

Invitation to Tender



Centrum dopravního výzkumu, v. v. i.
Registered seat: Líšeňská 2657/33a, 636 00 Brno - Líšeň

Invites to tender for a small-scale public contract for supplies commissioned in compliance with the handbook for Selecting Contractors within OP VaVpI

“VR 131: Supply of instrument for measuring of surface roughness for Transport R&D Centre”

Contracting Authority Identification Data:

Centrum dopravního výzkumu, v. v. i.

Registered seat: Líšeňská 33a, 636 00 Brno
Represented by: prof. Ing. Karlem Pospíšilem, Ph.D., MBA, Director
Contact person: Mgr. František Doleček, 541 641 759,
frantisek.dolecek@cdv.cz
Company Identification Number: 44 994 575
Tax Identification Number: CZ 44 994 575

Title of project and tender:

Tender “**VR 131: Supply of instrument for measuring of surface roughness for Transport R&D Centre**” is commissioned within the project Transport R&D Centre and will be co-funded from the Operation Programme for Research and development for Innovations.

Description of public contract:

The subject matter of the public contract is supply of instrument for measuring of surface roughness for Transport R&D Centre. Detailed technical specification is included in Annex 1 of this Invitation.

This public contract will be co-funded from the Operation Programme for Research and development for Innovations.

CPV code:

Code CPV	Subject matter
38410000-2	Measuring instruments

Tender documentation:

All tender conditions are included in this invitation.

Complete Invitation to tender including annexes in electronic form is available on <http://sluzby.e-zakazky.cz/ProfilZadavatele/DetailZadavatele.aspx?IDZ=5e88782d-168d-48e0-b908-d1b43e446f20> and on Contracting Authority’s website www.cdv.cz.

Date and place of submission of offers:

The instrument shall be delivered **until 22nd December 2014**.

The commencement of the performance of the subject matter of the public contract is conditioned by due completion of the tender and signature of the purchase contract. Contracting Authority reserves the right to change the expected date of commencement and completion of the performance of the public contract. **Contracting Authority points out that the condition of proper completion of the**

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tender is in this case, among others, also issue of an annex to the grant decision by the grant provider. In case that the annex will not be issued, the Contracting Authority reserves the right to cancel this tender.

The place of performance is Centrum dopravního výzkumu, v. v. i., Líšeňská 2657/33a, 636 00 Brno.

Type of public contract:

It is a small-scale public contract for supplies.

Date and place of submission of offers:

Date for submission of offers

Offers can be submitted by 1st December 2014 by 14:00 o'clock.

The commission shall not open an offer which is submitted after the date for submission of offers. Contracting Authority shall keep such offer and informs Tenderer of the fact that the offer was submitted after the date for submission of offers.

Place of submission of offers

Offers can be submitted in person or by mail in the head office of Contracting Authority, Centrum dopravního výzkumu, v. v. i., Líšeňská 33a, 636 00 Brno – Líšeň.

Offers can only be submitted in writing in paper form, the offer shall be submitted in duly covered envelope provided with the title “**VR 131: Supply of instrument for measuring of surface roughness for Transport R&D Centre**” and an inscription “**OFFER - DO NOT OPEN**”. The envelope must be clearly marked by address to which it is possible to notify refusing of the offer due to its submitting after the deadline.

The offer shall contain its non-certified copy in electronic form (e.g. scanned) to allow for easier administration and control of the given tender by Managing body the Operation Programme for Research and development for Innovations (OP VaVpI).

Time for Tenderer to be bound by their offer:

Contractors are bound by their offer for 90 calendar days after the date for submission of offers.

Evaluation criteria and their weights

Basic criterion is the lowest offer price.

Evaluating criterion

criterion weight

Offer price

100%

(The price, excl. VAT, must include all costs related to the realization of the supply, including transport, etc.)

Tender shall be awarded to Tenderer who offers the lowest offer price.

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INVESTICE DO VAŠÍ BUDOUCNOSTI



CZ.1.05/2.1.00/03.0064

In the case that two or more tenderers fulfil all the criteria and they reach the same lowest offer price, then wins the bid that was delivered previously to the Contracting Authority. Contracting Authority shall conclude a purchase contract with Tenderer who was awarded the tender. The purchase contract shall include general and payment terms and conditions and other conditions required by this Invitation.

Expected value of public contract (in CZK, excl. VAT):

Expected value of public contract is **CZK 290 000, excl. VAT.**

The specified subject matter and its expected price is the maximum price, it shall not be increased and includes all costs necessary for the complete and due performance of the contract, including costs which contractor could anticipate on the basis of their professional knowledge. **Exceeding the expected value of the public order by Tenderer shall be a reason to disqualify Tenderer from the evaluation of duly delivered offers.**

Offer language:

The offer shall be submitted in Czech or English language.

Method of preparation of offer price:

Tenderer prepares tender offer price as follows:

- offer price in CZK, excl. VAT,
- relevant VAT rate separately,
- offer price in CZK, incl. VAT.

The prepared offer price according to this method shall be specified in Cover Sheet of the offer, which is included in Annex 2 of this Invitation.

Contracting Authority's contact person:

Contact person of Contracting Authority is Mgr. František Doleček, tel.: 548 423 759, email: frantisek.dolecek@cdv.cz

General and payment terms and conditions

Contracting Authority set general and payment terms and conditions for the performance of the public order in the form of the purchase contract (hereinafter referred to as "contract"). The wording of the contract draft is included in the Invitation (Annex 3). **In the contract, Tenderer fills in the data which are intended to be filled in without changing or altering the obligatory parts of the contract.** Draft of the contract, which is filled in and signed by an authorized person, shall be included in Tenderer's offer. **An offer containing an unsigned contract shall be discarded and Tenderer shall be disqualified from tender for not meeting the conditions of tender.**

Conditions for exceeding offer price

Contracting Authority does not allow exceeding the offered price with the exception of changes in VAT.

!!! Contract draft signed by an authorized person of Tenderer shall be submitted by Tenderer within the submitted offer!!!

Method of dealing with offers

Tenderers submit their offer in a form of:

- Cover Sheet (Annex 2)
- Purchase contract draft signed by an authorized person of Tenderer (Annex 3)
- Product sheet that clearly specifies fulfilment of the technical conditions set by this Invitation

Tenderers may have queries regarding the tender and other related information by e-mail to frantisek.dolecek@cdv.cz. The answers to all queries shall not be provided continuously, but shall be published on Contracting Authority's website www.cdv.cz at the latest by three working days from receiving the query.

In compliance with S. 18 (5), the tender is not a procurement procedure in accordance with Act No. 137/2006 Coll., on Public Contracts, as amended (hereinafter referred to as "the Act").

Opening envelopes with offers

The opening of envelopes takes place on **1st December 2014 by 14:00 o'clock** at the seat of Contracting Authority. Tenderers whose offer was duly and timely submitted have the right to participate in opening envelopes with offers. The evaluation of offers shall be performed by a three-member committee appointed by Contracting Authority.

Tender procedure cancellation

Contracting Authority **cancels** tender procedure without undue delay in case:

- no offers were submitted by the set deadline, or
- no offers meeting Contracting Authority requirements for the performance of the subject matter of the public contract by the set deadline, or all offers were discarded respectively, or
- serious discrepancies or errors were found in the announcement on the commencement of the tender procedure, or in Invitation, tender documentation, or in the course of administering of the tender respectively, or
- even the third Tenderer in the ranking with whom it was possible to conclude the contract refused to conclude the contract.

Contracting Authority **has the right to cancel** tender procedure without undue delay in case:

- in the course of the tender procedure special reasons occur due to which Contracting Authority may not be required to continue in tender procedure, or

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- the selected Tenderer, or the second ranked Tenderer, rejected to conclude the contract, or failed to provide required cooperation to conclude the contract respectively.

In such case, Contracting Authority is obliged to inform of the cancellation of the tender all Tenderers who submitted their offers, and inform of it further in the same form of publication as this Invitation.

Other conditions

Contractor is obliged to meet the requirements for mandatory publicity within the programmes of Structural Funds specified in Article 9 of Commission Regulation No. 1828/2006 and in the Rules for Publicity within OP VaVpI (see Annex No 3 Guide for Applicants of OP VaVpI), in all relevant documents related to a given tender or procedure, i.e. particularly in tender documentation and other documents related to public contract. Contracting Authority requires that all Tenderers followed these rules; furthermore, Contracting Authority requires that contractors committed their subcontractors to such procedures.

List of documents Tenderer is obliged to submit:

- Cover Sheet (Annex 2)
- Purchase contract signed by an authorized body/person of Tenderer (Annex 3)
- Product Sheet - Specifications and description of the subject matter

Annexes:

Annex 1 – Technical specification of the subject matter

Annex 2 – Cover Sheet

Annex 3 – Contract

On behalf of Contracting Authority:

In Brno on 19th November 2014

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prof. Ing. Karel Pospíšil, Ph.D., MBA
Director