



## INVITATION AND PROCUREMENT DOCUMENTATION

**THIS DOCUMENT IS MERELY AN INFORMATIVE TRANSLATION TO HELP FOREIGN ECONOMIC OPERATORS (I.E. SUPPLIERS/ CONTRACTORS) UNDERSTAND THEIR RIGHTS AND OBLIGATIONS IN THE BELOWMENTIONED PROCUREMENT PROCEDURE AND HAS NO LEGAL EFFECTS WHATSOEVER. LEGALLY BINDING IS THE PROCUREMENT DOCUMENTATION IN CZECH LANGUAGE. PLEASE TAKE THIS IN ACCOUNT WHEN READING THIS INFORMATIVE DOCUMENT.**

Technical university of Liberec (hereinafter „Contracting authority“), hereby invites economic operators to submit a tender in the following Small-scale public contract pursuant to Section 6 and Section 27 of Act No. 134/2016 Coll., on Public Procurement, as amended (hereinafter referred to as the "ZZVZ"). The public contract is not awarded in according ZZVZ, pursuant to Section 31 ZZVZ.

The invitation contains the procurement documentation.

The procurement documentation is published in full in electronic form on the profile of the contracting authority <https://zakazky.tul.cz> for the entire duration of the contract.

<b>Name of public contract:</b>	<b>262_Ve_HyHi_Supermasscolider – ultrajemný fričn<sup>í</sup> rozměňovací ml<sup>ý</sup>n</b>
<b>Internal number:</b>	18/9615/262
<b>Name of program:</b>	Operational Program Research, Development and Education
<b>Project title:</b>	Hybrid Materials for Hierarchical Structures
<b>Registration number:</b>	CZ.02.1.01/0.0/0.0/16_019/0000843
<b>Contracting authority:</b>	<b>Technická univerzita v Liberci/Technical university of Liberec</b> Address: Studentská 1402/2, 461 17 Liberec I-Staré Město Reg. no.: 46747885; DIČ: CZ46747885
<b>Represented by:</b>	doc. RNDr. Miroslav Brzezina, CSc., rector
<b>Contact person:</b>	RNDr. Ivana Večeřová; tel.: +420 485 353 044; e-mail: zakazky@tul.cz
<b>Internet address of the profile of the contracting authority and the electronic tool</b>	
<b>E-ZAK:</b>	<a href="https://zakazky.tul.cz/">https://zakazky.tul.cz/</a>





## Subject of public contract

### Subject of public contract:

#### 1 piece - Supermasscolider:

- Equipment should be in accordance with ISO 12100 and EU directives: 2006/45/EC and 2006/95/EC.
- Equipment must be able to prepare submicron particles and fibrils from biomass.
- Compact laboratory type grinding machine.
- Wet and dry grinding possibility.
- The pair of exchangeable grinders composed of the non-porous ceramic material, that prevents penetration by bacteria and crack formation due to uneven thermal stresses.
- The pair of exchangeable anti-bacterial grinders that fulfills requirements of food production site (HACCP).
- The freely adjustable clearance between grinding stones (minimal step increment 0.01 mm and better).
- The zero gap setting possibility (contact mode).
- The production capacity of 50 kg/hr and better.
- Sensor for automatic monitoring of production (maintaining constant temperature and particle size).
- Control display.
- Hopper.

**Warranty:** minimum 24 months

**Other requirements:** Device installation,  
operators training,  
commissioning,  
verification of the device fault-less functionality,  
delivery to the place of purchaser,  
insurance to deliver subject,  
technical documentation including initial revision,  
declaration of agreement,  
operating instructions,  
guarantee service.

**CPV code:** 43414000-8

## Estimated value

**Maximum allowed value of the public contract (excluding VAT): 1 100 000,- CZK**

The offer exceeding the maximum allowed value of the public contract do not meet the award criteria and the contracting authority will exclude a participant from a procurement procedure according to § 48 (2) a) of ZZVZ.

## The method of defining the tender price

The participant is obliged to include the tender price in the tender and in the following structure:  
- price excluding VAT



- VAT,
- price including VAT.

Tender price must include **all costs of performance of the public contract** and **must be set as maximal and must not be exceeded.**

Tender price must also be determined with taking into account the development of prices in the relevant market, including the development of the exchange rate of the Czech currency to the foreign currencies until the fulfillment of the subject of the public contract.

**If the tender price should be in a foreign currency (i. e. other than CZK) the tender price shall be converted in CZK for the purposes of tender assessment and evaluation. The exchange rate determined by the Czech National Bank (Česká národní banka) on the last day of the time limit for the submission of tenders will be applied.**

## Qualification criteria and evidence of their fulfillment

Basic and professional qualification and evidence of their fulfillment:

Basic and professional qualification the participant shall prove with an Affirmation (Annex no. 1)

## Time limit and address for receipt of tenders

**Time limit for receipt of tenders:**

**A tender can be submitted until 14th December 2018 to 10:00**

Tender submitted (delivered) after this time limit shall not be considered as submitted and it shall not be taken into consideration during the procurement procedure.

**Tenders must be submitted:**

**In electronic form:** via electronic tool E-ZAK (website <https://zakazky.tul.cz/>).

or

**In written form (via post service or in person)** to the address:

**Technical university of Liberec**

Právní oddělení - veřejné zakázky

Studentská 1402/2

461 17 Liberec

**Czech Republic**

The contracting authority will not accept tenders submitted by email

## Other requirements for the tender

### 1. Electronic form of the tender

Electronic form of the tender shall be submit via electronic tool E-ZAK.

### 2. Written form of the tender

Tender must be made in one written original.

Tenders must be delivered in a properly sealed envelope clearly marked:

**NEOTVÍRAT (i.e. DO NOT OPEN!).**

**262\_Ve\_Supermasscolider**



The participant will write down the company name and address of its seat on the envelope.

### 3. Structure of tender

The tender shall be submitted in this structure:

- A. Description of the subject of the public contract (technical specification demonstrating compliance with the requirements of the contracting authority) including the tender price.
- B. Affirmation of the fulfillment of the basic and professional qualification criteria in Czech language (annex no. 1) – signed by authorized person/ or the documents demonstrating fulfillment of basic qualification under Section 74 ZZZV
- C. Contract proposal

**Variants will be not accepted.**

## Tender language

The tender must be submitted in **English or Czech language**.

**Annex P1 – Affirmation** is bilingual (Czech and English),

**Annex P2 – Contract** is bilingual (Czech and English), contractor has to fill in the text boxes in both languages.

## Opening of tenders

The contracting authority shall launch the opening of envelopes without undue delay after the expiry of the time limit for the submission of tenders

## Time and place of performance of the public contract

**Delivery term:** maximum 7 months from the date on which the Contract enters into force.

**Place of delivery:** Technická univerzita v Liberci/Technical university of Liberec, FS, Building G, Studentská 1402/2, 460 01 Liberec, Czech Republic.

## Business and payment conditions, the contract

### **Návrh smlouvy:**

The contracting authority will conclude the contract (see Appendix 2) with a participant who meets all the conditions of the tender documentation and submits the most advantageous tender. The contract contains the terms and conditions of the contracting authority and is an annex to this invitation.

The participant will fill in the text boxes in both languages in accordance with his tender and shall attach to the tender.

The participant is not entitled to change any of the contract's provisions to the detriment of the contracting authority.

### **Business conditions:**

Business conditions are included in contract proposal (annex P2).

### **Payment conditions:**



Payment conditions are included in contract proposal (annex P2).

## Explanation/supplementation of tender documents

Requests for an explanation of tender documentation must be received in writing, via electronic tool E-ZAK (website <https://zakazky.tul.cz/>) or by email to [zakazky@tul.cz](mailto:zakazky@tul.cz).

The request must be received by the contracting authority no later than 4 labour days before the deadline for submission of tenders. The Contracting Authority will send an explanation of tender documentation no later than 2 working days after receipt of the request.

The contracting authority may explain the tender documentation without an economic operator's request.

## Evaluation criteria

Tenders will be evaluated on the basis of their economic advantageousness. The contracting authority shall evaluate the economic advantageousness of tenders **on the basis of the lowest tender price** (excluding VAT). In order to conclude a contract, the contracting authority will select the participant whose tender has been evaluated as the most economically advantageous on the basis of the lowest tender price (excluding VAT).

## Other conditions and reserved rights

1. The contracting authority reserves the right to **publish a notice of the selection of the economic operator or** a notice of exclusion of a participant from the procurement procedure on the contracting authority profile EZAK ([zakazky.tul.cz](http://zakazky.tul.cz)). In that case the notice is deemed to have been sent to all participants.
2. The contracting authority reserves the right to exclude a participant from a procurement procedure in a case, that tender does not meet conditions of the procurement documentation
3. The contracting authority reserves the right to ask a participant for an explanation of his tender jeho nabídky.
4. The contracting authority is entitled to set aside the award procedure before signing the contract, the participants are not entitled to any damages.
5. The contract will be published in the Register of contracts if the conditions for publishing in accordance with Act no. 340/2015 Coll. (on Register of contracts) are met and eventually on the contracting authority's profile in accordance with ZZVZ.
6. The contracting authority reserves the right to verify the participant's information from publicly available sources.
7. Costs of drawing-up a tender will not be reimbursed by the contracting authority. Submitted tenders will not be returned.

In Liberec 27/11/2018

On behalf of the contracting authority: RNDr. Ivana Večeřová

*Annex P1 - Affirmation on basic and professional qualification criteria*

*Annex P2 – Contract proposal*

