



EVROPSKÁ UNIE
Evropské strukturální a investiční fondy
Operační program Výzkum, vývoj a vzdělávání

**MS
MT**
MINISTERSTVO ŠKOLSTVÍ,
MLÁDEŽE A TĚLOVÝCHOVY

Call for Tenders Including Tender Documentation

**A small-scale public contract awarded outside the scope
of Act No. 134/2016 Coll., on public procurement (the
“Act” or the “PCA”), in compliance with the principles set
out in section 6 of the PCA**

The public contract is funded from the EU Structural Funds
(OP RDE – „Infrastruktura pro konkurenceschopného absolventa Mendelovy univerzity
v Brně“, registration number of the project CZ.02.2.67/0.0/0.0/16_016/0002366)

Small-scale public contract Eye-tracker 500 Hz+

Contracting authority of the public contract:
Registered office:
Represented by:

Mendelova univerzita v Brně
Zemědělská 1665/1, 613 00 Brno
Prof. Ing. Danuše Nerudová, Ph.D., Rector



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Basic information about the public contract	
Name of the public contract:	Eye-tracker 500 Hz+
Name of the contracting authority:	Mendelova univerzita v Brně (hereinafter referred to as Mendel University in Brno)
Registered office:	Zemědělská 1665/1, 613 00 Brno
ID:	621 56 489
VAT number:	CZ62156489
Person authorized to act for the contracting authority:	prof. Ing. Danuše Nerudová, Ph.D., Rector
Data box ID:	85ij9bs
Project coordinator / cost manager:	Prof. Ing. Robert Pokluda, Ph.D.
Budget manager:	Mgr. Ondřej Veselý
Contact person in technical matters:	Ing. Stanislav Mokrý, Ph.D.
Phone, fax:	+420 545 132 332
Email:	stanislav.mokry@mendelu.cz
Contact person in public contract matters:	Bc. Zdeněk Bartl, administrator of the public contract
Phone, fax:	+420 545 135 257
Email:	zakazky@mendelu.cz
Deadline for submission of bids:	June 5th 2018 at 10:00 a.m.
Estimated value of the public contract:	41,436 EUR exclusive of VAT The estimated value of the public contract is the limit value. Offer prices of public contract tenderers exceeding the limit value will be excluded and will not be evaluated.



Subject of the contract:	Supplies
Division into parts:	NO
Reserved rights of the contracting authority:	The contracting authority reserves the right to publish a notice of economic operator exclusion or a notice of selection of participant on the contracting authority's profile. In such a case, the notices shall be deemed delivered to all participants in the public contract at the moment of their publication.
Type of tender procedure	Small-scale public contract
Address of the contracting authority's profile where the tender documentation is available:	https://zakazky.mendelu.cz/contract_display_2243.html

1. Preamble

- 1.1 The contract is a small-scale public contract ("contract") within the meaning of section 27 of Act No. 134/2016 Coll., on public procurement, the "Act", subject to an exemption under section 31 of the Act.
- 1.2 With regard to market research and the availability of the requested subject-matter of the public contract, the Call for Tenders is processed both in Czech and English so that foreign contractors can also respond to the Call.
- 1.3 The public contract is funded from the EU Structural Funds (OP RDE – project „Infrastruktura pro konkurenceschopného absolventa Mendelovy univerzity v Brně“, registration number of the project CZ.02.2.67/0.0/0.0/16_016/0002366).
- 1.4 For the purposes of this contract, legal and natural persons invited to submit a bid are referred to as "**tenderers**" or "**economic operators**"; Mendel University in Brno announcing the awarding of the contract is referred to as the "**contracting authority**" or the "**client**".
- 1.5 By submitting a bid in the selection procedure, the economic operator fully and without reservations accepts the tender conditions included in this tender documentation including all annexes and any addenda to this tender documentation. The economic operator is obliged to carefully review all the instructions, conditions, deadlines and specifications included in the tender documentation and to comply with them. The information stated in the tender conditions defines the contracting authority's binding requirements for the execution of the public contract. The economic operator is obliged to comply with these requirements in the preparation of its bid and submission of documents proving qualifications.

2. Definition of the subject-matter of the public contract, conditions of execution

- 2.1 **The subject-matter of the public contract is a supply of an eye-tracker used to monitor eye movement, which will be used for worldwide competitive research in the area of marketing, user experience and human-computer interaction, and for the needs of students in the preparation of their theses. Further specifications of the device are attached to this Call.**



- 2.2 The requirements for the subject-matter of the public contract are defined by technical conditions, terms and conditions and other contractual conditions in the form of a Purchase Agreement. These conditions define the framework of the future contractual relationship, they are binding on the economic operator, and they may not be altered or supplemented.
- 2.3 **The estimated value** of the public contract is a total of **41,436 EUR exclusive of VAT**.
- 2.4 The estimated value of the public contract is the limit value. Offer prices of public contract tenderers exceeding the limit value will be excluded and will not be evaluated.
- 2.5 Since the contracting authority is aiming also at economic operators outside the Czech Republic, they are informed that economic operators with their registered offices outside the Czech Republic are not liable to the VAT. The contracting authority, i.e., Mendel University in Brno, is liable to the VAT. In the event of conclusion of a contract with an economic operator with its registered office in the Czech Republic, the payment of the VAT will be dealt with after conclusion of the contract.
- 2.6 Where the economic operator has its registered office in the European Union, it is to list its VAT number for the purpose of invoicing and subsequent payment of the VAT by the contracting authority in the Czech Republic. Where the economic operator has its registered office outside the European Union, the VAT will be assessed for the contracting authority based on customs clearance.

3. Time and place of performance of the public contract

- 3.1 The requested delivery date of the supply is within 30 days of confirmation of acceptance of order sent by the client.
- 3.2 The place of delivery is the Czech Republic, the contracting authority's registered office: Mendel University in Brno, Faculty of Business and Economics (Provozně ekonomická fakulta), Zemědělská 1665/1, 613 00 Brno.

4. Conditions for participation in the selection procedure

- 4.1 The contracting authority stipulates the following conditions for participation in the public contract:
- fulfilment of qualifications requirements
 - submission of a completed Bid Cover Sheet, and
 - submission of the Technical Specifications (Annex 1)
- 4.2 **The economic operator is obliged to fill in all the fields of Annex 1 – Technical Specifications highlighted in yellow:**
The economic operator is obliged to submit information for all the criteria (specifying statement YES/NO for each criterion). The economic operator fulfils the contracting authority's requirements in case a "YES" statement is specified for all items. The selected economic operator must be able



to prove the stated facts upon request of the contracting authority. Where the economic operator specifies “NO” statement, it means that it has failed to meet the conditions for the technical minimum (required parameters) and will be excluded from the selection procedure.

5. Requirements for proving the qualification requirements

5.1 Fulfilment of basic qualification requirements

The contracting authority requires that each bid proves the fulfilment of basic qualification requirements.

Economic operators prove fulfilment of basic qualification requirements by submitting a solemn declaration (sworn statement); they may use the template (**Annex B**) contained in this call for tenders for a small-scale public contract. It must be clear from the contents of the solemn declaration that the economic operator fulfils the respective basic qualification requirements.

5.2 Fulfilment of professional qualification requirements

Economic operators prove fulfilment of professional qualification requirements by submitting a solemn declaration; they may use the template (**Annex B**) contained in this call for tenders for a small-scale public contract. It must be clear from the contents of the solemn declaration (sworn statement) that the economic operator fulfils the relevant required professional qualification requirements.

5.3 Where the subject-matter of the public contract is to be executed by several economic operators jointly and the economic operators are submitting a joint bid for that purpose, each economic operator shall prove the fulfilment of basic qualification requirements and professional qualification requirements independently and separately.

6. Explanation of the tender documentation

6.1 Economic operators are entitled to request in writing the contracting authority to explain the tender conditions.

6.2 A written request must be delivered to the contracting authority no later than 4 working days before the deadline for submission of bids. The contracting authority shall publish, send or transmit an explanation of the tender conditions no later than 2 working days after delivery of the request. The contracting authority reserves the right to publish an explanation including the accurate wording of the request, either on the basis of the economic operator's inquiry or based on its own initiative.

6.3 The contracting authority shall issue any explanations of the tender documentation both in Czech and in English.

6.4 Any explanations of the tender documentation will be published on the contracting authority's profile in the section of the public contract in question:
https://zakazky.mendelu.cz/contract_display_2243.html.





7. Method of evaluation of bids according to the evaluation criteria

- 7.1 The basic evaluation criterion of the public contract is the economic advantageousness of the bid; the economic advantageousness shall be evaluated on the basis of the lowest tender price in EUR exclusive of VAT. The bid of an economic operator with the lowest offer price in EUR exclusive of VAT will be evaluated as the most advantageous one. Bids of other economic operators will be sorted by analogy according to their offer (tender bidding) price from the lowest to the highest.

8. Method of evaluation of the offer price

- 8.1 The economic operator is obliged to determine the total offer price in EUR exclusive of VAT, which will be listed in the Bid Cover Sheet (**Annex A**).
- 8.2 As regards payment terms, the contracting authority does not provide any advance payments.
- 8.3 No changes to the offer price are admissible.

9. Terms and conditions and payment terms

- 9.1 As part of the tender documentation, the contracting authority provides the terms and conditions in the form and structure of an obligatory Purchase Agreement, which defines the future contractual relationship (**Annex C**).
- 9.2 The contracting authority requires the participants to fully accept the terms and conditions. A Purchase Agreement with the selected economic operator will be concluded in the wording identical to the attached terms and conditions, which form Annex C to this Call for Tenders.
- 9.3 Upon the contracting authority's request, the selected economic operator shall only add its own identification information and the purchase price in the text where the possibility is given by the contracting authority, i.e. places highlighted in yellow colour. After completing the requested information, the economic operator will remove the yellow highlighting from the text of the agreement and the comments regarding the completion of information (i.e., the economic operator will submit the agreement without the yellow highlighting). Where the selected economic operator fails to meet the conditions for the alteration of the Purchase Agreement, i.e., alters parts of the text that are not permitted for alteration by the contracting authority as designated by yellow highlighting or provides information contrary to the contracting authority's requirements, the Purchase Agreement will not be concluded.

10. Structure of the content of the bid

The bid must include at least these following parts:

- Bid Cover Sheet with the offer (tender bidding) price (**Annex A**);
- Solemn declaration (sworn statement) of fulfilment of basic qualification requirements (**Annex B**);





- Documents proving the fulfilment of professional qualification requirements (**Annex B**);
- Draft Purchase Agreement (**Annex C**) signed by the economic operator's authorized person, including the required annex – Technical Specifications (Annex 1) with fully completed column “Criteria”,
- The Agreement including annexes in editable format (doc, docx, xls, xlsx) on a portable data storage device;
- Other documents (**Annex D**)

In case a tenderer has a registered office in the Czech Republic, he will use annexes to the tender documentation in the Czech language. In such case a tenderer will fill in and sign Annex C – Draft Purchase Agreement in the Czech language (*Příloha, Annex C Obchodní podmínky, Draft Purchase Agreement CZE_ENG* - pages 1 to 9).

In case a tenderer has a registered office outside of the Czech Republic, he will use annexes to the tender documentation in the English language and fill in and sign Annex C – Draft Purchase Agreement in the English language (*Příloha, Annex C Obchodní podmínky, Draft Purchase Agreement CZE_ENG* - pages 11 to 20).

11. Basic instructions for bid submission

11.1 **An economic operator may submit only one bid.**

11.2 Bids are to be submitted in writing **in electronic form** using the E-ZAK electronic tool designated by the contracting authority (the contracting authority's profile address: https://zakazky.mendelu.cz/contract_display_2243.html) or **in paper form**.

11.3 **Bids in paper form** must be delivered in a properly sealed envelope labelled:

PUBLIC CONTRACT (VEŘEJNÁ ZAKÁZKA)
“Eye-tracker 500 Hz+”
“DO NOT OPEN (NEOTEVÍRAT)”.

The envelope must bear the identification information and the contact person of the economic operator.

11.4 The cover sheet of the bid must list the identification information of the economic operator to the extent indicated below. **The bid must be prepared in Czech or in English and signed by the authorized person on the cover sheet.**

11.5 **In the case of submitting a bid in paper form, the economic operator is to submit the bid in one (1) copy and also in one (1) electronic copy on a CD/DVD/USB flash drive.** The bid must comply and be prepared according to the tender conditions. All the sheets of the bid must be joined together or stapled so that they cannot be individually removed from the bid. All pages of the bid are to be numbered with ascending numerical continuous series.



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- 11.6 In its bid, the economic operator is to explicitly list the contact address for written communication between the economic operator and the contracting authority, and an email address for electronic written communication between the economic operator and the contracting authority. The economic operator shall also include the ID of its functional data box. Where several economic operators are bidding jointly (a joint bid), the bid shall include, in addition to the contact address as referred to in the previous sentence, also the person authorized to represent these economic operators in communication with the contracting authority during the selection procedure.
- 11.7 With respect to Act No. 340/2015 Coll. and the subsequent publication in the Register of Contracts, the Agreement must be submitted on a CD / DVD / USB flash drive in an open editable format (*.doc, *.docx).
- 11.8 Where several economic operators are bidding jointly, they are obliged to submit to the contracting authority, together with documents proving the fulfilment of qualifications requirements, a contract containing an obligation that all these economic operators will be obliged jointly and severally with respect to the contracting authority and third parties from any legal relationships arisen in connection with the public contract, both for the duration of the execution of the public contract and for the duration of other obligations arising from the public contract.
- 11.9 In the event of submission of its bid in paper form, the economic operator is obliged to deliver a printed copy of its bid to the contracting authority's registered office in person or by post within the deadline for submission of bids.

12. Deadline for submission of bids, place and method of submission of bids, opening of bids submitted by participants

12.1 The deadline for submission of bids is on June 5th 2018 at 10:00 a.m.

Bids must be delivered to the contracting authority's registered office (in case the bid is submitted in the paper form):

**Mendelova univerzita v Brně,
Rektorát – PODATELNA, k rukám (to the hands of)
Bc. Zdeněk Bartl,
Zemědělská 1665/1, 613 00 Brno, Czech Republic.**

Bids received after the above stated deadline will not be opened by the contracting authority and will not be evaluated.



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12.2 In the case of submission of the bid in electronic form, the economic operator is obliged to submit its bid using the E-ZAK electronic tool designated by the contracting authority (the contracting authority's profile address: https://zakazky.mendelu.cz/contract_display_2243.html) within the deadline specified in 12.1 of this tender documentation.

12.3 Submitted bids will be opened on **June 5th 2018 at 10:00 a.m.** at Mendel University in Brno, Czech Republic, public procurement department (*oddělení veřejných zakázek*), 1st floor of building A, door No. N2018.

13. Decision on the selection of the most suitable bid

13.1 The contracting authority reserves the right to announce a decision of exclusion of a participant from the selection procedure and to announce the selection of an economic operator on the contracting authority's profile. In that case, the announcement on the selection of the economic operator and the decision to exclude an economic operator shall be considered to be delivered to all participants at the moment of their publication on the contracting authority's profile.

13.2 Other reserved rights of the contracting authority:

- publishing an explanation of the tender documentation on the contracting authority's profile,
- requiring additional information from economic operators and verifying facts listed in the bids.

14. Additional information on the selection procedure

14.1 **The contracting authority reserves the possibility to cancel the selection procedure at any time until the moment of conclusion of the contract.**

14.2 The economic operator is not entitled to reimbursement of costs associated with its participation in the public contract.

14.3 The bids will not be returned to the economic operators and will remain with the contracting authority as part of the public contract award documentation.

14.4 Should any information listed in a bid change before conclusion of a contract with the selected economic operator, the economic operator is obliged to immediately inform the contracting authority of such a change in writing. Should there be any change in the economic operator's qualifications, it is necessary to proceed in accordance with section 88 by analogy of the Act.

14.5 The contracting authority reserves the right to verify information listed in the economic operator's bid with third parties; in such a case, the economic operator is to provide the contracting authority with reasonable assistance.

14.6 Pursuant to section Act No. 320/2001 Coll., on financial control, as amended, the economic operator is a person obliged to cooperate in the performance of financial control.



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- 14.7 The economic operator is obliged to maintain the documents associated with the execution of the contract for 10 years from the end of execution of the contract and to allow persons authorized to carry out control of the project (in particular, the provider, the Ministry of Labour and Social Affairs, the Ministry of Finance, the Supreme Audit Office, the European Commission, the European Court of Auditors) who finance the public contract to check the documents. The period commences on 1 January of the following calendar year in which the final payment was paid to the economic operator.
- 14.8 The economic operator acknowledges the contracting authority's obligation to publish the complete agreement including its annex(es) on the contracting authority's profile and, in accordance with Act No. 340/2015 Coll., the act on Special Conditions for the Efficacy of Some Agreements, Publication of These Agreements and on Register of Contracts (the Act on the Register of Contracts), in the Register of Contracts.
- 14.9 The contracting authority informs economic operators that the contracting authority is entitled to evaluate the bids before evaluating the fulfilment of conditions of participation in the selection procedure.

15. Annexes to the tender documentation

The following annexes form an integral part of the tender documentation:

- Annex 1 – Technical Specifications
- Annex A – template of Bid Cover Sheet
- Annex B – template of solemn declaration (sworn statement) of the fulfilment of basic and professional qualification requirements
- Annex C – Draft Purchase Agreement (*Příloha, Annex C Obchodní podmínky, Draft Purchase Agreement CZE_ENG*)
- Annex D – template of solemn declaration (sworn statement) – consent to the terms and conditions of the selection procedure, declaration of truthfulness and completeness

Brno, May 15.5. 2018

Prof. Ing. Danuše Nerudová, Ph.D.
Rector