00 - Vertical Breadboard 1.stp
-  00326430\_idw.PDF
-  00326431\_00 - Vertical Breadboard 2.stp
-  00326431\_idw.PDF
-  Kusovník.xls



## ANNEX 2.A

### TECHNICAL SPECIFICATION (DRAWINGS LIST)

-  00153108\_idw.pdf
-  00153110\_idw.pdf
-  00153113\_idw.pdf
-  00153114\_idw.pdf
-  00153115\_idw.pdf
-  00153117\_idw.pdf
-  00153119\_idw.pdf
-  00153120\_idw.pdf
-  00153123\_idw.pdf
-  00153126\_idw.pdf
-  00153127\_idw.pdf
-  00153128\_idw.pdf
-  00153129\_idw.pdf
-  00153131\_idw.pdf
-  00153134\_idw.pdf
-  00153135\_idw.pdf
-  00153136\_idw.pdf
-  00153137\_idw.pdf
-  00169920\_idw.PDF
-  00169928\_idw.PDF
-  00330594\_00 - Fsync CMC module L.stp
-  00330595\_idw.PDF
-  00330596\_idw.PDF
-  00330602\_idw.PDF
-  00330619\_00 - Fsync CMC module R.stp
-  00330621\_idw.PDF
-  00330624\_idw.PDF
-  00330626\_idw.PDF
-  00333157\_idw.PDF
-  00333158\_idw.PDF
-  00333159\_idw.PDF
-  00333171\_idw.PDF
-  Kusovník.xls