CALL FOR PROPOSALS FOR SMALL PUBLIC PROCUREMENT  
awarded on the basis of an open call  
within the meaning of Section 27 of Act No. 134/2016 Coll., on Public Procurement (hereinafter referred to as the "Act" or "ZZVZ"). This public contract, in accordance with the provisions of Section 31 of the Act, is not awarded in a tender procedure according to the law, in compliance with the principles of Section 6 of the Act.  
  
The name of the small scale public contract  
  
Multifunctional agro-forestry operation: rental of heavy machinery for landscaping  
  
Public works contract: Works for construction work  
Description of the subject of the public contract:  
  
The subject of the public contract is the lease of heavy machinery for landscaping under the project "Sustainable food production in the climatic conditions of Sub-Saharan Africa", Reg. No. 61/2018, including operation, insurance and fees related to operation, equipment training, maintenance, servicing and supply of spare parts, or the rental of new equipment within 24 hours.  
  
The technical specification of items required for hire is Appendix 1 to this Call.  
  
  
The fulfillment of the public contract is financed by means of the Ministry of Agriculture.  
  
Data on the contracting authority  
Title: Mendel University in Brno  
Person entitled to act on behalf of the Contracting Authority: prof. Dr. Ing. Libor Jankovský, Dean of the Faculty of Forestry and Wood Technology  
Project coordinator: doc. Dr. Ing. Jindřich Pavliš  
Place of the contracting authority: Zemědělská 1665/1, 613 00 Brno  
Legal form: public college, code 601  
Company ID: 62156489  
Tax ID: CZ62156489  
  
Contact person in technical matters: doc. Dr. Ing. Jindřich Pavliš  
phone: +420 545 134 052  
e-mail: jindrich.pavlis@mendelu.cz  
  
Contact person in matters of public administration administration and person for delivery of requests for explanation of the tender documentation: Ing. Václav Ostrovský  
phone: +420 545 135 257  
e-mail: zakazky@mendelu.cz  
  
Profile address of the submitter: https://zakazky.mendelu.cz/contract\_display\_2809.html  
  
Estimated delivery time VZ From 1 December 2018 to 31 December 2018  
Estimated VZ value  
43.320, - USD without VAT:  
  
The estimated value of a public contract has been set with respect to the maximum amount of funds available to the contracting authority for a given public contract. Submission of a bid with a value exceeding the expected value of a public contract will be considered as failure to meet the requirements of the contracting authority leading to the exclusion of the bid and subsequent exclusion of the participant from further participation in the award procedure.  
  
Place of performance VZ Czech Center of Excellence, Kaisi, Republic of Zambia.  
  
Qualification papers Form submission:  
Qualification assumptions In its tender, the contractor will provide a declaration of honor (a template in Annex B to this call)  
  
Additional parts of the tender dossier  
Offer Cover Sheet - Appendix A  
Pattern of the Declaration of Honor - Appendix B  
Draft lease agreement - Annex C  
Appendix 1 - Technical Specifications  
  
Provision of tender dossier including attachments - The Contracting Authority will issue a call for tenders, including all annexes invited to suppliers, as well as an open call, in electronic form via E-ZAK. Profile address of the submitter: https://zakazky.mendelu.cz/contract\_display\_2809.html  
  
  
Inspection of the place of performance - in view of the place of implementation of the public procurement, the inspection of the place of performance will not be organized.  
  
Bid evaluation - Bids will be rated according to the economic cost-effectiveness criterion of the bid, with the economic merit of the bid being evaluated in the following way: The basic evaluation criterion is the economic value of the bid, with the lowest sub-valuation criterion being the lowest bid in USD excluding VAT. The supplier's tender with the lowest bid price in USD, excluding VAT, will be assessed as the most advantageous. Other bidders' bids will be ranked according to the bid price from lowest to highest.  
  
Requirements for processing the bid  
The contractor shall specify the tender price for the rental of all items listed in Annex 1 (technical specification) - the supplier shall fill in the yellow-colored fields. If the supplier does not specify the bid price for each item, his offer will be discarded. The total bid price of all items may not exceed the limit value of the public contract, ie 43,320, - USD excluding VAT.  
  
The bid price must include all the costs necessarily related to and necessary to deliver.  
The offer will be submitted in the form of a completed lease agreement, which is attached as Appendix C to this Call.  
Explanation of the tender dossier  
Suppliers are entitled to request the contracting authority to explain the tender dossier. The written request must be delivered to the Contracting Authority no later than 4 working days before the deadline for the submission of tenders. The Contracting Authority will provide an explanation of the tender dossier no later than 2 working days after receipt of the request.  
The contracting authority shall send the explanation of the tender dossier, including the exact wording of the application, to all suppliers it has invited in the framework of the closed call.  
  
Terms and Conditions:  
Terms of business are set out in a proposal for a binding lease. The supplier fills the bid and also fills in all the yellow-colored fields.

Place and method of submitting bids  
Suppliers submit a written offer of the Czech / Slovak / English language in one original (also on a CD / DVD / flash disk) in a properly sealed envelope secured on the overpack against opening, either by registered mail through the postal license holder or courier service personally to:  
Mendel University in Brno, Rector's Office  
to the attention of Ing. Vaclav Ostrovsky  
Agricultural 1665/1  
613 00 Brno;  
Alternatively, in electronic form via e-mail (for participants outside the EU at bid@mendelu.cz) or a certified E-ZAK electronic tool (the address of the sponsor's profile: https://zakazky.mendelu.cz/contract\_display\_2809.html)  
  
Office hours of the Registry:  
working days from 8:00 to 11:00 and from 13:00 to 15:00.  
Outside the office hours of the registry office it is possible to use the lodge at the same place on the ground floor on the left.  
  
If the tender is submitted in paper form, the supplier shall deliver the tender in a sealed envelope bearing the name of the public contract: "Multifunctional agricultural and forestry operations: rent of heavy machinery" and "DO NOT OPEN.  
The date and time of the delivery of the offer is determined by delivery by mail or courier service.  
The envelope will also include an address including an email address to which notification may be sent for the purpose of notification to the supplier. The name of the contact person must be entered in the address of the contracting entity.  
Each supplier can only submit one bid.  
Bids submitted after this deadline will not be open and will not be evaluated. If a supplier uses a third-party offer, he or she has the full risk of timely and proper delivery of the offer, including the integrity of the envelope.  
The opening of the tenders will take place on 23 November 2018 at 10:00 am, at the headquarters of the contracting authority: Rectorate, Zemědělská 1665/1, 613 00 Brno - Černá Pole, Public Procurement Unit, 2nd NP Building A (No.  
  
Deadline for submitting a bid  
  
The deadline for submission of tenders expires on 23 November 2018 at 10:00, the opening of tenders will take place without undue delay after the deadline for submitting tenders at the contracting authority's headquarters (for exact specification of the place of opening of tenders, see the previous paragraph).  
  
Requirements for the bid structure  
  
The tender will be submitted in writing in paper or electronic form and will include a signed draft contract that will contain all the described facts described as requested by the contracting authority and the draft contract may not contain any significant contractual terms to the detriment of the contracting authority. If the draft work contract does not contain all the requirements of the contracting authority set forth in this notice, or if the request is modified to the detriment of the contracting entity, whether the contract proposal will contain any significant contractual condition to the detriment of the contracting authority, the tenderer will be excluded from the selection procedure.  
  
The offer must include the following documents:  
• Offer Cover Sheet (Appendix A)  
• Declaration of honor (Annex B);  
• Draft lease agreement (Annex C) signed by the authorized person of the contractor, including the required annex 1 - technical specifications, including filling in the bid prices for all items;  
• Contract including attachments in editable format (doc, docx, xls, xlsx) - on el. carrier or as an attachment to an electronically submitted offer.  
  
In the event that uncertainty is found in the supplier's tender, the tenderer may be invited to complete / explain the bid within the specified time limit.  
If the offer does not contain any of these requirements in the content and scope required or is not properly supplemented, such a bid will be deemed incomplete. The above bid structure is recommended.  
Advertiser's rights  
The Advertiser also reserves the right:  
- to send suppliers an explanation of the tender dossier at the request of the supplier or on the contracting authority's own initiative,  
- the contracting authority does not allow variants of the offer,  
- require additional information from suppliers and verify the facts given in the tenders,  
- cancel the selection procedure no later than the conclusion of the contract,  
- the Advertiser reserves the right to publish the Supplier Selection Notice and the Supplier Exclusion Notice on the Contracting Authority's profile. In such a case, the notice shall be deemed to have been delivered to all tenderers at the time of their publication,  
- the contracting entity and the selected supplier agree to publish the complete contract, including the attachment on the profile of the contracting entity and in accordance with Act No. 340/2015 Coll., in the register of contracts.  
  
  
Suppliers are not eligible to pay the costs associated with submitting the tender to the contracting entity.  
  
Individual bids will be left to the customer for his needs and will not be returned to suppliers.  
  
Date: 8. 11. 2018  
   Signature (Dean):