**Call for bids and to demonstrate qualifications   
in a simplified, sub-threshold tender**

**pursuant to the provisions of Section 53 (1) of Act No. 134/2016 Coll.,**

**on public procurement, as amended   
(hereinafter referred to as the “Act” or “ZZVZ”)**

Contracting authority:

|  |  |
| --- | --- |
| **Name of the contracting authority** | **University of Jan Evangelista Purkyně in Ústí nad Labem** |
| **Registered office of the contracting authority** | Pasteurova 1, 400 96 Ústí nad Labem |
| **Name and surname of the person authorized to act on behalf of the contracting authority** | Assoc. Prof. RNDr. Jaroslav Koutský, Ph.D. – Rector |
| **ID of the contracting authority** | 44555601 |
| **Contact person of the contracting authority** | Lukáš Potměšil  Department of Public Procurement  phone: 475286391 |

*Title of the public contract:*

**Supply of equipment for the Microfluidics Laboratory II - 2025/0052**

(hereinafter referred to as “Public Contract”)

Project registration number: CZ.10.02.01/00/24\_061/0000462

Project name: GET center UJEP

The contracting authority hereby

invites

suppliers, under the provisions of Section 53 (1) of the Act, to submit a bid for the performance of the Public Contract and to demonstrate compliance with the qualifications.

1. **Tender documentation and access to it:**

**The tender documentation, including all its annexes, is freely accessible in electronic form on the contracting authority’s profile in the E-ZAK system in the Public Procurement Tender Documentation block.**

Access to the system is at https://ezak.ujep.cz

To log in to the E-ZAK system, the participant must have an electronic signature certificate.

If the participant is not yet registered in the E-ZAK system, an electronic signature is required to complete the registration, see the link: <https://ezak.ujep.cz/data/manual/QCM.Podepisovaci_applet.pdf>

Detailed information about operating the E-ZAK system can be found at: <https://ezak.ujep.cz/data/manual/EZAK-Manual-Dodavatele.pdf>

1. **Deadline for submitting bids:**

**Date:** The deadline for submitting bids is listed in Annex No. 1 (tender documentation) and begins on the day following the date of publication of the call on the contracting authority’s profile.

1. **Method of submitting bids, including information on the language in which they may be submitted:**

The contracting authority requires that the bid be submitted via the electronic procurement system (E-ZAK). Further information and requirements for the method of submitting bids, including information on the language in which the bids are to be processed, are provided in the tender documentation, which forms Annex No. 1 to this call.

1. **Definition of the contracting authority’s requirements for proof of qualification, including the required documents:**

The contracting authority’s requirements for proof of qualification are set out in the tender documentation, which forms Annex No. 1 to this call.

1. **Rules for evaluating bids according to Section 115 of the Act:**

The rules for evaluating bids are set out in the tender documentation, which forms Annex No. 1 to this call.

Annexes:

Annex No. 1 – Tender documentation

In Ústí nad Labem, date ……………….

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Assoc. Prof. RNDr. Jaroslav Koutský, Ph.D. – Rector

**TENDER DOCUMENTATION**

**to a sub-threshold public contract for supply within the meaning of Section 53 of the Act No. 134/2016 Coll., on the award of public contracts, as amended (hereinafter referred to as the “Act” or “ZZVZ”), for the public contract with the name:**

**Supply of equipment for the Microfluidics Laboratory II - 2025/0052**

(hereinafter referred to as “Public Contract”)

**Type of public contract – supplies**

1. **Details about the contracting authority**

Name of the contracting authority: University of Jan Evangelista Purkyně   
 in Ústí nad Labem

Pasteurova 1, 400 96

Registered office of the contracting authority:

Workplace of the contracting authority, for

whom the VZ is intended: UJEP

Statutory representative Assoc. Prof. RNDr. Jaroslav Koutský,

Ph.D. Rector

Legal form: Public university

ID: 44555601

TIN: CZ44555601

Contact person in the matter of the VZ: Lukáš Potměšil

Phone: 475 286 391

Project registration number: CZ.10.02.01/00/24\_061/0000462

Project name: GET center UJEP

This tender documentation is prepared as a summary of the data, requirements, commercial terms and conditions and technical conditions of the contracting authority, defining the subject of the public contract in the details necessary for the preparation and submission of a bid for the performance of a sub-threshold public contract within the meaning of the law.

The participant acknowledges that the contracting authority is obliged to comply with the requirements for publicity of the Structural Funds Programmes set out in the Guide for Beneficiaries of Financial Support from the Operational Programme, in all relevant documents relating to the tender or procedure, i.e. in particular in the tender documentation, in all contracts and other documents relating to the contract in question.

Tender documentation means tender documentation in the narrower sense, i.e. all written documents containing the conditions of the tender, communicated or made available to the participants in the tender procedure at the start of the tender.

In accordance with Section 96 (1) and (2) of the Public Procurement Act, the tender documentation is published on the contracting authority’s profile <https://ezak.ujep.cz>

**E-ZAK electronic tool:**

All actions within this tender procedure, as well as all communication between the contracting authority and the supplier, are carried out electronically via the electronic tool E-ZAK. All documents sent via the E-ZAK electronic tool are considered to be duly delivered on the date of their delivery to the user account of the addressee of the document in the E-ZAK electronic tool. The delivery of a document is not affected by whether the document has been read by its addressee, or whether the E-ZAK electronic tool has sent the addressee a notification to their contact email address that a new message has been delivered to their user account in the E-ZAK electronic tool or not.

The supplier is always responsible for properly and timely familiarization with the documents sent by the contracting authority via the E-ZAK electronic tool, as well as for the accuracy of the contact details provided by the supplier.

The terms and conditions and information regarding the E-ZAK electronic tool, including information on the use of electronic signatures, are available at:

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

To log in to the E-ZAK system, the supplier must have an electronic signature certificate. If the supplier is not yet registered in the E-ZAK system, an electronic signature is required to complete the registration, see the link: <https://ezak.ujep.cz/data/manual/QCM.Podepisovaci_applet.pdf>

The contracting authority notes that the   
E-ZAK electronic public procurement system enables working with files up to 38 MB. Larger files must be divided appropriately before sending them via E-ZAK.

For answers to any questions regarding user control of the E-ZAK electronic tool, it is possible to use the EZAK user support (phone: +420 538 702 719, e-mail:  [podpora@ezak.cz](mailto:podpora@ezak.cz)), or the contact person of the contracting authority.

**Information about data processing:**

The contracting authority, in its capacity as the personal data controller, hereby informs the participants in the tender procedure of the processing of personal data for the purpose of conducting the tender according to the Public Procurement Act, pursuant to Article 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (hereinafter referred to as the “GDPR”). As part of conducting the tender, the contracting authority may process the personal data of suppliers and their subcontractors (from among FO entrepreneurs), members of statutory bodies and the contact persons of suppliers and their subcontractors, entities through whom the supplier demonstrates its qualifications, members of the supplier’s implementation team and the true owners of the supplier. The contracting authority will process personal data only to the extent necessary for the implementation of the tender procedure and only for the period specified by legal regulations, in particular the Public Procurement Act. Data subjects are entitled to exercise their rights under Articles 13 to 22 of the GDPR in writing to the address of the contracting authority.

1. **Subject of the public contract**
   1. **Subject of the public contract**

The contracting authority requires the supply and installation of equipment for the Microfluidics Laboratory, according to the technical specifications (Annex No. 3 to this TD)

By submitting a bid, the supplier guarantees that the supply will include all necessary equipment, connecting components, cables and SW that allow the full functionality of the equipment.

The contracting authority requires that the supplier provide complete documentation for the subject of performance in Czech or English as part of the bid. In accordance with Section 104 of the Public Procurement Act, the contracting authority reserves the right to require the selected participant, before concluding the Contract, to submit documents relating to the subject of the public contract,

Individual components of the delivery, as well as the delivery as a whole, must meet the requirements arising from the safety standards valid in the Czech Republic.

*Justification of the procedure according to Section 6, paragraph 4 of the Public Procurement Act.*

When creating the tender conditions for the public procurement procedure in question, the contracting authority has followed the principles of responsible procurement pursuant to Section 6 (4) of the Act, to the extent it considers possible and appropriate to the nature and purpose of the public procurement being awarded, also with regard to the other principles set out in Section 6 of the Act. Furthermore, the contracting authority has relied primarily on the possibilities resulting from the nature of the public contract itself, or rather the subject of the performance of the public contract.

Due to the significant specificity of the subject matter of the contract, the contracting authority has proceeded with the above-mentioned principles, assessed the technical and technological complexity of the subject matter of the contract and has taken into account aspects of socially responsible procurement and environmentally responsible procurement in the tender documentation, in the commercial and other contractual terms and conditions.

To simplify the administrative process of creating bids, suppliers are provided with sample forms, tables for filling out technical specifications, etc., which are annexes to this tender documentation.

With regard to the nature and purpose of the public contract, the contracting authority has not identified any other possible topics of responsible procurement that would be in line with the defined purpose of this public contract, its subject matter, the principles of equal access and non-discrimination in relation to suppliers, and the principles of economy and efficiency.

* 1. **The commercial terms and conditions, including payment terms and objective conditions under which the bid price may be exceeded; requirements for the method of processing the bid price**

The tender documentation contains draft terms and conditions (draft purchase contract), which are to become the content of the contractual agreement with the supplier. The binding commercial terms and conditions are Annex no. 1 to this tender documentation.

The bid price means the price in Euros for the performance of the subject matter of this public contract. The bid price will be stated in the bid in Euros, broken down into price (excluding VAT), VAT amount and price + VAT. The bid price must be a fixed price, independent of any changes in conditions during the implementation of the subject matter of the public contract. The bid price excluding VAT must include all necessary costs for the proper implementation of the subject matter of the public contract, training, including related costs (fees, duties, ancillary costs, etc.)

The bid price must be determined taking into account price developments in the industry until the completion of the contract in question.

The payment terms prescribed by the contracting authority for this public contract are contained in detail in the binding commercial terms and conditions (see Annex No. 1 to the tender documentation).

The participant **does not submit** a draft contract with its offer. The binding text of the draft contract will be completed only before the contract is concluded with the selected supplier, when all data will be added (in particular, supplier identification, bid price, name of contact person, etc.)

However, the participant is obliged to **make a solemn declaration** as part of its bid (Annex No. 2 to this tender documentation) stating that it fully and unreservedly accepts the binding text of the draft contract.

In the event of any ambiguities in the content of the commercial terms and conditions or in the draft contract, the supplier has the opportunity to clarify these ambiguities during the deadline for submitting bids.

* 1. **Explanation/change/supplement to tender documentation**

The supplier is entitled to request an explanation of the tender documentation from the contracting authority. The request for an explanation must be submitted **using the E-ZAK UJEP electronic tool for public procurement, within the deadline pursuant to the provisions of Section 98 (3) of the Public Procurement Act with regard to the provisions of Section 54 (5) of the Public Procurement Act**. If the contracting authority provides an explanation in response to a request for an explanation that is not delivered on time, it does not have to comply with the deadlines pursuant to Section 98 (1) of the Public Procurement Act in conjunction with the provisions of Section 54 (5) of the Public Procurement Act.

Based on a request for clarification of the tender documentation, the contracting authority will provide a written explanation, no later than within the deadlines set out in the Public Procurement Act. The contracting authority will publish this explanation, including the exact wording of the request, on the contracting authority’s profile within the deadline for providing explanations concerning the tender documentation.

In accordance with the provisions of Section 98(1) of the Public Procurement Act, the contracting authority may provide suppliers with an explanation concerning the tender documentation even without their prior request. According to the provisions of Section 99 of the Public Procurement Act, the contracting authority may also publish a change or amendment to the tender documentation and, depending on the nature of the change or amendment, shall appropriately extend the deadline for submitting tenders.

1. **Deadline and place for performance of the public contract**

The contracting authority sets the following deadlines for the performance of the public contract:

* The expected start of the performance of the subject of the public contract is immediately after the publication of the contract in the Register of Contracts led by the Digital and Information Agency.
* The deadline and place of performance of the subject of the public contract are specified in the Binding Contractual Conditions (Annex No. 1 to these TD).

1. **Supplier qualifications**
   1. **Qualifications fulfillment**

**The qualifications will be met by the supplier who demonstrates compliance with:**

* basic eligibility according to the provisions of Section 74 of the Public Procurement Act
* professional eligibility according to the provisions of Section 77 of the Public Procurement Act

If the participant fails to demonstrate full compliance with the qualifications, it may be excluded from participation in the tender procedure pursuant to Section 48 (2) of the Public Procurement Act.

* + - * 1. **Basic eligibility according to Section 74 of the Public Procurement Act (hereinafter referred to as the “Act”)**

The participant shall prove the basic eligibility specified in Section 74 (1) of the Public Procurement Act by submitting documents pursuant to Section 75 of the Act or in accordance with the Act.

The contracting authority recommends that when proving qualifications, use Section 45 (4) of the Public Procurement Act, and prove the given part of the qualification by referring to the corresponding information kept in the public administration information system or in a similar system kept in another member state that allows unrestricted remote access. Such a link must contain the Internet address and details for logging in and retrieving the requested information, if such details are necessary.

The participant is entitled to submit a sworn statement to prove that it has met all qualifications (Annex No. 2).

The authenticity and age of documents are governed by the Public Procurement Act.

* + - * 1. **Professional eligibility according to Section 77 of the Public Procurement Act**
        2. The participant shall prove its professional eligibility pursuant to Section 77 of the Act by submitting:
* an extract from the commercial register or an extract from another similar register, if it is registered there.

The authenticity and age of documents are governed by the Public Procurement Act.

The contracting authority recommends that when proving qualifications, use Section 45 (4) of the Public Procurement Act, and prove the given part of the qualification by referring to the corresponding information kept in the public administration information system or in a similar system kept in another member state that allows unrestricted remote access. Such a link must contain the Internet address and details for logging in and retrieving the requested information, if such details are necessary.

The participant is entitled to submit a sworn statement to prove that it has met all qualifications (Annex No. 2).

1. **Instructions for processing the bid**

The participant shall submit a complete **electronic version of the bid,** using the electronic tool according to section 6 of this tender documentation.

The offer will be processed in Czech, Slovak or English. Documents in a language other than the one mentioned above must be submitted by the tender participant with a translation into Czech. Documents in Slovak, documents of education in Latin and complete technical documentation in English are submitted without translation.

The offer shall not contain transcriptions or corrections that could mislead the contracting authority.

The participant shall use the order of documents specified in the following points of these instructions for processing the bid (recommendation of the contracting authority):

* **Participant’s price offer, including acceptance of the technical specifications of the subject of performance.**
* **Documents proving the fulfillment of qualifications according to Article 4 of this tender documentation (with possible use of Annex No. 2 to the tender documentation).**
* **Acceptance of contractual terms and conditions (with possible use of Annex No. 2 to the tender documentation).**
* **Other documents**

1. **Deadline, place and method of submitting bids**

The contracting authority does not accept bids submitted in paper form.

The participant is obliged to submit a bid in electronic form by the end of the bid submission period, via the EZAK electronic tool at the specified electronic address (profile of the contracting authority):

More detailed information necessary for submitting an electronic bid is provided at  [https://ezak.ujep.cz/](%20https://ezak.ujep.cz/)  in the user guide and manual of the electronic signature applet.

The bid must be signed in accordance with applicable legal regulations.

**Deadline for submitting bids:**

**Date: ………………… Hour: 10:00**

1. **Estimated value of the public contract**

The estimated value of the public contract, which is also the maximum price,   
is CZK 4,608,624 excluding VAT or the equivalent value in Euros according to the current exchange rate of Czech National Bank, as of the date of publication of the public contract on the contracting authority’s profile.

**Any supplier bid that exceeds the maximum price specified above will be excluded from the tender process**.

1. **Other conditions of the tender procedure**
   1. **Variants of the bid**

The contracting authority excludes alternative solutions to the tender in advance.

* 1. **Description of opening, judging and evaluating the bids**

Opening electronic bids

The contracting authority is announcing that due to the submission of bids in electronic form only   
there will be no opening of envelopes pursuant to Section 110 (1) of the Act.

Bids in electronic form are opened by the contracting authority after the deadline for submitting bids has expired. When opening electronic bids, the contracting authority checks whether the tender was delivered within the specified deadline, whether it is authentic and whether the data message containing the tender has not been manipulated with before its opening.

**Evaluating the bids**

|  |  |
| --- | --- |
| Name of the sub-evaluation criterion | Criterion weight (%) |
| 1. **Offer price in Euros excluding VAT** | **100%** |

A scoring scale ranging from 0 to 100 points will be used to evaluate the bids for the price sub-evaluation criteria. The bid with the lowest offer price in Euros excluding VAT for the sub-evaluation criterion will receive 100 points. The other evaluated bids will receive a proportional number of points relative to the bid with the lowest offer price according to the formula:

Best bid (with the lowest offer price)

Number of points = 100 x ----------------------------------------------------------------------------

Evaluated bid (price of evaluated bid)

The number of points obtained for each bid will then be multiplied by the weight in the given sub-evaluation criterion.

The evaluation committee will rank the bids according to the number of points achieved in total for all sub-evaluation criteria in descending order, with the bid with the highest number of total points achieved being the best bid.

1. **Other conditions of the contracting authority**

* If a participant fails to meet the tender conditions, the contracting authority has the right to exclude it from further participation in the tender procedure.
* To avoid any ambiguities, the contracting authority stipulates that in the event of differences between the versions of the tender documentation and its annexes in Czech and English, the version in Czech always takes precedence.
* If a participant submits a bid based on a call, it is deemed that it agrees with the contracting authority’s terms and conditions specified in the call, the tender documentation and its annexes.
* The contracting authority will not reimburse participants for the costs of processing their bids or any other costs incurred by the participants in connection with submitting a bid. Participants submit their bids free of charge and cannot make any claims against the contracting authority.
* As part of socially responsible and innovative procurement, the contracting authority allows other contracting authorities to use this procurement documentation, including annexes, as a model. However, this article does not apply to third party rights (e.g. copyright to PD).
* Based on the provisions of Section 53 (5) of the Act, the contracting authority reserves the right to announce the decision to exclude a participant in the tender procedure by publishing the decision on the contracting authority’s profile.
* By submitting a bid, the supplier accepts the terms and conditions of the tender documentation.
* The contracting authority reserves the right to publish the notice of selection of the supplier on the contracting authority’s profile, pursuant to the provisions of Section 53 (5) of the Act.
* If the documentation includes the business names of manufacturers or products, and their direct or indirect references, or photographs of products, they are provided only as an illustrative example of the given standard for greater information for suppliers.

1. **List of annexes:**

Annex No. 1 Binding contractual terms and conditions

Annex No. 2 Sample solemn declaration

Annex No. 3 Technical specifications

Annex No. 4 English version of the tender documentation

In Ústí nad Labem, date ……………………..

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**Assoc. Prof. RNDr. Jaroslav Koutský, Ph.D. Rector**