

## **Invitation to participate in a tender, including procurement documentation**

A small-scale public contract awarded outside of the scheme laid down by Czech Act No. 134/2016 Coll., on Public Procurement, as amended (hereinafter referred to as the “PPA”), entitled:

### **“IT Module for the administrative tasks of the International Relations Office – a repeated procedure”**

**The contracting authority of the public contract: Mendel University in Brno**

ID No.: 621 56 489

VAT No.: CZ62156489

with its registered office at: Zemědělská 1665/1, 613 00 Brno

Represented by: Prof. Ing. Danuše Nerudová, Ph.D., Rector

Basic information about the public contract	
Name of the contracting authority:	Mendel University in Brno
Registered office:	Zemědělská 1665/1, 613 00 Brno
ID No.:	621 56 489
Data box ID:	85ij9bs
Represented by:	Prof. Ing. Danuše Nerudová, Ph.D., Rector
Contact person regarding technical matters:	Ing. MSc. Michaela Menšíková, Ph.D.
Contact person regarding public contract administration:	Ing. Václav Ostrovský, public contract administrator
Telephone:	+420 545 135 257
E-mail:	<a href="mailto:zakazky@mendelu.cz">zakazky@mendelu.cz</a>
Type of public contract:	Services – A small-scale public contract within the meaning of Section 27 of the PPA procured by a <b>closed invitation</b> .
The estimated value of the public contract:	<p>The estimated value of the public contract is CZK <b>950,000,- VAT</b> excluded.</p> <p>The estimated value of the public contract is also the threshold value and it was determined in view of the maximum amount of funds at the disposal of the contracting authority for the public contract. Submitting a tender at a price exceeding the estimated value of the public contract will be assessed as non-compliance with the contracting authority's requirements, resulting in the exclusion of the participant from the procurement procedure.</p> <p>The contracting authority hereby notifies each economic operator that the maximum price per 1 hour of servicing or consultancy services above 50 hrs per year in CZK, VAT excluded, is CZK 2,500, VAT excluded. Tenders submitted by participants who exceed such threshold value will be excluded. The amount of required servicing and consultancy services (above 50 hrs per year) estimated by the contracting authority over the 48-month period is 200 hours.</p> <p><b>Economic operators may also submit their tenders in a currency other than CZK. In such a case, tender prices will be converted to CZK using the exchange rate published by Czech National Bank as on the date when tenders are opened. This provision will apply to all instances when prices are indicated in the Invitation to Tender, including any Appendices, as well as to all instances where the currency (CZK) is indicated.</b></p>

<b>Type of procedure:</b>	A procurement procedure outside of the scheme laid down by the PPA and in compliance with Section 31 of the PPA.
<b>The contracting authority reserves the following rights:</b>	Similarly to the provisions of Section 39 of the Act, the contracting authority reserves the right to conduct an evaluation of tenders prior to assessing conditions for participation in the procurement procedure
<b>Division into lots:</b>	NO
<b>Funding:</b>	<b>Project CRP 18+, operational funds, Erasmus+ projects</b>
<b>Address of profile of the contracting authority:</b>	<a href="https://zakazky.mendelu.cz/contract_display_4952.html">https://zakazky.mendelu.cz/contract_display_4952.html</a>
<b>Deadline for the Submission of Tenders:</b>	<b>18. 5. 2021 at 10:00</b>

## 1. Preamble

- 1.1 The present procurement documentation will serve as the basis for the submission of tenders by economic operators as part of a small-scale public contract (hereinafter the “Contract”) awarded in a procurement procedure outside of the scope (regime) laid down by the PPA
- 1.2 For the purposes of the present public contract, legal entities and natural persons will be referred to as the “participants to the procurement procedure” or “economic operators”. Mendel University in Brno, launching the procurement procedure, is referred to as the “Contracting Authority”.
- 1.3 By submitting a tender in the procurement procedure, the economic operator accepts the award criteria given in the procurement documentation fully and without any reservations, including all Annexes and explanatory notes to the procurement documentation. Prior to submitting a tender, each economic operator is obliged to become familiar with all the instructions, conditions, deadlines and specifications contained in the procurement documentation. Information provided in the award criteria define binding requirements of the contracting authority to perform the public contract. Each economic operator is obliged to abide by these requirements when drafting the tender and submitting the documents to prove qualifications.
- 1.4 With regard to the nature of the public contract, the contracting authority has not identified any further issues for responsible procurement which might be in compliance with the subject matter and purpose of the public contract.

## 2. Definition of the Subject Matter of the Public Contract, terms and conditions of performance

- 2.1 **The delivery of an IT Module for the Administrative Tasks of the International Relations Office** is the subject of the present public contract.
- 2.2 A more detailed specification of the subject matter of the contract is given in **Annex No. 1 – Technical specifications of the subject matter of the public contract**.
- 2.3 The requirements for the subject of the public contract are laid down by technical and business terms and conditions in the form of the binding draft contract on the performance of the subject matter of the public contract – a contract on the delivery, implementation and subsequent servicing of the international relations office IT Module pursuant to the provisions of Section 1746 et seq. of Act No. 89/2012 Sb., the Civil Code, as amended. These terms define the scope of the

future contractual relationship, are binding on the economic operator and may not be changed or amended.

2.4 The total estimated value of the public contract is .....**CZK 950,000 exclusive of VAT.**  
The price for the implementation of the public contract will include the following:

- implementation, initial training and consultations totalling 20 hours;
- the provision of a licence for the first four years, including online / telephone consultations, including any minor servicing interventions of 50 hrs per year, hosting, updates and releases (extra servicing hours for development or intervention above the 50 hours of consultancy per year will be charged at no more than CZK 2500 per hour);
- import of current student mobilities data and a database of partners , interinstitutional contracts for the 2021-2027 programming period, and catalogues of courses provided to Erasmus + students from UIS to the module – SSO ( Single Sign On); updates and new releases;
- system back-ups;
- hosting;
- EWP (Erasmus Without Papers) compatibility;
- administration of partnerships – inter-university agreements;
- an unlimited number of back-up users;
- supplying forms for the mobilities given below or the possibility to create an unlimited number of forms for mobility programmes including both incoming and outgoing students and staff, if applicable, **or** preset forms for Erasmus programme mobilities + (Student Mobility for Studies SMS, Student Mobility for Placement SMP, or Staff Mobility for Teaching STA, and Staff Mobility for Training STT,) and in the field of bilateral agreements;
- online/telephone consultations in the Czech language or minor servicing interventions of 50 hours per year;
- SLA (Service-level Agreement).
- support for the IT module of language mutations in the English, Czech and possibly Russian languages;
- an integration of the international relations office IT Module into the information systems of Mendel University in Brno - University information system, ERP SAP and the electronic records management DERS. The contract requires two-way updates of data on students, trainees, interns, and employees between the international relations office IT Module and the University Information System, and two-way updates of data on employees between the international relations office IT Module and SAP, a connection to the electronic records management DERS for the purposes of creating e-files on individual mobilities and the documentation of general EWP functioning.

2.5 The price of the licence is based on the annual number of administered applicants/mobilities in the IT module. The tender prize is the prize for a maximum aggregate of 1,000 administered individuals per year.

2.6 The number of individuals means:

1. The number of individuals means the number of persons who left or arrived at the university in one calendar year if the mobility was in the online mode.
2. In case of applicants, the number of individuals is the number of registered applicants who joined the admission procedure.
3. In case of one participant, multiple mobilities are counted only as one.
4. A mobility that has been rejected or cancelled before it took place is not included in the number of mobilities.

- 2.7 The number of mobilities is checked once a years as of 1 September.
- 2.8 Exceeding the number of mobilities must not affect the performance of the international relations office IT Module .
- 2.9 If the number of mobilities in a given year is exceeded, it is necessary to pay the difference in the price of the licence according to the economic operator's current price list for the given license category; this price will be applied in the following year and depending on the number of mobilities, it will be reduced or increased.
- 2.10 The price is increased in steps based on the category by a minimum of 100 mobilities a year.
- 2.11 The annual price of maintenance, consultation and service does not change and is fixed for 50 hours per year; if the number of hours is exceeded, then the hourly rate for additional work will be applied.

### 3. Time and Place of Performance of the Public Contract

The implementation of the Work will be carried out according to the implementation schedule:

Stage	Stage of performance of the public contract	Milestone
1	Acceptance of the order sent by SAP	T
2	Accessibility of the module (implementation) and the analysis of the connection to UIS and the electronic records management (eSS)	T + 6 weeks
3	An integration of the module with UIS and eSS within the options resulting from an analysis of UIS connectivity to student mobilities and cooperation with partners, an import of data on current student mobilities and interinstitutional contracts	within 8 weeks from the end of stage 2
4	Alternatively, an integration of the module with UIS within the options resulting from an analysis of UIS connectivity to employee mobilities	within 8 weeks from the end of stage 3
5	Integration of inputs/outputs to other systems (SAP – sending the output for bank orders for scholarships, receiving inputs from SAP to review the use of project funds, information and insurance payments by students, output to SAP for invoice payments in terms of staff mobility and symmetrical inputs from SAP about invoice payments, output of the IT module with student data to the records management and input of information for records management for the administration of a mobility or a project)	within 6 weeks from the end of stage 4
6	Module administration, servicing in accordance with the activities listed in 2.4	for 4 years after the end of the previous stage 5

- 3.1 The place of performance is the registered office of the contracting authority at the address of **Mendel University in Brno Zemědělská 1665/1, 613 00 Brno.**
- 3.2 The estimated date of execution of the Contract is **June 2021. The contracting authority reserves the right to postpone the date of execution of the Contract with regard to the course and termination of the procurement procedure.**
- 3.3 The implementation period of the public contract is subdivided in individual stages. The implementation of stages 1 to 5 is planned for **28 weeks** after the effective date of the Contract on the delivery, implementation and subsequent servicing of the international relations office IT

Module (acceptance of an order sent by SAP). The implementation period of stage 6 is scheduled for **4 years** after the completion of stage 5.

## 4. Qualification requirements

4.1 As part of each participant's tender, the contracting authority requires proof of **basic and professional qualifications**, in the scope provided for in pars. 4.2 and 4.3 of the present article.

### 4.2 Basic Qualifications

The participant will prove their basic qualifications by submitting an affidavit which must be signed by a person authorised to represent the participant.

The scope of the contracting authority's requirements for basic qualifications is specified in detail in **Annex no. 3** to the present procurement documentation, consisting of an affidavit template. The contracting authority also recommends that the economic operators make use of this template to prove their basic qualifications.

### 4.3 Professional Qualifications

The contracting authority requires that professional qualifications for the tender should be proved similarly to Section 77, par. 1 of the PPA, by submitting the following:

- a) **a copy of an extract from the Commercial Register** or other similar register provided that registration in such register is required pursuant to another legal regulation;

A participant may prove their professional qualifications by submitting an affidavit (Annex no. 3) which must be signed by a person authorised to represent the participant.

4.4 **Each participant may submit documents to prove their qualifications in simple carbon copies.**

4.5 The Contracting Authority reserves the right to invite the selected economic operator to submit originals or certified copies of qualification documents. The contracting authority will exclude any economic operator who fails to submit such documents. Documents proving basic and professional qualifications must not be more than 3 months older than the submission of the tender.

4.6 If the subject matter of the public contract is supposed to be jointly performed by several economic operators and if such economic operators submit a joint tender, each individual economic operator must prove their basic and professional qualifications (an extract from the Commercial Register or any other register) separately as given above.

4.7 A foreign participant will prove their qualifications as required by the legal system of the country in which they obtained their qualifications, in the scope required by the contracting authority. If a particular document is not issued in the legal system in the country of the foreign participant's registered office, place of business or residence, then the foreign participant must demonstrate the fulfilment of such part of their qualifications by affidavit.

Each foreign participant will submit the documents proving their qualifications in their original language with a Czech translation attached. The contracting authority reserves the right to invite the selected economic operator to submit a certified Czech translation of documents proving their qualifications.

- 4.8 If the participant is not capable of proving any part of their qualification under par. 4.4, such participant is entitled to prove the remaining part of their qualification by means of third parties. In such a case, the participant is obliged to submit the following:
- a) documents demonstrating the fulfilment of professional qualifications pursuant to par. 4.3 (a) of the present article by a third person,
  - b) documents demonstrating the fulfilment of the remaining part of qualifications through another person;
  - c) an affidavit by a third person on the fulfilment of basic qualifications pursuant to par. 4.2 of the present article;
  - d) a written undertaking agreed upon with the subcontractor, clarifying the commitment of the subcontractor to provide performance intended for performance of the public contract by the participant or to provide things or rights which the participant is entitled to dispose of while performing the public contract, at least to the extent such other person demonstrated the qualifications. When assessing whether this point has been met, the contracting authority will proceed similarly to Section 83, par. 2 of the PPA.
- 4.9 If, after submitting the documents or an affidavit on qualifications, the qualifications of an economic operator changes, the economic operator is obliged to announce such change to the contracting authority within 5 working days and to submit new documents or an affidavit on qualifications within 10 working days of the notification of such change.
- 4.10 Any participant who fails to prove the qualifications required by the contracting authority in the full extent may be excluded from taking part in the procurement procedure any further.

## 5. Explanation of the Procurement Documentation

- 5.1 Economic operators are entitled to ask the contracting authority to explain the award criteria.
- 5.2 A written request must be served to the contracting authority **no later than 4 days** before the passing of the time limit for submitting tenders. The contracting authority will send an explanation of the award criteria **no later than 2 workdays** after the request is served. The contracting authority reserves the right to publish such an explanation, including the exact wording of the request following an inquiry by an economic operator, or of its own motion.
- 5.3 Any explanations regarding the procurement documentation will be published on the profile of the contracting authority under the procurement procedure:

[https://zakazky.mendelu.cz/contract\\_display\\_4952.html](https://zakazky.mendelu.cz/contract_display_4952.html)

## 6. Tender evaluation method

- 6.1 Similarly to Section 114 (1) of the PPA, the tenders will be evaluated based on their economic advantageousness.
- 6.2 Evaluation criteria – as part of the economic advantageousness, the following criteria were laid down, weighted as follows:

PARTIAL EVALUATION CRITERIA	WEIGHT
1. Total tender price in CZK, VAT excl.	80%
2. Rate per 1 hour of servicing or consultancy services above 50 hrs per year in CZK, VAT excluded	20%

### 6.3 **Partial evaluation criterion – Tender price in CZK, VAT excluded**

As part of this criterion, the contracting authority is going to evaluate *the total tender price in CZK, VAT excluded for the complete delivery of the IT Module for the administrative tasks of the International Relations Office and its subsequent servicing and maintenance for 4 years after the acceptance of stage 5 of the implementation schedule of the public contract, including servicing and consultancy activities totalling 50 hrs per year.*

Under this partial evaluation criterion, the most advantageous tender (with the lowest value) will be assigned 100 points. Other evaluated tenders will be assigned a number of points calculated as the product of 100 and the ratio of the value of the most advantageous tender to the value of the evaluated tender. In the next step, the attained number of points will be multiplied by the weight of the partial criterion.

The number of points for the partial evaluation criterion in question:  $a = a_{\min} / a_{\text{NC}} * 100 * 0.80$   
(weight of the criterion)

$a_{\text{NC}}$  – tender price in CZK, VAT excl., of the given tender

$a_{\min}$  – the lowest tender price of all the evaluated tenders in CZK, VAT excl.

**Note: The contracting authority hereby notifies each economic operator of the fact that the threshold total tender price in CZK, VAT excl., for the complete delivery and implementation of the module for administrative tasks of the international relations office is set at CZK 950,000, VAT excl. In cases where an economic operator states a tender price exceeding CZK 950,000, VAT excluded, such tender will be excluded due to the fact that the award criteria were not met.**

### 6.4 **Partial evaluation criterion – Rate per 1 hour of servicing or consultancy services above 50 hrs per year in CZK, VAT excluded**

As part of this criterion, the contracting authority is going to evaluate *the tender price of the economic operator in CZK, VAT excluded, for 1 hour of servicing or consultancy services, above the scope of 50 hrs included in the tender price.*

Under this partial evaluation criterion, the most advantageous tender (with the lowest value) will be assigned 100 points. Other evaluated tenders will be assigned a number of points calculated as the product of 100 and the ratio of the value of the most advantageous tender to the value of the evaluated tender. In the next step, the attained number of points will be multiplied by the weight of the partial criterion.

The number of points for the partial evaluation criterion in question:  $b = b_{\min} / b_{\text{NC}} * 100 * 0.20$   
(weight of the criterion)

$b_{\text{NC}}$  – tender price in CZK, VAT excl., of the given tender

$b_{\min}$  – the lowest tender price of all the evaluated tenders in CZK, VAT excl.



**Note: The contracting authority hereby notifies each economic operator that the maximum price per 1 hour of servicing or consultancy services above 50 hrs per year in CZK, VAT excluded, is CZK 2,500, VAT excluded. Tenders submitted by participants who exceed such threshold value will be excluded.**

**The amount of required servicing and consultancy services (above 50 hrs per year) estimated by the contracting authority over the 48-month period is 200 hours.**

#### 6.5 Overall evaluation method

The contracting authority is going to add up all the attained points for all the evaluation criteria for each tender and it is going to determine the ranking of all individual tenders, selecting the tender attaining the highest number of points as being the most advantageous.

Therefore, the formula to calculate the total number of points is as follows:

Total number of points of the evaluated tender = a + b

a – number of points of the given tender as part of the evaluation criterion entitled “**Tender price in CZK, VAT excl.**”

b – number of points of the given tender as part of the evaluation criterion entitled “**Rate per 1 hour of servicing or consultancy services above 50 hrs per year in CZK, VAT excluded**”

The contracting authority hereby notifies each economic operator of the fact that it is entitled to conduct an evaluation of tenders prior to assessing whether the conditions for participating in the procurement procedure were met.

- 6.6 In case the evaluation committee assesses a submitted tender as one having an abnormally low price, the contracting authority will proceed similarly to Section 113 of the PPA.
- 6.7 In cases where economic operators who would have taken the first and second ranking attain an equal number of points, the contracting authority will evaluate the tender with the lower tender price in CZK, VAT excl., for the complete delivery of the IT module for the administrative tasks of the International Relations Office as the more advantageous tender.

## 7. Calculation method of the Tender Price

- 7.1 Each participant will determine their tender price in any currency other than CZK with a currency conversion mechanism to CZK pursuant to the instructions on page 2 of the Invitation to tender. The tender price will be determined as the maximum price and “the maximum permissible price” and it must include all costs of the economic operator connected with the performance of the public contract.
- 7.2 The contracting authority reserves the right to change the total tender price due to changes in the applicable VAT rate. The tender price in CZK, VAT excluded, agreed to in the Contract, will be charged with VAT at the applicable legal rate and amount as of the date of taxable supply.

## 8. Business and payment terms

- 8.1 As part of the procurement documentation, the contracting authority hereby submits business conditions in the form and structure of the Contract on the Delivery, Implementation and

Subsequent Servicing of the International Relations Office IT Module (hereinafter the “draft Contract”).

- 8.2 By submitting a tender to the procurement procedure, the participant accepts these business terms and conditions in full and without any reservations. **The binding draft contract must not be attached as part of the tender.**
- 8.3 The business terms and conditions define the future contractual relationship. The contracting authority requires that the participants accept the draft contract submitted by the contracting authority obligatorily and in full. For the purposes of submission, assessment and evaluation of tenders, participants will express their consent to the draft contract by affidavit (**Annex no. 3**).
- 8.4 **The selected economic operator will submit the draft contract filled in according to the requirements of the contracting authority, as part of the invitation of the contracting authority to enter into cooperation prior to the conclusion of the contract.** The draft contract submitted by the selected economic operator may not contain any provisions differing from the draft submitted by the contracting authority (Annex no. 4). **The selected economic operator will submit the draft contract, including annexes, which form its integral part.**
- 8.5 The selected economic operator will specify the data necessary for the contractual relationship to be established in the draft contract submitted by the contracting authority (in particular, the economic operator’s own details and tender price, or any other required information) and submit these completed business terms and conditions as a draft contract.
- 8.6 The selected economic operator is not entitled to change or amend any parts of the text, with the exception of data for which this option is expressly given and required, i.e. the passages highlighted in yellow. After filling in the respective details, the economic operator will remove the yellow highlights (the contract is to be submitted without the highlighted sections). In case the economic operator does not meet the conditions for the Contract to be processed, i.e. if it alters any text which the contracting authority did not allow to be altered, or if it specifies data which is in contradiction to the requirements of the contracting authority, then the tender does not meet the award criteria and will be excluded.
- 8.7 **The draft contract, including all Annexes, must also be submitted in an open editable format (\*.doc, \*.docx, \*.xls) pursuant to Czech Act no. 340/2015 Coll. and due to the subsequent publishing in the register of contracts.**

## 9. Requirements for the content of tenders

**As a minimum, each tender must include the following parts:**

- a) **A Cover sheet of the tender** (Annex no. 2), completed, dated and signed by a person authorised to represent the participant;
- b) **Documents to prove basic and professional qualifications:**
  - An affidavit on the qualifications and on the binding nature of the award criteria (Annex no. 3) may be used;
- c) **Specifications and a description of the module, including a description of all the processes and functionalities the system is going to provide (in compliance with the requirements of the contracting authority, given in Annex no. 1 – Technical Specifications)**

- d) Any other documents required by this procurement documentation (such as powers of attorney, etc.)

In case any ambiguities are found in a participant's tender, the contracting authority may invite the participant to specify or clarify their tender within the stipulated period.

## 10. Basic instructions for the submission of tenders

- 10.1 Each participant is entitled to submit only one tender.
- 10.2 Tenders are submitted in writing, in **electronic or documentary form** by the electronic tool E-ZAK determined by the contracting authority (the profile address of the contracting authority: [https://zakazky.mendelu.cz/contract\\_display\\_4952.html](https://zakazky.mendelu.cz/contract_display_4952.html)). The contracting authority recommends conducting the "search engine settings test" in the main menu of the E-ZAK electronic tool.
- 10.3 **Each tender must be drawn up in either the Czech, Slovak or English languages.**
- 10.4 Each tender in documentary form must be served in a duly sealed envelope labelled "IT module for the administrative tasks of the International Relations Office – repeated procedure" and the inscription "NOT TO BE OPENED". The outside of the envelope must contain the identification details of the economic operator and the contact person.
- 10.5 In cases of a tender submission in documentary form, each economic operator will submit their tender in one counterpart and 1 electronic counterpart on a CD / DVD / USB flash disk.
- 10.6 **In their tender, each economic operator must specify the address for written communication between the economic operator and the contracting authority and provide an e-mail address for facilitating electronic written communication between the economic operator and contracting authority.** Each economic operator will also specify the ID of a functional data box.
- 10.7 If a tender is submitted jointly by multiple economic operators (a joint tender), each of these will specify the contact address pursuant to the previous sentence, as well as the person authorised to represent these economic operators in relations with the contracting authority during the procurement procedure.
- 10.8 If a tender is submitted jointly by several economic operators, they must submit to the contracting authority – along with the documents demonstrating the fulfilment of their qualifications – a contract containing the obligation to the effect that all of the economic operators will be held liable jointly and severally to the contracting authority and to third parties in respect of any legal relationships arising in connection with the public contract for the entire term of the performance of the public contract as well as throughout the duration of other obligations arising from the public contract.
- 10.9 All the documents and representations requiring an economic operator's signature must be signed by the statutory body of the economic operator or a person authorised to act on their behalf. If a person with a power of attorney acts on behalf of an economic operator, the power of attorney must be attached at least as a carbon copy.

## 11. The time period for submitting tenders, the place and manner of submitting tenders, the opening of tenders

11.1 Tenders are to be submitted in writing, in electronic or documentary form by the certified electronic tool E-ZAK (profile address of the contracting authority: [https://zakazky.mendelu.cz/contract\\_display\\_4952.html](https://zakazky.mendelu.cz/contract_display_4952.html) ).

11.2 The deadline for submitting tenders elapses on **18. 5. 2021 by 10:00**. All tenders must be served by this date and hour.

11.3 If a tender is submitted in documentary form, the tender must be served by the above deadline to the registered office of the contracting authority:

***Mendelova univerzita v Brně, Rektorát, Odbor veřejných zakázek a nákupu, k rukám Ing. Václava Ostrovského, Zemědělská 1665/1, 613 00 Brno.***

A tender may also be submitted in person; the office hours of the filing room:

- Workdays from 08:00 to 11:00 and 13:00 to 15:00.
- Outside of the opening hours of the filing room, the gatehouse in the same venue on the ground floor on the left may be used to submit a tender.

11.4 The timeliness of service is determined by the date and hour of service of the tender specified on the envelope by the filing room / gatehouse employee of the contracting authority. Any tenders served after the term for the submission of tenders under point 11.2 of the present Invitation will not be opened by the contracting authority and will not be included in the evaluation. If an economic operator uses a third person to serve their tender, the economic operator bears the entire risk of timely and due service of the tender, including the integrity of the envelope.

11.5 Tenders received after such date will not be made available by the electronic tool, which means that these will not be opened by the contracting authority and will not be included in the evaluation.

11.6 Opening of tenders will take place on 18. 5. 2021 without delay after the period for tender submission.

## 12. Further information on the procurement procedure

12.1 **The contracting authority reserves the right to cancel the procurement procedure any time before the conclusion of a Contract.**

12.2 The Contracting Authority does not allow for any variants of tenders.

12.3 No economic operator is not entitled to be reimbursed for any costs associated with their participation in the public contract.

12.4 Should the information that is specified in the tender change prior to the conclusion of a contract with the selected economic operator, the relevant economic operator is obliged to notify the Contracting Authority of such change(s) in writing and without delay. In case there is a change in the qualifications of the economic operator, a procedure similar to Section 88 of the PPA will be followed.

- 12.5 The contracting authority reserves the right to verify the information given in the tenders of each economic operator with third parties, and each economic operator is obliged to assist the contracting authority in doing so.
- 12.6 Pursuant to the provisions of Czech Act no. 320/2001 Coll. on Financial Control, as amended, each economic operator will be a person obligated to cooperate during financial control pursuant to Section 2 e) of Act No. 320/2001 Coll. on Financial Control in Public Administration, as amended. The selected economic operator will enable any and all entities authorised to inspect projects to check documents related to the performance of the public contract throughout the period laid down in the legal regulations of the Czech Republic for their archiving (Act No. 563/1991 Coll., on Accounting, and Act No. 235/2004 Coll., on Value Added Tax). The selected economic operator is obliged to archive the documents on the performance of this public contract for 10 years after the end of performance of the public contract.
- 12.7 The selected economic operator acknowledges the obligation of the entire contract with all annexes to be published on the profile of the contracting authority, and, in the register of contracts pursuant to Act No. 340/2015 Coll., on special requirements for the effectiveness of certain contracts, the publication of such contracts, and on the register of contracts (The Act on the Register of Contracts). The contracting authority will ensure this obligation is met.
- 12.8 The contracting authority hereby notifies each economic operator of the fact that the contracting authority is entitled to conduct an evaluation of tenders prior to assessing conditions for participating in the procurement procedure. In such a case, the contracting authority evaluates each tender only for the respective participant.
- 12.9 Other rights reserved by the contracting authority:
- to publish explanations to the procurement documentation on the profile of the contracting authority,
  - to require additional information from the economic operators and verify facts specified in the tenders.
- 12.10 The contracting authority will process personal data, including special categories of personal data, only for purposes of awarding the given public contract, whereas the contracting authority proceeds in compliance with the regulation of the European Parliament and of the Council (EU) 2016/679 of 27th April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) throughout the entire personal data protection process. Furthermore, the contracting authority will proceed in compliance with the generally binding legal regulations and internal regulations of the contracting authority on personal data protection. More information on personal data processing is available at the following website: [https://zakazky.mendelu.cz/document\\_download\\_27579.html](https://zakazky.mendelu.cz/document_download_27579.html)

### 13. Annexes to the procurement documentation

The following annexes form an integral part of the Procurement Documentation:

Annex No. 1	Technical Specifications
Annex No. 2	Cover Sheet of the Tender Proposal
Annex No. 3	An affidavit on the basic and professional qualifications and on the binding nature of the award criteria
Annex No. 4	Draft Contract on the Delivery, Implementation and Subsequent Servicing of the International Relations Office IT Module
Annex No. 5	Draft Processing Agreement

In Brno

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