



Spolufinancováno  
Evropskou unií



**INVITATION TO TENDER**  
**to a small-scale public contract pursuant to Section 27 of Act No. 134/2016 Sb.,**  
**on public procurement (hereinafter also referred to as the Act)**

Contract name: SW for robot arm motion planning  
Contract type: Delivery  
Contract CPV: 48100000-9 Industry-specific software package

**Identification data of the contracting authority**

Name of the contracting authority: University of Mining and Metallurgy - Technical University of Ostrava  
Faculty of Materials Science and Technology (the FMST)  
Contracting Authority's registered office: 17. listopadu 2172/15, 708 00 Ostrava-Poruba, Czech Republic  
Comp. Id. No.: 619 89 100  
TIN: CZ61989100  
Represented by: prof. Ing. Kamila Janovská, Ph.D., Dean of the FMST  
Contact person: Bc. Marie Kubešová, Tel.: +420 597325602,  
E-mail: [marie.kubesova@vsb.cz](mailto:marie.kubesova@vsb.cz)

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## Preamble

The general principles and provisions of the Act governing the relationships as close as possible in content and purpose to those governed by this Invitation to Tender apply mutatis mutandis to the procedures of the Contracting Authority in the award of small-scale contracts.

Written communication between the Contracting Authority and the economic operators must be electronic, by means of an electronic tool or data mailbox, or a data message to the extent of the terms and conditions laid down in Section 211(5) of the Act. To the extent of the provisions of Article 103(1)(c) of the Act, the Contracting Authority stipulates that tender may be submitted only electronically in the public procurement, as further regulated below. In this context, the Contracting Authority notes that any submissions made by an economic operator to the Contracting Authority in paper form in this public procurement are ineffective against the Contracting Authority in relation to the above terms and conditions of the tender.

This Invitation to Tender is a set of documents, information, requirements and technical specifications of the Contracting Authority defining the subject of the public procurement in the details necessary for the preparation of the public contract. The Contracting Authority has set the terms and conditions to the best of its knowledge and experience in order to ensure a transparent and non-discriminatory award of the public contract, taking care to fulfil the principles of efficiency, economy and effectiveness in the use of public funds. In accordance with Section 6(4) of the Public Procurement Act, the Contracting Authority has set the tender terms and conditions with maximum emphasis on environmentally and socially responsible procurement under the terms and conditions set out in this Invitation to Tender and its annexes.

The performance of this contract will be co-financed by the Jan Amos Komenský, Operational Programme, project: Materials and Technologies for Sustainable Development, reg. No. CZ.02.01.01/002/22\_008/0004631.

## Article I

### Definition of the subject of the contract

**The subject of the public procurement (hereinafter referred to as the PP)** is the supply of software with a comprehensive solution for planning and controlling the movement of robots during 3D printing.

**The technical specifications of the subject of the public procurement** is attached as the Annex 1 to this Call.

**The estimated value of the public procurement** is EUR 33,000 excluding VAT (i.e. approx. CZK 825,000 excluding VAT).

**The place of performance of the public procurement** is the workplace of the Department of Robotics, Faculty of Mechanical Engineering, VSB - Technical University of Ostrava, at Studentská 1770/1, 708 00 Ostrava-Poruba.

**The period of performance of the public procurement** will be specified in the Agreement with the maximum submission deadline of 5 days. The Contractor shall submit the SW licences valid until 30 June 2028.

If this call for tender contains requirements or references to individual trade names, special designations of the company, special designations of products, performances or commercial materials that are considered to be characteristic of a particular company or organisational unit, or patents and utility models, they only are indicated for the purpose of specifying and approximating technical parameters and the contracting authority allows the use of a qualitatively and technically similar solution by analogy in accordance with the provisions of Section 89(6) of the Act.

The call for tenders is available at: <https://zakazky.vsb.cz/>.

## **Article II**

### **Deadline for a bid submission**

**The deadline for submission of bids: June 30, 2025 at 9:00 a.m.**, and will be made available after the deadline for submission of bids expires.

Disclosure of bids shall not be public.

If a tender is not delivered to the Contracting Authority within the time limit or in the manner specified in the tender documentation, it is not be deemed to have been submitted and is not be taken into account during the procurement procedure.

## **Article III**

### **Method of bids submission**

Tenders may only be submitted **electronically**, using the E-ZAK electronic tool available at <https://zakazky.vsb.cz/>.

## **Article IV**

### **Requirements for Proving the Qualifications**

The Contracting Authority requires proof of the basic qualification **by means of an affirmation** under Annex 4, i.e. that the economic operator is not an economic operator who:

- a) has been convicted of any criminal offences listed in Annex 3 to the Act or a similar offence under the law of the country of its registered office in the past five years prior to the start of the procurement procedure; expunged convictions are disregarded
- b) has outstanding tax arrears in the Czech Republic or in the country of its registered office,
- c) is in arrears on insurance premiums or penalties for public health insurance in the Czech Republic or in the country of its registered office,
- d) is in arrears in the Czech Republic or in the country of its registered office in respect of social security contributions and state employment policy contributions,
- e) is in liquidation or has been the subject of a bankruptcy order, has been placed under receivership under another legal provision or in a similar situation under the law of the country of the economic operator's registered office.

Where the economic operator is a legal entity, the condition referred to in point (a) must be fulfilled by that legal entity and by each member of the statutory body. If a legal entity is a member of the contractor's statutory body, the condition referred to in clause (a) must be met by that legal entity, by each member

of the statutory body of that legal entity and by the person representing that legal entity in the contractor's statutory body.

**Professional competence** requirement shall be complied with by a contractor, who **submits an affidavit** in accordance with Annex 4 **that** the Contractor has:

- **an extract from the Commercial Register** or other similar register, if another legal regulation requires entry in such a register or a trade licence if the economic operator is not entered in the Commercial Register or any other similar register.

The economic operator may replace the required document with the European Single Procurement Document.

The Contracting Authority will also accept the proof of qualification in the form of a reference to the relevant information held in the public administration information system, i.e. a link to a website containing the required document, for example the website of the commercial register.

## **Article V**

### **Requirements for the Preparation of the Tender Price and Rules for the Evaluation of Tenders**

The economic operator will determine the total tender price in EUR, broken down into VAT exclusive, the VAT, and VAT inclusive, the amount of which will be included in the draft contract.

The bid price will be set as the 'maximum allowable' price including any and all costs related with the full implementation of the contract.

The Contracting Authority will evaluate the economic benefits of a bid according to the following criteria:

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| 1. Total bid price   | 90% |
| <i>(the total bid price in EUR excluding VAT will be evaluated)</i>                              |     |
| 2. Benefits in meeting technical parameters  | 10% |
| <i>(parameters that are listed as benefits in the technical specification will be evaluated)</i> |     |

#### **Description of rating:**

The evaluation of tenders will be carried out using the scoring method. The scoring will be carried out by the evaluation committee according to the below rules:

- evaluation criterion 1 - for a numerical criterion, for which the best bid has the minimum value of the criterion, the evaluated bid shall obtain a scoring value, which is obtained by multiplying 90 times the ratio of the value of the evaluated bid to the best bid.
- evaluation criterion 2 - the contracting authority has set five parameters in the technical specification, which has been identified as an advantage for the contractor if the offered performance meets these parameters. The Contracting Authority will score 10 for each parameter met, up to a maximum of 50 in total. For a numerical criterion, for which the best bid has the maximum value of the criterion, the evaluated bid will be given a scoring, which is obtained by multiplying 10 times the ratio of the value of the best bid to the evaluated bid.

Based on the sum of the resulting values of the individual bids, the order of success of individual bids will be determined, so that the bid with the highest value will be determined as the most successful.

## **Article VI**

### **Inspection of the Place of Performance**

Given the nature of the subject matter of the public contract, the Contracting Authority does not provide for a site visit.

## **Article VII**

### **Explanation of the Invitation to Tender**

Requests for clarification of the tender terms and conditions must be delivered to the contact person of the Contracting Authority at the address of the Contracting Authority at least 4 working days before the deadline for the submission of tenders.

The Contracting Authority recommends e-mail communication.

The Contracting Authority will provide an explanation of the tender terms and conditions within 3 working days of receipt of the economic operator's request. The Contracting Authority will provide all economic operators with the explanation, including the exact wording of the request, and publish it on the Contracting Authority's profile.

Since the entire tender documentation is freely accessible on the Contracting Authority's profile, the Contracting Authority does not know and cannot know which economic operators have used the unrestricted remote access to the tender documentation and therefore does not know all the addresses to which it should provide explanations of the tender documentation. However, the Contracting Authority will always publish an explanation of the tender documentation, including the exact wording of the request, on the Contracting Authority's profile. **For these reasons, the Contracting Authority recommends that all economic operators regularly check the Contracting Authority's profile.**

## **Article VIII**

### **Terms and Conditions**

The terms and conditions of the tender are set out in the draft contract. The draft contract is attached as Annex 2 to this tender documentation.

Economic operators will fill in the relevant required information in the draft contract; the economic operators are not entitled to make any other modifications to the draft contract.

## **Article IX**

### **Requirements for Variants, Security, Award Period**

The Contracting Authority does not accept any alternative solutions.

The Contracting Authority does not require the provision of a security.

The Contracting Authority sets no deadline.

## **Article X**

### **Conditions and Requirements for the Preparation of the Tender**

An economic operator submits only one tender. Economic operators submit the tender in Czech/English.

In its offer, economic operators will provide their following identification details - name of the company, registered office/place of business/residence, name of the person authorized to act on behalf of the economic operator, comp. id. number, TIN, telephone number, e-mail (for communication during the procurement process) - see Annex 3 - Cover Sheet of the Tender. By signing the cover sheet of the tender, the economic operator confirms that the tender submitted is binding.

The tender also includes other documents required by the Contracting Authority, including documents and information proving compliance with the qualifications in accordance with the provisions of Part IV of this Invitation.

The economic operator's tender must not contain any overwriting or corrections that could mislead the Contracting Authority.

The Contracting Authority requires that the economic operator's tender must include at least the following documents:

- a fully completed cover sheet of the tender in the structure set out in Annex 3,
- a draft Agreement pursuant to the Annex 2,
- a signed affidavit regarding the qualification pursuant to the Annex 4,
- other documents that the economic operator intends to submit.

An economic operator who has submitted a tender for a public contract must not also be the person through whom another economic operator proves qualification for the same public contract. The cover sheet of the tender will include a declaration by the economic operator that it is not a subcontractor through which another economic operator proves qualification in the same public procurement.

Where an economic operator submits multiple tenders, either individually or jointly with other economic operators, or has submitted a tender and is also the person through whom another economic operator proves qualification for the same public procurement, the Contracting Authority will exclude that tenderer.

In the case of a joint tender by several economic operators, the Contracting Authority requires a written document signed by all economic operators (e.g. a contract) showing the division of responsibilities for the performance of the public contract. The Contracting Authority requires that all economic operators submitting a joint tender are jointly and severally liable.

#### **Tender submission:**

A bid may only be submitted in the electronic form, via an electronic instrument, in compliance with the requirements set out in Section 107 of the Act, provided that the provisions of Section 107(1) on the paper form of a bid will not apply. Electronic address for submission of tenders (Contracting Authority's profile): <https://zakazky.vsb.cz/>.

A bid cannot be submitted via data mailbox.

## **Article XI**

### **Other Communications by the Contracting Authority**

The Contracting Authority will not reimburse the costs incurred by the tenderers from their participation in the procedure.

By submitting a tender, the tenderer grants the Contracting Authority its consent to verify and check the information given in the tenders. The Contracting Authority will exclude a tenderer from the procurement if the tenderer provides false information in its tender.

The Contracting Authority reserves the right to verify the information contained in the tenderer's tender with third parties and the tenderer is obliged to provide all necessary assistance in this respect.

The contracting authority reserves the right to cancel the public procurement without giving any reason.

The Contracting Authority reserves the right to publish the Contracting Authority's decisions related to the procurement process (decision on the exclusion of a tenderer and decision on the selection of an economic operator) on the Contracting Authority's profile pages <https://zakazky.vsb.cz/> in such a case, the decision to exclude a tenderer and the decision to select a economic operator are deemed to have been notified to all the economic operators concerned at the time of publication on the Contracting Authority's profile.

The Contracting Authority is obliged to process personal data for the purpose of the proper award of a public procurement in cases where the law expressly requires or allows the contracting authority to do so. In addition, the Contracting Authority may also process personal data, the processing of which is not expressly required by law, but the processing of which is necessary for the fulfilment of the Contracting Authority's legal obligation, i.e. for the proper award of the public contract. When processing personal data, the contracting authority shall always proceed in accordance with the applicable legislation.

All terms and conditions and information regarding the electronic tool are available in the User Guide at: <https://zakazky.vsb.cz/manual.html>.

Technical support of the operator of the E-ZAK electronic tool - Phone: +420 538 702 719, e-mail: [podpora@ezak.cz](mailto:podpora@ezak.cz), website: <https://www.ezak.cz/>

The Contracting Authority has prepared this tender documentation to the best of its knowledge and experience in public procurement with the aim of ensuring a transparent, non-discriminatory, proportionate and cost-effective public procurement. Despite its best endeavours, the Contracting Authority, cannot exclude that a future opinion of the supervisory authority on the facts and processes set out in the tender documentation may differ from the Contracting Authority's view.

The Contracting Authority also draws the attention of the economic operators to the fact that the tender documentation is a summary of the Contracting Authority's requirements and not a definitive summary of all requirements arising from the generally binding standards. Economic operators must therefore always follow not only the requirements contained in the tender documentation but also the provisions of the relevant generally binding standards when preparing their tender.

Pursuant to the provisions of Section 4b of Act No. 159/2006 Sb., on conflict of interest, as amended (hereinafter referred to as the "Conflict of Interest Act"), the Contracting Authority is prohibited from awarding a public contract to an economic operator that is a company in which a public official referred to in Section 2(1)(c) of the Conflict of Interest Act or a person controlled by that economic operator owns a share representing at least 25% of the shareholder's participation in the company.

For this reason, the Contracting Authority requires the economic operators to affirm that the economic operator is not an entity to whom the above prohibition would apply - see Annex 3, Cover Sheet of the Tender.

Pursuant to the provisions of Section 48a of Act No. 134/2016 Sb., on public procurement, the Contracting Authority is prohibited from awarding a public contract to an economic supplier if it is contrary to the international sanctions pursuant to Act No. 69/2006 Sb., on the implementation of international sanctions, as amended.

For this reason, the Contracting Authority requires the economic operators to affirm that the economic operator is not an entity to whom the above prohibition would apply - see Annex 3, Cover Sheet of the Tender.

The economic operators are obliged to submit all documents required in this Invitation throughout the tender procedure.

## **Article XII**

### **Annexes to the Invitation to Tender**

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|----------|---|
| Annex 1: | Technical Specifications of the Subject |
| Annex 2: | Draft Contract                          |
| Annex 3: | Cover Sheet of the Tender               |
| Annex 4: | Affirmation of Qualifications           |

In Ostrava

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prof. Ing. Kamila Janovská, Ph.D.  
Dean of the FMST