



CALL FOR COMPETITIVE TENDERING

1. Title of the small-scale public contract tender

"Delivery of a digital Jacquard loom"

tendered via **electronic system**

This tender is a small-scale public contract pursuant to § 27 Act No. 134/2016 Coll., on Public Procurement (hereinafter referred to as ZZVZ), tendered pursuant to § 31 of ZZVZ, in compliance with the principles pursuant to § 6 ZZVZ and binding procedures of the UHK (the Rector's decree No. 15/2016) and relevant project rules.

The event is covered by the EU project: "Internationalization of Education at UHK - infrastructure", reg. No. CZ.02.2.67/0.0/0.0/18_057/0013351.

2. Contracting authority

University of Hradec Králové, Faculty of Education

Rokitanského 62

500 03 Hradec Králové 3

Registration number: 62690094

3. Subject of the public contract

The subject of performance is the delivery of a digital jacquard loom for the Faculty of Education – the required specification is given in Annex No. 01.

The delivery includes putting the machine into operation on site (including the software installation), it is also required that the machine be calibrated and the buyer's employee be trained.

The trade conditions related to this delivery are given in the form of the proposal of the purchase contract in Annex No. 02 to this Call.

4. Estimated value of the public contract, time and place of the performance of the public contract

The value of the public contract is: 1 658 282,00 CZK¹, VAT excluded, i.e. An exceeding of this contract value is a reason for exclusion from the public contract.

Place of the performance: Víta Nejedlého 573/4, 500 03 Hradec Králové, the „E“ building (room E 51250).

Time of the performance of the public contract: within the period of 90 days running from the date on which the Contract becomes effective

5. Deadline and place for submitting ELECTRONIC bids

The deadline for submitting the bids is: on 18. 08. 2020 at 09:00 a.m.

Tenders shall be submitted in the **paper form** or **electronic form**.

Those **in the paper form** must be delivered to the following address:

¹ i.e. due to the rate of the Czech National Bank (date 17.07.2020) approx. 62 131,-EUR

University of Hradec Králové
Public Procurement Department (OVZ),
Rokitanského 62,
Hradec Králové 3, 500 03.

The envelope must be properly sealed and marked with the title of the tender:

"Delivery of a digital jacquar loom - do not open."

Bids in the **electronic form shall** be submitted through **the electronic tool "e-bid"**,
link:

<https://zakazky.uhk.cz/vz00000974>

6. Qualifications and eligibility

For this small-scale contract, the Contracting Authority requires the tenderers to prove in their bids that they meet the demands imposed on the requirements for the participation, which will be a pre-requisite for the evaluation of the tenderer's bid.

The Contracting Authority requests the tenderer to prove **BASIC eligibility**. These basic qualifications are proved by completing and signing the affidavit in Annex No. 03.

7. Requirements for the bid processing

The Contracting Authority requests the following items to be included in the bid:

- a) The completed (header and Article No. 3) proposal of the Contract (Annex No. 02 to this Call) signed by the person authorised to act on behalf of the tenderer;
- b) The Completed Annex No. 01 to this Call;
- c) The completed and signed affidavit of the basic eligibility – Annex No. 03 to this Call (scan);

The proposal of the Contract shall specify the prices final and fixed for the whole contract period. The bid price shall include all the costs necessary for the proper performance of the public contract.

8. Evaluation criteria

The bid with **the lowest bid price in CZK (VAT excluded)**, which is specified in the proposal of the purchase contract and is based on Annex No. 01 to this Call, will be considered the most advantageous.

For the evaluating purposes, the existing price **offers given in EUR will be converted at the exchange rate** declared by the Czech National Bank which will be valid on the deadline date for the submission of the bids.

The bid price shall be a fixed price and a maximum allowable price for the given subject of the public contract, independent of a change of conditions during the performance of the public contract. The bid price shall be determined when taking into account the development of prices in the given sphere, including the development of the exchange rate of the Czech currency to foreign currencies until the end of the order in question. The bid price shall contain all the costs necessary for the proper performance of the public contract.

9. Further information on the tender terms

The tenderer is entitled to request additional information to this Call from the Contracting Authority, at the latest on the fourth working day before the deadline for the submission of the bids.

Use the electronic tool to request additional information.

Upon a request for additional information on the terms of the competitive tendering delivered within the specified deadline, the Contracting Authority shall provide the supplier with additional information within the period of 2 working days from the date of the delivery of this request. The Contracting Authority shall publish the replies, including the exact wording of the request, using an electronic tool.

The Contracting Authority may provide the suppliers with additional information related to the terms of the tender also without a prior request.

10. Further information on the public tender

The Contracting authority reserves the right to deny all bids without giving reason for that and the right not to conclude any contract with any tenderer.

Each tenderer shall submit only one bid.

The Contracting authority reserves the right to verify information provided by the tenderer with the third parties; in that case, the tenderer shall provide all necessary co-operation in this matter.

The Contracting authority reserves the right to additionally adapt or amend the tender conditions of the public tender.

The Contracting authority reserves the right to cancel the tender anytime without giving reasons for that.

The tenderer shall not make changes in the contract. Any changes made will result in excluding the tenderer from further consideration.

Annexes to the Call:

Annex No. 01 - Specifications of the Subject of the Contract

Annex No. 02 – Proposal of the Purchase Contract – Terms and Conditions

Annex No. 03 - Statutory Declaration - Affidavit (Basic Eligibility)

In Hradec Králové

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doc. PhDr. MgA. František Vaníček, Ph.D.
 Dean of the Faculty