

BIOCEV

BIOTECHNOLOGY AND BIOMEDICINE CENTER
OF THE ACADEMY OF SCIENCES AND CHARLES UNIVERSITY
IN VESTEC

INVITATION

The Institute of Molecular Genetics AS CR, v. v. i.

hereby invites you

to tender

as part of implementing a small-scale public supply contract

entitled

“SUPPLY OF LABORATORY ANIMAL BEDDING”

Declaration by the Contracting Authority:

The Contracting Authority declares that this public supply contract – based on its estimated value – has been defined by the Contracting Authority as a small-scale contract pursuant to Section 12(3) of Act No 137/2006 Coll., on public contracts, as amended (hereinafter the “Act”), i.e. in which case the Contracting Authority is not obligated to comply with the procedures laid down by law within the meaning of Section 18(5) of the Act, however, the Contracting Authority is obligated to comply with the principles laid down by Section 6 of the Act and the principles laid down by Annex 2 to the Guide for applicants – Rules for selecting contractors within the OP RDI.

1. Identification information of the Contracting Authority:

Institute of Molecular Genetics AS CR, v. v. i.

Registered office: Vídeňská 1083, Praha 4, 142 20

ID no.: 68378050

VAT no.: CZ68378050

Represented by: prof. RNDr. Václav Hořejší, CSc.

(hereinafter the “Contracting Authority”)

Address of the registered office of the BIOCEV Division:

City Point Building

Hvězdova 1689/2a

140 62 Praha 4 – Pankrác





BIOCEV

BIOTECHNOLOGY AND BIOMEDICINE CENTER
OF THE ACADEMY OF SCIENCES AND CHARLES UNIVERSITY
IN VESTEC

2. Subject matter of the public contract

The subject matter of this public contract is to conclude a framework agreement with one supplier; the subject matter of the framework agreement will be the supply of laboratory animal bedding for 1 year.

The subject matter of the public contract is precisely specified in annex 1 to the model framework agreement – Technical specification.

The estimated quantity of bedding to be purchased during 1 year of performance is 70 000 kg. The Contracting Authority will specify the required packaging method (bags up to 15 kg or BIG-BAG) and the place of delivery in sub-orders. However, the minimum extent of one order will correspond to the full capacity of a commonly used lorry – truck (32 pallets).

3. The time and place for performing the public contract:

The Contracting Authority expects that the performance of the public contract will commence in the 3rd quarter of 2015, providing that the time may be moved in connection with the progress of the implementation of the construction project, i.e. the Biotechnology and Biomedicine Centre of the Academy of Sciences and Charles University in Vestec – BIOCEV.

The selected tenderer is obligated to perform the subject matter of the public contract within 3 weeks of receiving sub-orders according to the concluded framework agreement.

The place for performing the public contract is Building Fb of the Institute of Molecular Genetics, Videňská 1083, Praha and/or the building of the BIOCEV centre in Vestec u Prahy, Průmyslová street, K 294/1, postcode 252 42.

4. Type of public contract:

It is a small-scale public supply contract.

5. Deadline and place for submission of offers and opening envelopes with offers

The deadline for the submission of offers:

Offers may be submitted until September 30th 2015 until 9:30 AM.

Offers that are received after this deadline will be excluded from the tender procedure.

The place for the submission of offers:

Offers may be submitted in person at the reception at the address of the IMG AS CR, v. v. i, BIOCEV Division, City Point Building, Hvězdova 1689/2a, 140 62 Praha 4 – Pankrác, on working days Monday – Friday from 9:00 am to 3:00 pm.

Tenderers may also submit their offers by registered mail to the above address, all offers must be delivered by the deadline for the submission of offers. The Contracting Authority recommends that tenderers should prefer the personal delivery of their offers. Offers may only be submitted in writing, in paper form, in a single, proper and sealed envelope that is marked indicating the name of the contract and the instruction "Do not open" ("Neotevírat").

The offer will include the draft framework agreement signed by the tenderer.





6. Contact person of the Contracting Authority:

Name: Ing. Martin Polák
Tel: 226 201 520
E-mail: martin.polak@img.cas.cz

7. Award period

The tenderer is bound by its offer for a period of 3 months from the submission of the offer.

8. Qualifications prerequisites and how to demonstrate them:

The tenderer is obligated to demonstrate the fulfilment of basic and professional qualifications prerequisites:

- the tenderer fulfils the **basic qualifications prerequisites** specified in Annex 1 to this invitation by submitting a sworn statement; a sample sworn statement is attached as annex 1 to this invitation;
- the tenderer fulfils the **professional qualifications prerequisites** by submitting an extract from the Commercial Register, if it is registered therein, or an extract from another similar register, if it is registered therein; and by submitting a document evidencing that the tenderer is authorised to conduct business under special legal regulations to an extent corresponding to the subject matter of this public contract, including without limitation a document evidencing the existence of a relevant trade authorisation or licence.

These documents may be submitting as simple copies and, upon submitting the offer, both the sworn statement confirming the fulfilment of basic qualifications prerequisites and the extract from the Commercial Register must be no older than 90 calendar days. The Contracting Authority reserves the right to request that the selected tenderer submit the originals of the documents before entering into the agreement.

The tenderer is obligated to demonstrate the fulfilment of technical qualifications prerequisites:

- the tenderer fulfils the **technical qualifications prerequisites** by submitting a list of major supplies (in the form of a sworn statement) that were implemented by the tenderer over the past 3 years, indicating their extent and time of performance. The tenderer fulfils this qualifications prerequisite, if it implemented at least 3 supplies of similar nature in the past 3 years, i.e. supplies of laboratory animal bedding with a minimum annual purchased quantity of 20 000 kg of bedding / 1 supply.

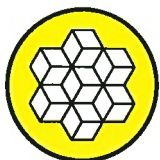
9. Estimated value of the public contract in CZK excluding VAT:

The estimated value of the contract is CZK 1 290 000 excluding VAT.

10. The method of preparing the offer price and the offer:

Requirements for the method of preparing the offer price:

In the offer, the offer price must be indicated in the Czech currency in the following structure: price excluding VAT / VAT amount / price including VAT. The offer price must be set as a fixed price that is independent of any changes in conditions during the implementation of the contract. The offer price must include any and all costs that are necessary for properly fulfilling the subject matter of the contract. Also, the offer price must be set while taking account of the price trends in the given sector, including the trends in exchange rates



between the Czech currency and foreign currencies, i.e. until the fulfilment of the subject matter of the contract, and it must be set as the maximum allowable price that cannot be exceeded.

The offer price represents the price for 1 kg of bedding, including transport to the place of performance in the Czech Republic.

Requirements for the method of preparing the offer:

The offer must be prepared in the Czech or English language. **The offer will contain:**

- a completed draft framework agreement (including all annexes) signed by a person authorised to act on behalf of the tenderer, in two counterparts;
- documents demonstrating the fulfilment of qualifications prerequisites pursuant to item 8 of this invitation;
- and, if relevant, any other documents required by the Contracting Authority pursuant to this invitation.

The offer will be submitted by the tenderer in writing as a single whole, in one original, except for two counterparts of the draft framework agreement that have been signed by a person authorised to act for or on behalf of the tenderer and that will be attached to the offer separately from the remaining sheets of the offer. The Contracting Authority recommends that individual sheets of the offer should be:

- firmly connected together,
- secured against tampering (e.g. by punching each sheet and binding the sheets together with a lace and a seal),
- numbered in an uninterrupted ascending numerical sequence.

The tenderer will submit the offer in an opaque container (envelope) that has been sealed and taped to secure against tampering, marked indicating the name of this public contract, the tenderer's address and the instruction DO NOT OPEN (NEOTEVÍRAT), i.e. no later than the deadline for the submission of offers.

Should the information that is specified in the offer change prior to the conclusion of an agreement with the selected tenderer, the relevant tenderer is obligated to notify the Contracting Authority of that change in writing and without delay.

11. Versions of the solution:

The Contracting Authority does not permit multiple versions of the offer.

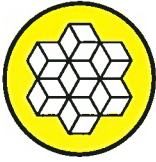
12. Method of evaluation of offers

The primary evaluation criterion is **the lowest offer price for 1 kg of the subject matter of the public contract.**

Tenderers will specify the offer price as an absolute amount in Czech crown. The offer price must be specified as the maximum permissible price.

The offer price may only be changed due to changes in the VAT rate (percentage) prescribed by law, i.e. as of the effective date of any such change.

The offer price must be indicated in the following structure: price excluding VAT, VAT rate (%) and total VAT amount, price including VAT. Tenderers will indicate the offer price in the required structure in the draft framework agreement. The evaluation method: Offers will be ranked according to the offer price (i.e. its



amount) in CZK excluding VAT. The offer in which the lowest offer price is indicated will be evaluated as the most suitable.

If the selected tenderer refuses to enter into an agreement with the Contracting Authority, or if it refuses to accept the business or payment terms and conditions of the agreement, or if it does not cooperate in entering into the agreement, the Contracting Authority may approach the tenderer that ranked second. If, for the above reasons, it is not possible to enter into an agreement with that tenderer, the Contracting Authority may approach the tenderer that ranked third.

13. Payment and business terms and conditions

The payment and business terms and conditions are specified in the binding model framework agreement (Annex 2 to this invitation), which will have been accepted by the tenderer without any reservations by signing it and which will be a part of the tenderer's offer as the draft agreement.

14. Description of the proposed solution

The tenderer will submit a description of the proposed solution in the Czech, Slovak or English language, which must make it clear that the properties and parameters specified in annex 1 to the model framework agreement – Technical specification (or more favourable ones) have been met.

The tenderer will submit the description of the proposed solution as annex 2 to the draft framework agreement.

15. The requirement to list subcontractors

As annex 3 to the draft framework agreement, the tenderer will submit a list of subcontractors to whom it intends to subcontract the performance of a part of the public contract.

If the tenderer does not intend to use subcontractors, it will submit a statement to the effect that it will perform the public contract exclusively by itself without any subcontractors.

16. Cancellation of the tender procedure and other rights of the Contracting Authority

The Contracting Authority reserves the right to reject all offers or to cancel the tender procedure without giving reasons, and the right to amend, supplement or clarify the award conditions.

Prior to the conclusion of the agreement, the Contracting Authority may cancel the tender procedure for example, without limitation, if circumstances occur in which the Contracting Authority cannot be required to continue the procedure.

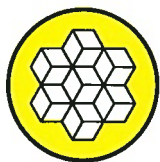
The Contracting Authority does not return offers, or any parts thereof, to the tenderers.

The Contracting Authority reserves the right to exclude from the tender procedure any tenderer whose offer failed to meet the requirements specified by the Contracting Authority or did not contain the elements required by the Contracting Authority pursuant to this invitation.

In connection with the cancellation of the procedure, no rights or claims shall arise for the tenderers against the Contracting Authority.

The tenderer is not entitled to reimbursement of costs incurred in connection with submitting the offer.

The Contracting Authority reserves the right to request that the tenderer supplement the offer in writing, and to verify the information indicated by the tenderer in the offer.



BIOCEV

BIOTECHNOLOGY AND BIOMEDICINE CENTER
OF THE ACADEMY OF SCIENCES AND CHARLES UNIVERSITY
IN VESTEC

Annexes:

- 1) Sworn statement confirming the fulfilment of basic qualifications prerequisites
- 2) Model framework agreement

In Prague on 14.9.2015

prof. RNDr. Václav Hořejší, CSc., Director



Sworn statement confirming the fulfilment of basic qualifications prerequisites

Supplier:	
Registered office:	
Name of public contract:	

The above supplier hereby declares and affirms that it fulfils the basic qualifications prerequisites pursuant to Section 53(1) of Act No 137/2006 Coll., on public contracts, as amended, i.e. that the tenderer:

a) has not been finally convicted of a criminal offence committed for the benefit of an organised criminal group, the criminal offence of participation in an organised criminal group, money laundering, complicity, accepting bribes, bribery, indirect bribery, fraud, credit fraud, including situations involving the preparation of, attempts at or participation in such criminal offences, and situations where such convictions have been expunged; if the tenderer is a legal entity, this prerequisite must be met by both that legal entity and its statutory body or each member of the statutory body, and if a legal entity is a statutory body of the supplier or member of a statutory body of the supplier, this prerequisite must be met by both that legal entity and its statutory body or each member of that legal entity's statutory body; if a foreign legal entity is submitting an offer or an application for participation through its organisational unit, the prerequisite under this paragraph must also be met – in addition to the persons and entities specified above – by the head of that organisational unit; this basic qualifications prerequisite must be met by the supplier both in relation to the Czech Republic and in relation to the country of the supplier's registered office, place of business or residence.

b) has not been finally convicted of a criminal offence where the basis of such an offence relates to the supplier's business activities that are regulated by special legal regulations or where such convictions have been expunged; if the supplier is a legal entity, this prerequisite must be met by both that legal entity and its statutory body or each member of the statutory body, and if a legal entity is a statutory body of the supplier or member of a statutory body of the supplier, this prerequisite must be met by both that legal entity and its statutory body or each member of that legal entity's statutory body; if a foreign legal entity is submitting an offer or an application for participation through its organisational unit, this prerequisite must also be met – in addition to the persons and entities specified above – by the head of that organisational unit; this basic qualifications prerequisite must be met by the supplier both in relation to the Czech Republic and in relation to the country of the supplier's registered office, place of business or residence.

c) in the last 3 years, the tenderer's conduct has not included unfair competition involving bribery as defined by a special legal regulation;

d) in the past 3 years, is not and has not been subject to insolvency proceedings against its assets, in which a declaration of bankruptcy has been issued, or insolvency petition has not been rejected due to lack of assets for covering the costs of insolvency proceedings, or bankruptcy has not been cancelled due to insufficient assets, and receivership as defined by special legal regulations has not been imposed;



BIOCEV

BIOTECHNOLOGY AND BIOMEDICINE CENTER
OF THE ACADEMY OF SCIENCES AND CHARLES UNIVERSITY
IN VESTEC

e) is not in liquidation;

f) has no outstanding tax payments registered in tax records, either in the Czech Republic or in the country of the supplier's registered office, place of business or residence;

g) has no outstanding payments or penalties of public health insurance, either in the Czech Republic or in the country of the supplier's registered office, place of business or residence;

h) has no outstanding payments or penalties of social security insurance and contribution to the State employment policy, either in the Czech Republic or in the country of the supplier's registered offices, place of business or residence;

j) is not listed in the register of persons and entities that are prohibited from performing public contracts; and

k) in the last 3 years, has not received an enforceable fine for allowing illegal work as defined by a special legal regulation.

This sworn statement was made:

Date and place:	
By person(s):	
Signatures	

