



**TENDER DOCUMENTATION - the text part
for a below-the-threshold public contract for a delivery of goods
pursuant to § 53 of Act No. 134/2016 Coll., of placing public contracts in
a valid wording
(hereinafter referred to as the "Act"), for a public contract of:**

Microarray printer and laser scanner – 2017/0008

Kind of public contract - a delivery

1. The contracting authority details

Name of the contracting authority:	Jan Evangelista Purkyně University in Ústí nad Labem
Registered office of the contracting authority:	Pasteurova 1, 400 96
Recipient of the public contract	Faculty of Science, UJEP
Statutory representative	doc. RNDr. Martin Balej,
Ph.D., rector	
Legal form:	A public high school
Company Reg. No.:	44555601
Tax Company Reg. No.:	CZ44555601
The contact person:	Ing. Vladislav Šrajbr
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Registration number of the project: CZ.02.1.01/0.0/0.0/16_013/0001821

Title of the project: ProNanoEnvi – the research infrastructure

Operational Programme: Research, Development and Education

This tender documentation is devised as a summary of figures, requirements, trading terms and conditions and technical specifications of the customer defining the subject of the public contract in details necessary for devising and placing a tender for performing a below-the-threshold public contract pursuant to § 53 of Act No. 134/2016 Coll., of placing public contracts in a valid wording.

This public contract is placed according to the regulations for choosing the suppliers within the Operational Programme: Research, Development and Education.

The tenderer notes that the contractor is bound to conform to the requirements for publicity of structural funds programmes as stated in the Manual for a beneficiary of financial support from the Operational Programme Research, Development and Education in all relevant documents referring the the tender or procedures, in particular in the tender documentation, in all contracts and other documents referring to the public contract.



2. Subject matter of the public contract

2.1. Subject matter of the public contract

Microarray printer and laser scanner

Tender for a purchase of a set of 2 instruments for the purpose of research in the area of microarray biosensors. The two systems will be delivered within the tender: (i) a microarray printer; (ii) a microarray laser scanner. The minimal technical specifications of the instrument set are described further in the text. The offer which meets the minimal technical configuration and the lowest price of the set will be selected as a winner.

The maximal price of the set included duties, transport and installation is 84 085 EUR without the VAT.

Microarray printer

Characteristic features:

Microarray printer for producing diverse DNA, protein, reverse phase and whole cell microarray content in personal desktop designs. Automated solution to innovative microarray research, genomics, proteomics and diagnostics, life science and health care related to basic and application research.

Minimal technical specifications

- Minimal 4-pin printhead configuration in a 2 x 2 pattern
- Printhead for reduced friction and printing precision
- Axis resolution and repeatability min. of $\pm 10 \mu\text{m}$
- Deck which accommodates at least 14 standard glass substrate slides (25 x 76 mm)
- Deck which accommodates 1 microplate (384-well)
- Complete deck and microplate cooling/heating from 4°C - 45°C
- Humidity control from 10-80% RH with tolerance max. $\pm 1 \%$ or better at steady state
- At least 3,600 spots per sub-microarray (9 x 9 mm)
- At least 50,400 spots per entire substrate (18 x 63 mm)
- Sonic wash station for pin cleaning
- A set of starting pins
- PC and software for instrument control included

Microarray laser scanner

Characteristic features:

The instrument is made for the purpose of developing new sensitive optical protein/DNA/whole cell microarray diagnostic devices (biosensors) for environmental or biomedical applications. It will enable performing a highly sensitive scanning of fluorescence signals located on micrometer-sized spots of fluorescently labelled molecules attached to active biosensor surface. The instrument will be equipped with a powerful software for fast analysis of acquired data from individual spots with 3 μm scan resolution. Automated solution to innovative microarray research, genomics, proteomics and diagnostics, life science and health care related to basic and application research.

Minimal technical specifications

- Lasers - Thermoelectrically cooled laser diodes with stabilized feedback output
- Excitation wavelengths - 532 and 635 nm
- Laser power – adjustable
- Gain PMT - Linear from 0 to 100%
- Autofocus - Real-time and automated
- Detection - confocal and high performances digital laser/PMT system
- Optical resolution – min. 3 μm or better



- Pixel size – min. range 3 μm to 40 μm
- Scanning time – max. 3.5 min per 22 x 74 mm substrate at 10 μm resolution or better
- Scan area - Full substrate slide area (22 x 74 mm)
- Sensitivity – min. 0.05 Fluor/ μm^2 or better
- Dynamic range >10,000-fold
- Open platform glass substrate slides (25 x 76 mm)
- Highly accurate grid positioning using automatic spot recognition for accurate quantification and 16-bit exportable TIFF data
- Compatible fluorophores: Cy5, Cy3
- PC and software for instrument control and image analysis with automatic spot recognition included

General conditions of purchase

- Minimum of 2-years warranty
- On-site installation and staff training by a company specialist
- Guaranteed service of the equipment available within 10 working days

The classification of the subject matter of the public contract is defined by the CPV (NIPÉZ) codes:

38000000-5 Laboratory, optical and precision equipment (excl. glasses)

2.2. The trade terms and conditions including the payment conditions and objective conditions determining when it is possible to exceed the tender price; requirements for the method of processing the tender price

The tender must contain a draft of the contract which accepts all the requirements given by the contractor both in the tendering conditions and the contraction documentation including factual, technical, legal and contractual requirements.

The draft of the contract must also contain the conditions stated by tenderer in their tender.

The draft of the contract must be stamped (if the tenderer uses a stamp) and signed by the statutory representative of the tenderer in accordance with the procedure of signing in authority. The statutory representative must be stated in the Companies Register or he or she must be given an official mandate and attach a copy of the appointed Power of Attorney document.

The draft of the contract must particularly contain:

- a) marking of contract parties
- b) a subject matter definition
- c) terms and place of delivery
- d) price including the division into the sections with and without VAT
- e) payment conditions with no requirements for prepayment
- f) warranty and service conditions
- g) sanctions warranty and indemnity letter,
- h) a contractual obligation of the supplier to enable all certified subjects affiliated to the project financing the supply to check all the documents related to contract performance in a period defined by legal regulations of the Czech Republic for archiving (Act No. 563/1991 Coll., on accountancy, Act No. 235/2004 Coll., on VAT).

The tender price is defined as a price for a public contract performance. The tender price will be stated in the EUR currency without VAT. The tender price must be stable and independent of changes and development of exchange rate that may occur in the course of implementation of the public contract. The tender price must contain all costs necessary for a proper implementation of the subject matter of the public contract including all the relevant costs (fees, import duties, additional cost, transport etc.)



The tender price must be calculated in accordance with the development of prices in the related field. The usual changes in the exchange rate of the Czech currency and the foreign currencies within the period of implementing the subject matter of the public contract must be taken into consideration.

2.3. Explanatory report for the tender documentation pursuant to § 98 of Act

The supplier is entitled to ask the contractor to provide additional information to the existing tender documentation. The contractor recommends that the request for additional information be handed using the E-ZAK UJEP electronic application for processing the public contracts in the period of time specified by the provision § 98 paragraph 3ZZVZ; at the latest 8 working days before deadline for placing the tenders.

The contractor is bound to provide an explanatory report to the tender documentation within 3 working days after the supplier's request is delivered. The contractor, is bound to provide such report, including an exact wording of the request, to all suppliers who have requested the tender documentation or have obtained it.

The contractor may, in accordance with § 98 paragraph 1 of the Act, provide the suppliers an explanatory report to the tender documentation without the suppliers' request. Pursuant to § 99, the contractor may also publish a change or an annex to the tender documentation and also, accordingly to the nature of the changes or the the annexes prolong the deadline for placing the orders.

3. The time limit and the place of performance of the public contract

The contractor sets the following time limits for performing the public contract:

The anticipated start of performing the contract is immediately after the contract has been published in the Register of contracts at the Ministry of the Interior of the Czech Republic.

The time limit for performing the public contract is set at 60 days after the contract has been published in the Register of contracts at the Ministry of the Interior of the Czech Republic.

The place of performance is set at the Jan Evangelista Purkyně University in Ústí nad Labem, the faculty of Science in Ústí nad Labem, České mládeže 8.

3.1. The appointed supplier, being a legal person before the contract is concluded, presents the following documents:

- a) Identification details of all persons, who are its real owners pursuant to the Act on selected measures against legitimisation of crime generated profits and financing of terrorism
- b) Documents defining the legal relations of all persons pursuant to section a) towards the supplier; such as:
 1. certificate of incorporation or other registers
 2. list of shareholders
 3. decision of a statutory body about the payment of profit sharing
 4. memorandum of association, a charter

4. Tender price

4.1. Requirements on the method of processing the tender price

The tender price will be processed as a complete price for performing the public contract including the duty fees, insurance and the transport expenses. The price will



be set as the **"maximum allowable"**. The tender price will include all the expenses for performing the contract.

The price calculation will include a recapitulation of the price in an itemized form according to the tender specification.

All prices will be stated in EUR. The contractor requires an itemized price list including the pricing of the individual parts.

The contractor reserves the right to discard a tender that exceeds the sum of 84 085,- EUR without the VAT.

The tender will include:

- **commercial conditions including device specifications**
- **other documents**

5. Presenting the information on qualification and on submitting the tender

The contractor requires the tender to be submitted via the E-ZAK UJEP electronic application (<https://ezak.ujep.cz/>). The scanned files (signed and stamped) are to be submitted in the following formats: pdf, bmp, jpeg.

After signing in to the E-ZAK system, the candidate must have the electronic signature certificate.

The electronic signature is necessary to complete the process of registration in the E-ZAK system. See the following link

https://ezak.ujep.cz/data/manual/QCM.Podepisovaci_applet.pdf

Detailed information on using the E-ZAK system is to be found at

<https://ezak.ujep.cz/data/manual/EZAK-Manual-Dodavatele.pdf>

The customer requires the tenders to be submitted only in the electronic format.

The tender must be devised in Czech or English.

The time limit for submitting the electronic tenders is set on **29. 3. 2017 at 10:00 CET**.

6. Anticipated cost of the public contract

The anticipated cost of the public tender is also the maximum cost set at 84 085,- EUR without VAT.

7. Tender time limit

The tender time limit (a period of time during which the public tender candidates cannot resign from the tender procedure) is set at 90 days and it begins once the time limit for submitting the tender ends.

8. Other requirements for the tender procedure

8.1. Variants

The contractor does not accept any tenders suggesting alternative solutions.

8.2. The description of opening, assessing and evaluating the tenders

Opening electronic tenders

The contractor announces that opening the envelopes pursuant to § 110 paragraph 1 of the Act will not take place as only tenders submitted in an electronic format are accepted.

The tenders submitted in the electronic format are opened by the contractor after the time limit for submitting the tenders ends. The contractor checks that the electronic tender has been delivered in the due time limit and that it is authentic and that the data mail containing the tender has not been tampered with before opening.



Assessing the tenders

The assessing and evaluating the tenders will be carried out by a commission for assessing and evaluating tenders (hereinafter referred to as the "commission")

The commission will assess the level of conforming to the requirements for the qualification of the candidates according to the qualification prerequisites and the contractor requirements for qualification and submitting tenders as stated in the tender documentation of this tender

The candidate whose tender will not meet the above stated criteria during the process of assessment will be discarded by the contractor of the tender procedure without delay. The contractor will inform the discarded candidates without delay in writing, including the reasoning of the decision.

Evaluating the tenders

The evaluation of tenders will follow the economic criteria preferring the lowest tender price without VAT.

Evaluation methods:

The contractor makes a ranking that reflects the tender price in EUR without the VAT from the lowest to the highest.

The most convenient tender is the one containing the lowest tender price in EUR without the VAT of all the tenders.

8.3. Changing or amending the tender documentation

The contractor reserves the right to change or amend the tender requirements stated by the tender documentation following either the requests for clarification of the tender documentation made by the candidates or its own initiative. If the contractor changes or amends the tender conditions, they prolong the time limit for submitting the tenders accordingly.

8.4. Cancelling the tender procedure

The contractor is authorized to cancel the tender procedure in cases defined by the Act.

9. Using subcontractors

The contractor requires the candidates of the tender procedure to state a list of subcontractors, known at the time of tender procedure. The candidates are to state which parts of the public contract will be performed by particular subcontractors.

10. Other requirements of the contractor

- The contractor is authorized to cancel the tender procedure in cases defined by the Act.
- The contractor is authorized to change, clarify or amend the requirements for the tender during the tender procedure. Any changes must be equally handed to all candidates in writing.
- The contractor will not turn back the submitted tenders.
- Each candidate is bound to study the location, the nature of the place of performance and make sure all local irregularities have been taken into consideration before the tender is submitted. They also take note that a lack of information or a mislead understanding of provisions and data do not qualify the candidate to claim compensation or an increase of the tender price.
- In case a candidate does not meet the criteria of the call or the tender documentation, the contractor is authorised to discard the candidate without further assessment.



- The candidate takes note that by submitting the tender they agree to the terms and conditions set by the contractor in the tender documentation.
- The contractor does not cover any expenses for devising the tenders or any other expenses related to the tender. The candidates submit their tenders free of charge and cannot claim any compensation.
- Pursuant § 53 (5) of the Act, the contractor reserves the right to announce the decision to discard a tender procedure candidate by publishing the decision on the contractor's profile.
- Pursuant § 53 (5) of the Act, the contractor reserves the right to publish the information about the choosing the supplier on the contractor's profile.

In Ústí nad Labem 13 -03- 2017

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