Reminder

The following document is an *unofficial translation of important parts* of the Czech document “ZADÁVACÍ DOKUMENTACE VEŘEJNÉ ZAKÁZKY”. At the Faculty of Science of the CharlesUniversity, the purchase of apparatuses from foreign companies is usually arranged via their Czech representatives, so that all administration of this process is commonly done in the Czech language and the faculty staff currently has no appropriate official English version of the document. The following translation was made in order to help the applicant with basic understanding of the document, however, it has no legal force of the Czech version.

**Tender Documentation of the Selection Commission**

**Name of the Public Order:** Retail, Delivery and Installation of Two instruments for oxygen content detection in aqueous suspensions.

**Submitter**: CharlesUniversity in Prague, Faculty of Science, Prague 2, Albertov 2038/6, PSČ 12843

**Authorized person**: Dean of the Faculty, Prof. Dr. BohuslavGaš, CSc.

**Contact person:** Doc. Dr. Martin Kalous, CSc.

**1.5. General provision of the Selection Documentation**: The submitter has prepared the documentation according to his best experience with public tenders and asks the applicants to study it carefully and to announce any objections and comments within 15 days after obtaining the documents.

**4. Qualification of suppliers:** The supplier has to submit documents certifying its:

a) basic qualification, b) professional qualification, c) economical and financial qualification and d) technical qualification.

**4.1.3. Qualification of foreign bodies**

The documents should be either originals or certified copies of documents common for this purpose in the country of the headquarters of the supplier. If an appropriate document is not necessary in the country of origin, the supplier has to prove its qualification by an affidavit. My comment: In our Documentation, we define both Czech and English as official languages and therefore no authorized translation is needed.

**4.2. Basic qualification conditions**

This paragraph states that the supplier has not bankrupt and has been properly paying taxes and social security for its employees, etc.,and that none of the supplier’s representatives have been found guilty in a criminal trial.

**4.3. Professional qualification conditions**

extract from the Business Register or from an analogous file

certificate on the authorization for the entrepreneurial activity

**4.4. Economical and financial qualification conditions**

insurance contract (covering damages caused by the professional activity of the applicant)

**4.5. Technical qualification conditions**

list of the most important deliveries in the last 3 years (submitter, apparatus, price)

**4.8. Evaluation of qualification**

A committee of experts (both economists and researchers from the CharlesUniversity and external persons) will judge the submitted documents and may ask for supplementary information. The candidates that will not prove their qualification sufficiently will be excluded from the competition.

**5. The contract concept**

Applicant has to submit a contract concept signed by the authorized person. The concept has to reflect all conditions set by the submitter, otherwise the applicant will be excluded from the competition.

**6. Business conditions**

Submitter fulfills minimum conditions (of course, more convenient conditions can be offered).

**6.1. Obligatory business conditions**

Theyhave to be incorporated in the contract concept.

**6.2. Warranty**

36 months after the installation and putting into service.

**6.3. Warranty and post-warranty service**

Warranty service: 36 months, post-warranty service 7 years, availability of spare parts: 10 years

**7. Requirements and conditions for evaluation of the offer**

**7.1.** The applicants put the total price on the complete set of instruments according to the Tender Documentation. The offered price has to be the highest feasible price and has to be split in (i) the price without VAT, (ii) the VAT and (iii) the total price including VAT

**7.2.** The offered price can change only as a consequence of tax regulations.

**7.3.** The offer has to contain an annex with a detailed calculation of the total price.

**7.4. Requirements for the segmentation of the offer and documentation of the qualification**

**7.4.1.**The offer and the documents proving the qualification have to be submitted in a written form as an original document and one copy (the offer and all annexes have to be bound together and should be well readable).

**7.4.2.** An electronic version on a CD is also required.

**7.4.3. Required unified segmentation** (of the bound document)

a) identification of the applicant

b) contents

c) statement according to §68(2) the Public Contracts Act, http://www.portal-vz.cz/CMSPages/GetFile.aspx?guid=7a1e35a4-a833-4d2f-be76-83d0868b82ab

d) association (corporation) contract (if applicable)

e) certificates on the professional qualification (the extract from the business register must be the first document)

f) certificates on the basic qualification conditions

g) certificates on the economical and financial conditions

h) certificates on the technical qualification

i) concept of the contract, including all annexes

j) factual and formal objections and comments

k) number of pages

**8. Method, location and deadline of the offer submission**

The offer can be submitted personally to the registry (mail room) of the Faculty of Science of the CharlesUniversity in Prague, CZ-128 43 Prague 2, Albertov 2038/6 (Mo-Th 8.00-12.00 and 14.00-15.00, Fr 8.00-12.00) or sent as a registered mail at the same address until **November 1th, 2012.**

The offer has to be elaborated in a written form and all documents have to be well readable. It must be in one closed envelope labeled by "**Delivery of two instruments for oxygen content detection in aqueous suspensions - DO NOT OPEN**". The envelope has to contain the back address for the announcement according to §71(6) of the Public Contracts Act.

**9. The procedure of the opening of envelopes with the offer**

The opening will be held on 1. 11. 2012 in the Faculty of Science, CharlesUniversity in Prague, Albertov 6, Prague 2.

The committee will open the envelopes according to the date of the delivery and will check if the offer is complete and contains all required parts, namely

a) if it was written in required languages (i.e., either in Czech or in English)

b) if it is (including annexes) signed by the authorized person

c) if the offer contains all parts required both by Law and by the submitter

**10. Criteria for the evaluation of the offer**

The evaluation of individual offers will be done by the committee according to the basic criterion of the economical favorability of the offer and the following particular criteria (weights in percents to the score of the offer):

i) the price of the offer (20%)

ii) technical parameters (75%)

iii) the length of the warranty, time necessary for the arrangement of the service (namely of the guaranty repair, the delivery date (5%)

The rating of the price is based on the value without VAT.

**12. Additional rights and conditions reserved by the submitter**

The submitter reserves the following rights:

1. The payment before the end of 2012.

2. The delivery and installation of the apparatus in November 2012, after the payment of the total price.

3. The submitter precludes multiple variants of the proposal

4. The applicants will cover all expenses of their participation in the competition by themselves

5. The participant will not carry any negotiation which could disturb and hinder the transparent and non-discriminating competition and the selection process

6. Until the installation and final putting into service by the authorized employee of the vendor, the Faculty does not accept responsibility for any potential damage or loss of the parts of the apparatus (during the transport, storage and installation).