



Procurement documentation

for the above-the-limit public contract awarded in an open procedure pursuant to Act No. 134/2016 Coll., on public procurement, as amended (hereinafter referred to as the "Act").

Name of the public contract	Markerless human motion capture system
Type of the public contract	Delivery
CPV of the public contract	31710000-6 Electronic device 32333000-6 Device for image recording and playback 48328000-3 Package of image processing programs
Co-financed from the	Operation Programme for Research, Development and Education
Project name	FEI CPIT TL3 new technologies platform
Project registration number	CZ.02.2.67/0.0/0.0/16_016/0002467

PART I. CONTRACTING AUTHORITY'S IDENTIFICATION DATA

Name of public contracting authority	Mining University – Technical University of Ostrava
Registered office of contracting authority	17. listopadu 2172/15, 708 00 Ostrava - Poruba
Company ID number of the contracting authority	61989100
Person authorised to act on behalf of contracting authority	Prof. RNDr. Václav Snášel, CSc., Rector
Contracting authority's profile	https://zakazky.vsb.cz
Contact person:	Mgr. Marcel Pobořil
Phone number	+ 420 597 329 211
E-mail address	marcel.poboril@vsb.cz

Identification data for procurement documentation

Preliminary market consultation	Not conducted
Access to procurement documentation	Published on contracting authority's profile

PART II. DEFINITION OF THE SUBJECT OF THE CONTRACT

- 2.1. The subject of performance of the public contract "**Markerless human motion capture system**" (hereinafter referred to as the "public contract") is the delivery of a system for markerless human motion capture in an apartment. With this system, it is not necessary to paste or otherwise attach any markers in order to capture the motion of persons and subsequently construct models depicting the movements of the monitored persons.

The delivery includes the transport to the place of fulfilment, installation of the system onsite, launch of its operation, calibration and training of the staff in using the system in the scope of minimally 8 hours.

The detailed technical specifications are set forth in Annex No. 1 to this Procurement Documentation. Fulfilment conditions are set out below in the commercial terms and conditions (draft purchase contract) that form Annex No. 2 to this Procurement Documentation.

- 2.2. The subject of the public contract is co-financed from the Operation Programme for Research, Development and Education (hereinafter referred to as "OP RDE") within the scope of the "FEI CPIT TL3 new technologies platform", project reg. No. CZ.02.2.67/0.0/0.0/16_016/0002467.
- 2.3. The **place of performance (delivery)** is the Mining University – Technical University of Ostrava, CPIT TL3 building, 17. listopadu 2172/15, 708 00 Ostrava - Poruba.

- 2.4. **Delivery deadline:** the subject of the public contract will be delivered at latest **within 2 months from the effective date of the contract** concluded with the selected contractor.
- 2.5. **Expected value of the public contract amounts to CZK 1,681,155 excl. VAT.**
- 2.6. **Technical conditions of the public contract:**

The technical conditions, specifications and technical and user standards are stipulated in the technical specifications of the public contract, which form Annex No. 1 to this Procurement Documentation and are provided to the participants as a reference for compiling their bids for the public contract. The participant is obliged to respect all of the technical parameters stated herein, except for references to specific contractors or products, or patents for inventions, utility samples, industrial designs, trademarks or indications of origin. It is necessary to respect the relevant CSN, EN, EN, DIN and ISO standards or part thereof, which were declared as binding by the authorised authority. All materials and products must meet the requirements of Act No. 22/1997 Coll., on technical requirements for products and on the amendment and supplementation of certain laws, as amended.

Should this Procurement Documentation or its annexes include requirements or references to particular business names, special company names, special names of products, outputs or business materials, particularly applicable to a certain company or organizational unit, or patents and utility models, they are stated only to clarify and explain given technical parameters, and the contracting authority allows for the use other solutions that are of a similar character from the qualitative and technical perspective.

PART III. EXPLANATION OF THE PROCUREMENT DOCUMENTATION, CHANGE OR SUPPLEMENTATION OF THE PROCUREMENT DOCUMENTATION

3.1. Explanation of the Procurement Documentation

The contracting authority will provide explanations of the Procurement Documentation pursuant to Section 98 of the Act. The contracting authority will publish explanations of the Procurement Documentation for the above-the-limit public contract at least 5 business days before the expiry of the deadline for submitting bids.

3.2. Change or supplementation of the Procurement Documentation

The procurement conditions contained in the Procurement Documentation may be amended or supplemented by the contracting authority before the deadline for submitting bids in accordance with Section 99 of the Act. Any amendments or supplements to the procurement conditions will be published or notified to contractors in the same way as the procurement conditions, which have been amended or supplemented.

3.3. The contractor has the right to request a written explanation of the Procurement Documentation. The written request must be delivered **to the contracting authority's aforementioned contacts (its electronic address) or via the E-ZAK electronic instrument** (available at <https://zakazky.vsb.cz>). Such written application have to be delivered to the contracting authority no later than 3 business days before the expiry of the deadline pursuant to Art. 3.1 of this Procurement Documentation.

3.4. Because the entire Procurement Documentation is available on the contracting authority's profile, the contracting authority does not and cannot know which contractors used unlimited remote access to the Procurement Documentation and thus does not know all the addresses to which it should provide the explanation. However, the contracting authority will always publish the explanation including the respective text of the request on its profile. **For this reason, the contracting authority recommends that all contractors regularly monitor its profile.**

PART IV. PROOF OF INTEGRITY AND QUALIFICATIONS

The participants must fulfil the following conditions of integrity and qualification criteria stipulated by law and the contracting authority. The requirements for proof of integrity and technical qualifications are stipulated in this article of the Procurement Documentation.

4.1. **Basic qualification pursuant to Section 74 of the Act:**

4.1.1. A contractor **does not** have integrity if it

- a) has been effectively convicted in the country of its business seat for a criminal act included in Annex 3 to Act, or for a similar criminal act pursuant to the law of the country where the contractor has its registered seat, during the last 5 years that precede the commencement of the tender proceedings; removed convictions are not taken into account,
- b) is in default with a tax payment in the Czech Republic or in the country of its registered seat,
- c) is in default with a health insurance payment or with a payment of related penalties in the Czech Republic or in the country of its registered seat,
- d) is in default with a social security insurance payment and contribution to the state employment policy or with a payment of related penalties in the Czech Republic or in the country of its registered seat,
- e) is subject to bankruptcy proceedings (Section 187 of the Civil Code), subject to insolvency proceedings (Section 136 of Act No. 182/2006 Coll., on Bankruptcy and Its Settlement Methods (Insolvency Act), as amended) or subject to enforced administration pursuant to another legal regulation (such as Act No. 21/1992 Coll., on Banks, as amended, Act No. 87/1995 Coll., on Savings and Loan Associations and Certain Related Measures and on the Amendment of Czech National Council Act No. 586//1992 Coll., on the Income Tax, as amended, Act No. 363/1999 Coll., on Insurance Companies and Amendment to Some Related Laws), or that is in a similar situation pursuant to the legal order of the country where the contractor has its registered seat.

4.1.2. Where the contractor is a legal person, the condition referred to in paragraph 4.1.1. point a) of the Procurement Documentation must be fulfilled by this legal entity as well as by each member of the statutory body. When a legal entity is a member of the statutory body, the condition pursuant to paragraph 4.1.1. point a) of this Procurement Documentation must be fulfilled by:

- a) this legal entity,
- b) all members of the statutory body of this legal entity, and
- c) persons who represent this legal entity in the statutory body of the contractor.

4.1.3. If a participant in the procurement procedure is a branch factory:

- a) of a foreign legal entity, the condition pursuant to paragraph 4.1.1. point a) of this Procurement Documentation must be fulfilled by this legal entity as well as the given company branch manager,
- b) a Czech legal entity, the condition pursuant to paragraph 4.1.1. point a) of this Procurement Documentation must be fulfilled by the persons specified in Art. 4.1.2 of this Procurement Documentation, as well as the given company branch manager,

4.1.4. Proof of basic integrity

The contractor proves the fulfilment of the condition of basic integrity in relation to the Czech Republic by submitting

- a) extract from the criminal records in relation to Art. 4.1.1 letter a) of this Procurement Documentation,
- b) confirmation from the respective financial bureau in relation to Art. 4.1.1 letter a) of this Procurement Documentation,
- c) written affidavit in relation to excise tax in relation to Art. 4.1.1 letter b) of this Procurement Documentation,

- d) written affidavit in relation in relation to Art. 4.1.1 letter c) of this Procurement Documentation,
- e) confirmation from the district social security administration in relation to Art. 4.1.1 letter d) of this Procurement Documentation,
- f) extract from the commercial register or submission of a written affidavit, if not entered in the commercial register, in relation to Art. 4.1.1 letter e) of this Procurement Documentation.

In the bids the contracting authority permits the replacement of the foregoing documents with an affidavit, e.g. using Annex No. 4 to this Procurement Documentation.

Documents proving basic integrity must demonstrate compliance with the required professional competence eligibility criterion no later than 3 months before the date of commencing the procurement procedure.

4.2. **Professional competence criteria pursuant to Section 77 of the Act:**

To fulfil the professional qualification conditions, the contracting authority requires the contractor to submit in relation to the Czech Republic, an **extract from the Commercial Register** or other similar register, if a legal regulation requires registration in such register.

The contractor does not need to submit the above document if the law in its country of residence does not require a similar professional competence.

Documents proving professional qualifications must demonstrate compliance with the required professional competence eligibility criterion no later than 3 months before the date of commencing the procurement procedure.

4.3. **Technical qualifications**

The contracting authority requires as the proof of fulfilment of the technical qualification:

- a) In accordance with Section 79(2)(b) of the Act, the **submission of a list of significant deliveries provided in the last 3 years** prior to the start of the procurement procedure, including the price and time of provision and identification of the order party.

The **minimum level** for the fulfilment of these technical qualification criteria defined by the contracting authority is to submit **at least 3 deliveries, the subject of which was the supply of a markerless human motion capture system, and the financial value of which delivery amounted to at least CZK 800,000 excluding VAT.**

The contractor may use the specimen list of provided deliveries which forms Annex No. 5 to this Procurement Documentation to prove this technical qualification criterion. The list must include the contact data of the person who can confirm the provision of the respective deliveries.

- b) In accordance with **Section 79(2)(k) of the Act, submission of a description of the products for delivery**, from which it is evident whether the offered devices meet the parameters required by the contracting authority. The description will be submitted minimally in the following scope:
 - i. fully completed technical annex to the Procurement Documentation (see Annex No. 1 to the Procurement Documentation) and
 - ii. technical description of the individual devices and their components (e.g. technical data sheets, catalogue sheets, or other suitable means).

The contracting authority does not permit the replacement of the aforementioned documents proving the fulfilment of technical qualifications with an affidavit.

PROOF OF INTEGRITY, QUALIFICATIONS AND SUBMISSION OF DOCUMENTS:

- 4.4. If the Act or contracting authority requires the submission of a document, the contractor will submit a copy of the document in the bid, unless stipulated otherwise by the Act.
- 4.5. Before concluding the contract, the contracting authority will require the submission of originals or certified copies of the qualification documents from the chosen contractor, if these were not submitted in the procurement procedure.

- 4.6. In order to prove qualifications, the contracting authority pursuant to Section 86(1) of the Act will primarily request documents registered in a system which identifies documents to prove the fulfilment of qualifications (e-Certis system). The contractor may replace the required documents with a unified European certificate for public contracts pursuant to Section 87 of the Act.
- 4.7. If the contracting authority requires the submission of a document and the contractor is unable to submit it for reasons no attributable to the contractor, it is obliged to submit a different equivalent document.
- 4.8. The contractor may fulfil the obligation to submit the document by referring the corresponding information kept in the public administration information system or in a similar system kept in another member state, which allows unlimited remote access. Such reference must contain the internet address and data for logging in and finding the required information, if such data is essential.
- 4.9. If the qualifications were acquired abroad, they are proven by documents issued pursuant to the legal code of the country in which they were acquired, in the scope required by the contracting authority.
- 4.10. In the case of joint participation of contractors, the basic integrity and professional qualifications pursuant to Art. 4.2 of this Procurement Documentation is proven by each contractor independently, and the other part of the qualifications and integrity jointly.
- 4.11. The contractor may prove a certain part of the economic qualifications, technical qualifications or professional qualifications, except for the criteria pursuant to Section 77(1) of the Act, required by the contracting authority, **through other parties**. In this case, in accordance with Section 83(1) of the Act, the contractor is obliged to submit to the contracting authority:
 - a) documents proving the fulfilment of professional competence pursuant to Section 77(1) of the Act by the third party,
 - b) documents proving the fulfilment of the missing part of the qualifications through the third party,
 - c) documents on fulfilment of basic integrity pursuant to Section 74 by the third party, and
 - d) written commitment of the third party to provide the performance designated for fulfilment of this public contract or to provide the items or right which the contractor will be authorised to dispose of when performing the public contract, **at least in the scope in which the third party proved the qualifications for the contractor**.
- 4.12. When proving fulfilment of the qualifications, the contractor may submit an extract from the list of qualified contractors pursuant to Section 228 of the Act to the contracting authority. If the contractor submits an extract from the list of qualified contractors to the contracting authority, this extract replaces the document proving:
 - a) professional qualifications pursuant to Section 77 of the Act in the scope in which the data from the extract from the list of qualified contractors proves the fulfilment of the professional qualification criteria, and
 - b) basic qualification pursuant to Section 74 of the Act.

The contracting authority is obliged to accept the extract from the list of qualified contractors, if the extract from the list of qualified contractors is no more than 3 months old as at the last day by which basic integrity or professional qualifications are to be proven. The contracting authority may not accept an extract from the list of qualified contractors in which the commencement of proceedings pursuant to Section 231(4) of the Act is indicated.

As per the extract from the list of qualified contractors, the contractor may prove qualifications through a certificate originating in another member state in which the contractor is based, which is equivalent to the extract from the list of qualified contractors.

PART V. REQUIREMENTS FOR THE MEANS OF PROCESSING THE BID PRICE

- 5.1. The total bid price will be stipulated as the summarized price for the entire subject of fulfilment, which is required by the contracting authority via this Procurement Documentation. The total bid price will be specified in the draft contract (see Annex No. 2 to this Procurement Documentation).
- 5.2. The bid price will be stated in Czech currency broken down as follows: the bid price excluding value added tax (VAT), VAT separately and the total bid price including VAT.
- 5.3. Total bid price in the above-mentioned structure will be specified on the cover sheet of the bid - see Annex No. 3 to this Procurement Documentation. In the event of a discrepancy between the bid price specified in the draft purchase contract and cover sheet, the price given in the draft purchase contract will apply.
- 5.4. The bid price will be set as the "the highest admissible" price and must include all costs associated with the complete implementation of the subject of the public contract.

PART VI. MANNER OF EVALUATING BIDS PURSUANT TO THE EVALUATION CRITERIA

- 6.1. Bids will be evaluated in terms of their **economic advantage**. The economic advantage will be evaluated according to the **lowest bid price**. The best evaluated bid price will be the lowest price of the all bids evaluated.
- 6.2. The decisive factor in evaluating the bid price will be the **total price in CZK excluding VAT** for the whole subject of the public contract referred to in the draft contract (Art. IV(1) of this Procurement Documentation). The bids will be compiled in ascending order from lowest to highest bid price.

PART VII. BUSINESS TERMS AND CONDITIONS, INCLUDING PAYMENT TERMS

As a part of this Procurement Documentation, the contracting authority presents the business terms and conditions, including payment terms, which are binding for the performance of the public contract in question, in the form of a binding draft purchase contract (hereinafter referred to as the "draft contract") pursuant to Section 37(1)(c) of the Act. The draft contract forms Annex No. 2 to this Procurement Documentation.

The draft contract defines the future framework of the contractual relationship. The written draft contract must accept the text of the Procurement Documentation or other documents containing the scope of the subject of the contract. **The written draft contract must fully accept the text of the Terms and Conditions, which form Annex No. 2 to this Procurement Documentation, and cannot be diverged from (the participant only fills out the designated parts of the draft contract or, as the case may be, only appropriately amends the draft contract).** Failure to comply with this condition shall be deemed a breach of the terms and conditions resulting in the exclusion of the participant from further participation in the procurement procedure. Data given in the draft contract may not differ from the other parts of the participant's bid. In case of discrepancies the draft written contract is always decisive.

PART VIII. CONDITIONS, UNDER WHICH THE BID PRICE MAY BE EXCEEDED

The conditions under which the value of the bid price may be exceeded are stipulated in the contracting authority's business terms and conditions, which are enclosed in Annex No. 2 to this Procurement Documentation.

PART IX. VARIANT REQUIREMENTS

The contracting authority does not allow variant solutions.

PART X. OTHER REQUIREMENTS FOR THE FULFILMENT AND COURSE OF THE PUBLIC CONTRACT

- 10.1. In accordance with Section 122(3) of the Act, the contracting authority will send the chosen contractor a request to submit the original or officially certified copies of documents proving its qualifications, if it does not yet have them.
- 10.2. In accordance with Section 122(4) of the Act, if the selected contractor is a legal entity, the contracting authority will obtain the data about the beneficial owner pursuant to Act No. 253/2008 Coll., on certain measures against the legalisation of proceeds from crime and financing of terrorism (hereinafter referred to as the "beneficial owner") from the records on beneficial owners pursuant to the act regulating public registries of legal entities and natural persons (Act No. 304/2013 Coll.).
- 10.3. If data about the beneficial owner cannot be obtained via the procedure pursuant to the previous clause, the contracting authority will call on the selected contractor pursuant to Section 122(3) of the Act to submit an extract from the records similar to the records of beneficial owners, or
 - a) to provide the identification data of all the parties who are its beneficial owners, and
 - b) to submit documents indicating the relationship of all the parties under letter a) to the contractor; these documents are in particular
 - extract from the commercial register or other similar records,
 - list of shareholders,
 - decision of the statutory body on payment of a share in profit,
 - memorandum of association, founding deed or articles.
- 10.4. In accordance with Section 48(7) of the Act, the contracting authority may exclude a participant in the procurement procedure, which is a joint-stock company or has a legal form similar to a joint-stock company and has not issued exclusively book-entered shares.
- 10.5. The contracting authority will verify the fulfilment of the reasons for exclusion pursuant to At. 48(7) of the Act with the chosen contractor based on information kept in the commercial register. If the information kept in the commercial register indicates the fulfilment of the reasons for exclusion pursuant to Section 48(7) of the Act, the contracting authority will exclude the participants from the procurement procedure.
- 10.6. The contracting authority will ask the chosen contractor with its registered office abroad, which is a joint-stock company or has a legal form similar to a joint-stock company, to submit within a reasonable deadline a written affidavit stating the parties that own shares, whose total nominal value exceeds 10% of the registered capital of the participant in the procurement procedure, indicating the source from whose data the size of the shareholders' stakes is drawn; this request is considered a request pursuant to Section 46 of the Act.

PART XI. CONDITIONS AND REQUIREMENTS RELATED TO THE STRUCTURE OF THE BID

- 11.1. The participant shall provide its identification data in its bid within the following scope:- name of the company, registered office/place of business/residence, name of the person authorized to act on behalf of the participant, company ID number, tax ID number, telephone and e-mail address - see Annex No. 3 to this Procurement Documentation.

- 11.2. The participant should include a contract proposal as a part of its bid. The proposal has to be signed by a person authorized to act in the name or on behalf of the participant. Should the draft contract be signed by an authorized person, the participant's bid must also include an appropriate and valid power of attorney (submitting a simple copy of the power of attorney will suffice).
- 11.3. **The bid shall also include other documents requested by the law and the contracting authority, including documents and information proving the qualifications requirements.**
- 11.4. The bid should be submitted in the **Czech or English language**. Documents and documents submitted in a language other than Czech or English must be accompanied by a translation into the Czech Language. The condition of the translation does not apply to documents relating to prospectuses, technical descriptions and technical data sheets of the equipment offered. The obligation to attach a text translated to the Czech or English language also does not apply to documents in the Slovak language.
- 11.5. The participant's bid may not contain transcripts or corrections that may lead the contracting authority to false conclusions.
- 11.6. **The contracting authority recommends (optionally) that participants use the following order of documents (content) for their bids:**
- 1) **Bid cover sheet** (Annex No. 3 to this Procurement Documentation may be used) containing the participant's identification data and signature of the contractor's authorised person(s), and other data required by the contracting authority,
 - 2) **Documents to prove the fulfilment of qualifications (see Part IV of this Procurement Documentation):**
 - a. **Basic integrity** (the form of the affidavit may be used, see Annex No. 4 to this Procurement Documentation)
 - b. **Professional qualifications**
 - c. **Technical qualifications**
 - 3) **Duly complete and signed draft contract, including annexes** (see Annex No. 2 to this Procurement Documentation),
 - 4) Other documents at the participant's discretion (e.g. consortium agreement, information about subcontractors).

PART XII. EXTRAORDINARILY LOW BID PRICE

- 12.1. The contracting authority reserves the option of assessing (through an evaluation committee) whether the participants' bids contain an extraordinarily low bid price in accordance with Section 113 of the Act.
- 12.2. The contracting authority does not stipulate the precise algorithm of determining an extraordinarily low bid price pursuant to Section 113(2) of the Act, but reserves the option of assessing the bid price or costs as extraordinarily low even in cases not specified in Section 113(2) of the Act.

PART XIII. SUBMISSION OF BIDS

- 13.1. **Place to submit bids** - The bids shall be submitted only in electronic form, via the electronic tool E- ZAK available at the following address <https://zakazky.vsb.cz>. The public contract URL is: <https://zakazky.vsb.cz/vz00000714>.
- 13.2. **The contracting authority stipulates that the deadline for submitting the bids is 3rd September 2020 by 10:00 a.m.** If the bid is submitted after the deadline specified in the previous sentence, the contracting authority's electronic tool will not accept the bid.

- 13.3. All terms and conditions regarding the electronic tool, including information about the use of the electronic signature, are available in the user manual and the electronic signature manual at:

<https://zakazky.vsb.cz/manual.html> (especially in the User Manual document, clause "Registration of the contractor" and the clause "Electronic bids and Requests for participation")

Technical support of E-ZAK electronic tool operator - Tel.: +420 538 702 719, e-mail: podpora@ezak.cz, web: <https://www.ezak.cz/>.

- 13.4. Each contractor may submit only one bid.
- 13.5. A contractor that submitted a bid in the procurement procedure must not simultaneously be a party through which another contractor in the same procurement procedure proves its qualifications. The contracting authority will exclude a participant from the procurement procedure if it submitted several bids separately or with other contractors, or submitted a bid and is simultaneously a party through which another participant in the procurement procedure proves its qualifications.

PART XIV. MISCELLANEOUS PROVISIONS

- 14.1. The contracting authority does not compensate the participants for any expenses arising from their participation in the procedure.
- 14.2. Opening of bids - in accordance with Section 109(1) of the Act, the bids will be opened after the passing of the deadline for submitting bids. Given that bids will only be submitted in electronic form, the public opening of the bids will not take place.
- 14.3. The contracting authority stipulates the contracting period at **90 days**. The contracting period does not run in the cases stipulated by law.
- 14.4. By submitting a bid the contractor gives the contracting authority consent to check and verify the data referred to in the bid. The contracting authority may exclude a contractor from the procurement procedure if the contractor provides false data in its bid.
- 14.5. The contracting authority conveys 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.

PART XV. INFORMATION ABOUT PERSONAL DATA PROCESSING

- 15.1. The contracting authority in the position of the personal data controller hereby informs the participants in the procurement procedure in the meaning of Art. 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (hereinafter referred to as "GDPR") about the processing of personal data in order to perform the procurement procedure pursuant to the Act.
- 15.2. Within the procurement procedure, the contracting authority may process the data of the contractors and their subcontractors (from among natural persons - entrepreneurs), members of statutory bodies and contact persons of the contractors and their subcontractors, persons through which the contractor proves the qualifications, members of the contractor's implementation team and the contractor's beneficial owners.
- 15.3. The contracting authority will process personal data only in the scope needed to implement the procurement procedure and for the period stipulated by legal regulations, in particular the Act. The data subjects are authorised to apply their rights pursuant to Art. 13 through 22 GDPR in writing to the contracting authority's registered office address.

PART XVI. ANNEXES TO THE PROCUREMENT DOCUMENTATION

- Annex No. 1: Technical specifications of the subject of the public contract
- Annex No. 2: Business terms and conditions
- Annex No. 3: Cover sheet of the bid (specimen)
- Annex 4: Specimen affidavit
- Annex 5: List of major deliveries form

Ostrava dated

.....
Prof. RNDr. Václav Snášel, CSc.
Rector