

INVITATION TO SUBMIT A BID

for the small size public procurement

„Real-time digital oscilloscope”

(“**Public Procurement**”) that is to be concluded in the procedure according to the internal rules of the Contracting Authority (“**Rules**”).

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:	00 420 601 560 318
E-mail:	vaclav.mraz@eli-beams.eu

(“**Contracting Authority**”)

1. GENERAL INFORMATION

- 1.1 The Contracting Authority does not follow the rules for public 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 National Program of Sustainability.
- 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.
- 1.4 Part of this invitation is also the tender documentation for the Public Procurement.

2. PUBLIC PROCUREMENT SPECIFICATION

The subject matter of the Public Procurement for supplies is ensuring the supply of one digital oscilloscope in accordance with the technical specification which forms annex

No. 3 hereto and under the conditions stipulated in the contract which forms annex No. 2 hereto.

(“Product”)

- 2.1 The bidder shall include in its bid the description of the offered Product (e.g. product sheets, data sheets, etc.), so that the Contracting Authority may assess whether its requirements are fulfilled.

3. THE TIME AND PLACE OF DELIVERY

- 3.1 The time and place of delivery are 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 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).
- 4.2 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.
- 4.3 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.

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 22. 9. 2017 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 reasonably 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.

8. **BID PRICE**

- 8.1 The Bidders shall fill in the bid price in the contract (annex No. 2).
- 8.2 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.

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 „ **Real-time digital oscilloscope**”. On the envelope shall be address to which the Contracting Authority may send information regarding the Public Procurement.
- 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 The bid must contain the draft of the contract signed by the person authorized to act on behalf of the bidder.
- 9.5 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.
- 9.6 The bidder must submit a bid in its original (paper) form.
- 9.7 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).
- 9.8 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.
- 9.9 The bids must be structured in the following manner:
- a) **Cover sheet**
Bidders shall fill in cover sheet
 - b) **The description of the offered product**
 - c) **Draft of the contract** signed by the person authorized to act on behalf 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 without stating any reasons.
- 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.

11. **LIST OF ANNEXES**

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

In Prague on 8.9...... 2017

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RNDr. Michael Prouza, Ph.D., director

ANNEX 1

COVER SHEET OF THE BID

Public procurement title: Real-time digital oscilloscope

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: 00 420 601 560 318

E-mail: vaclav.mraz@eli-beams.eu

Bidder:

Registered office:

Identification No.:

Tax Identification No.:

Person authorized to act on behalf of the bidder:

Bank account:

Contact person:

Contact address:

Telephone:

E-mail: