



## Invitation to Tender incl. Tender documentation

for a small-scale public contract awarded under the negotiated procedure without publication pursuant to Act No. 134/2016 Coll., on public procurement, as amended (hereinafter referred to as "the Act")

Name of Public Contract	<b>Performing Safety and Technical Inspection for G.TEC g.USBamp</b>
Type of Public Contract	for services
Co-funded by	European Union - Just Transition Fund under the Operational Programme Just Transition
Project name and number	<b>Life Environment Research Center Ostrava (LERCO)</b> (CZ.10.03.01/00/22_003/0000003)

### PART I. IDENTIFICATION DATA OF THE CONTRACTING AUTHORITY

Name of the Contracting Authority	<b>VSB - Technical University of Ostrava, Faculty of Electrical Engineering and Computer Science</b>
Headquarters of the Contracting Authority	17. listopadu 2172/15, 708 00 Ostrava - Poruba, Czech Republic
Contracting Authority's ID number	61989100
Authorised person of the Contracting Authority	prof. Ing. Jan Platoš, Ph.D., Dean of the Faculty of Electrical Engineering and Computer Science
Profile of the Contracting Authority	<a href="https://zakazky.vsb.cz/">https://zakazky.vsb.cz/</a>
Contact person of the Contracting Authority	Ing. Miroslav Jílek
Telephone contact	+ 420 597 329 131
E-mail	<a href="mailto:miroslav.jilek@vsb.cz">miroslav.jilek@vsb.cz</a>

### PART II. DEFINITION OF THE SUBJECT OF THE CONTRACT

- 2.1. **The subject of performance** of the public contract is to perform STI (safety and technical inspection) and calibration of the system of 6 pcs of g.tec g.USBamp bio-amplifiers according to ČSN EN 62 353:2015 (IEC EN 62353:2014) so that all device certifications are valid. The subject of performance is also transport from and to the place of delivery.

The detailed technical specification and conditions of performance are set out in Annex 1 to this Invitation to Tender.

- 2.2. **Justification for the use of the negotiated procedure without publication**

The Contracting Authority concluded that only the manufacturer of already owned bio-amplifiers of g.tec g.USBamp is able to perform their safety and technical inspection and system calibration so that all device certifications are valid.

In view of the above, the supplier of g.tec medical engineering GmbH (Sierningstrasse 14, AT-4521 Schiedlberg, Austria) is the only one who can fulfil the subject of the public contract for technical reasons. The Contracting Authority shall address it by invitation to submit a tender within the framework of a small-scale public supply contract in accordance with the negotiated procedure without publication pursuant to Section 63(3)(b) of the Public Procurement Act, since no other procedure can be used and the Contracting Authority has not set the terms and conditions of the public contract with the aim of excluding competition.

- 2.3. **The place of performance** (delivery) is VSB - Technical University of Ostrava, Faculty of Electrical Engineering and Computer Science, 17. listopadu 2172/15, 708 00 Ostrava - Poruba, Czech Republic.
- 2.4. **The period of performance** is a maximum of 20 calendar days from the effective date of the agreement with the selected contractor.
- 2.5. **The estimated value of the public contract is EUR 5 110,00 excluding VAT.**
- 2.6. The subject of the public contract is co-financed by the European Union - the Just Transition Fund within the framework of the Operational Programme Just Transition (hereinafter referred to as "OP JT"), within the project "**Life Environment Research Center Ostrava (LERCO)**", reg. no. CZ.10.03.01/00/22\_003/0000003.
- 2.7. This document is both the Invitation to Tender and the tender documentation. Where the Invitation to Tender or the tender documentation is mentioned in the tender conditions, this document and its annexes are meant.
- 2.8. This is not a procurement procedure pursuant to Act No. 134/2016 Coll., on public procurement. Where reference is made to the Act in this invitation and its annexes, it is understood that this procurement is governed by that provision mutatis mutandis, and the reference to the Act is made to specify the terms more precisely.

### **PART III. ADDITIONAL INFORMATION ON THE TENDER CONDITIONS AND CLARIFICATION OF THE TENDER DOCUMENTATION**

- 3.1. The Contractor is entitled to request the Contracting Authority to clarify the tender conditions in writing. The written application must be submitted electronically to the contacts listed above.
- 3.2. The Contracting Authority shall send an explanation of the tender conditions, or related documents, no later than 2 working days after receipt of the request referred to in the preceding paragraph.
- 3.3. The Contracting Authority may provide an explanation of the tender conditions without prior request. Paragraphs 3.2. and 3.3. Invitations shall apply mutatis mutandis. The Contracting Authority urges the timely receipt of any requests for clarification so that there is sufficient time for the Contracting Authority to respond!

### **PART IV. TENDER SUBMISSION**

- 4.1. **Place for submission of tenders** - Tenders shall be submitted in electronic form only, using the electronic tool E-ZAK available at <https://zakazky.vsb.cz/>.
- 4.2. **The deadline for receipt of tenders is set by the Contracting Authority by 28th January 2025 by 10:00 o'clock.** If a tender is submitted after the deadline specified in the previous sentence, the Contracting Authority's electronic tool will not accept the tender.

- 4.3. All terms and information regarding the electronic tool, including information on the use of electronic signatures, are available in the user guide and the electronic signature manual at: <https://zakazky.vsb.cz/manual.html?lang=en> (especially in the User Guide document under "Contractor registration" and "Electronic tenders and requests for participation")
- 4.4. Technical support of the operator of the E-ZAK electronic tool - tel.: +420 538 702 719, e-mail: [podpora@ezak.cz](mailto:podpora@ezak.cz), website: <https://www.ezak.cz/>.

## **PART V. THE METHOD OF EVALUATION OF TENDERS ACCORDING TO THE EVALUATION CRITERIA**

- 5.1. The evaluation criterion for this procurement is economic advantage, based on the **lowest tender price** for the entire subject of the procurement.
- 5.2. As there is only one tenderer in this negotiated procedure without publication, this Tenderer will be selected by the Contracting Authority without evaluation, in accordance with Section 122(2) of the Act.

## **PART VI. REQUIREMENTS FOR THE METHOD OF PROCESSING THE TENDER PRICE**

- 6.1. The total tender price will be set as the aggregate price for the entire subject of the tender. The total tender price will be specified in the draft contract (see Annex 1 to this Invitation to Tender).
- 6.2. The tender price will be stated in EURO without value added tax (VAT).
- 6.3. The total tender price in the above-mentioned structure will be indicated on the tender cover sheet - see Annex 2 to this Invitation to Tender.
- 6.4. The tender price will be set as the 'maximum allowable' price and must include all costs associated with the complete execution of the subject of the tender.

## **PART VII. CONDITIONS AND REQUIREMENTS FOR THE PREPARATION OF THE TENDER**

- 7.1. In its offer, the Tenderer shall provide its identification data in the following scope - name of the company, registered office/place of business/residence, name of the person authorised to act on behalf of the Tenderer, ID number, telephone number, e-mail - see Annex 2 of this Invitation.
- 7.2. The Tenderer shall submit in its tender a draft contract signed by a person authorised to act on behalf of the Tenderer. If the draft contract is signed by an authorised person, the relevant valid power of attorney must also be included in the tender.
- 7.3. **The written draft contract must accept the text of the Invitation to Tender or other documents containing the definition of the subject of the contract. The written draft contract must fully accept the text of the Terms and Conditions, which form Annex 1 to this Invitation to Tender, and cannot deviate from them (the Tenderer shall only fill in the marked parts of the draft contract - the Terms and Conditions, or according to the notes and shall amend the draft contract appropriately only to their extent.).** The information given in the draft contract must not differ from the information given in any other part of the Tenderer's tender. In the event of a conflict, the written draft contract shall always prevail.

- 7.4. **The tender will be submitted in Czech or English.** This Invitation and its annexes are prepared in Czech and English. Documents and deeds submitted in a language other than Czech or English must be accompanied by a translation into Czech or English. The obligation to attach a translation does not apply to documents in the Slovak language.
- 7.5. **The Contracting Authority recommends (optionally) that the tenderer use the following order of documents (content) in its tender:**
- 1) **Tender Cover Sheet** (Annex 2 of this Invitation may be used),
  - 2) **Signed draft contract including annex** (see Annex 1 to this Invitation)
  - 3) Other documents at the Tenderer's discretion.

## **PART VIII. OTHER PROVISIONS**

- 8.1. The Contracting Authority does not reimburse the Tenderer for costs incurred from participation in the procedure.
- 8.2. The Contracting Authority acknowledges that the selected contractor is a person obliged to cooperate in the performance of financial control pursuant to Section 2(e) of Act No. 320/2001 Coll., on Financial Control in Public Administration, as amended.
- 8.3. The Contracting Authority does not require proof of qualification.
- 8.4. The Contracting Authority does not accept variant solutions.
- 8.5. The Tenderer's terms and conditions, including payment terms and conditions under which the tender price may be exceeded, are set out in Annex 2 to this Invitation to Tender

## **PART IX. ANNEXES TO THE INVITATION**

- Annex No. 1) Terms and Conditions
- Annex No. 2) Cover sheet (model)

In Ostrava

.....  
prof. Ing. Jan Platoš, Ph.D.  
dean of the Faculty of Electrical Engineering  
and Computer Science