



Invitation to Submit Offers

for a public tender of a small extent, organized in accordance with the Rules for Applicants and Recipients – General Part, within the frame of the Research, Development and Education Operation Program (hereinafter referred to as the "Invitation")

Public contract name	Electronic circuits simulation software
Public contract type	For deliveries
Co-financed from	Research, Development and Education Operation Program
Project name	Infrastructure support of the strategic VŠB-TUO study programs
Project registration number	CZ.02.2.67/0.0/0.0/18_057/0013299

Client name	VSB Technical University of Ostrava, Faculty of Electrical Engineering and Computer Science
Client address	17. listopadu 2172/15, 708 00 Ostrava - Poruba
Client identification number	61989100
Authorized person of the client	prof. Ing. Pavel Brandštetter, CSc., Dean of the Faculty of Electrical Engineering and Computer Science
Client profile	https://zakazky.vsb.cz/
Contact person of the client	Ing. Miroslav Jílek
Phone number	+ 420 597 329 131
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PART I. SPECIFICATION OF THE SUBJECT OF THE PUBLIC CONTRACT

- 1.1. The subject of the public contract is SW multi-license solution for 25 users (students and teachers) for use at the university.
A detailed technical specification of the subject of the public contract is included in the technical conditions of the subject of the contract, which forms Appendix 1 to the Invitation.
- 1.2. The subject of the public contract is co-financed from the Research, Development and Education Operation Program (hereinafter referred to as the "RDE OP") within the frame of the "Infrastructure support of the strategic VŠB-TUO study programs", project registration number: CZ.02.2.67/0.0/0.0/18_057/0013299.
- 1.3. **The implementation time is 21 calendar days, at the most.** This period starts running as of the day the contract concluded with the selected contractor becomes effective.
- 1.4. **The location of the implementation** (delivery) is the seat of the client - VSB Technical University of Ostrava, Faculty of Electrical Engineering and Computer Science, 17. listopadu 2172/15, 708 00 Ostrava - Poruba.
- 1.5. **The expected value** of the public contract amounts to 438,800.00 CZK, excluding VAT. The client specifies the expected value as the maximal possible value, which the applicants cannot exceed in their offers.
- 1.6. The tender in question is not a tender pursuant to Act No. 134/2016 Coll., on Public Procurement, as amended (hereinafter referred to as the "Act"). Should there be any references to the Act in this Invitation or its appendixes, it is assumed that this public contract is governed by the given stipulation adequately and the reference to the Act is stated with the objective to specify the given conditions in more detail.

- 1.7. Should this Invitation or its appendixes include requirements for or references to individual trading name, special company specification, special product specification, performances or trading materials, which apply to a certain plant or organizational unit as peculiar, or patents and utility samples, they are stated only for a better specification and illustration of individual technical parameters, and the client also allows for using other solutions that are similar from the qualitative and technical perspective.

PART II. EXPLANATION OF THE CONTRACTUAL CONDITIONS

- 2.1. The contractor has the right to request a written explanation of the contractual conditions from the client. The corresponding written (electronically to the above stated client's contacts) application must be delivered to the client **4 working days** before the deadline for submitting the offers, at the latest.
- 2.2. The client will send the corresponding explanation of the contractual conditions and, if applicable, related documents, within 2 days after the delivery of the application pursuant to the previous paragraph. Should the client provide an explanation upon request that is not delivered in a timely manner, the client is not obliged to comply with the deadline stated in the previous sentence.
- 2.3. Should the request for an explanation of the contractual conditions be delivered in a timely manner and should the client not publish the corresponding explanation within the time period specified in the previous paragraph, the client should extend the deadline for submitting the offers by at least as many days as the number of days, by which the client's explanation was delayed in relation to the deadline for the publication of the corresponding explanation pursuant to the previous paragraph.
- 2.4. The client should send the explanation of the contractual conditions, including the exact wording of the request pursuant to Paragraph 2.1 of the Invitation, to all, so far known, contractors simultaneously. Moreover, the client should publish the explanation on the client's profile.
- 2.5. The client can provide the explanation of the contractual conditions even without any prior request. Paragraphs 2.2 and 2,3 of the Invitation should be used analogously.
- 2.6. The client strongly encourages timely deliveries of the explanation requests, thus making sure there is enough time to prepare answers and to allow the contractors to incorporate them in their respective offers!

PART III. REQUIREMENTS FOR THE STRUCTURE OF THE OFFER PRICE

- 3.1. The total offer price should be specified as an overall price for the entire subject of the public contract. The total offer price should be stated in the contract proposal.
- 3.2. The total offer price should be stated in the Czech currency.
- 3.3. The total offer price should be stated as the "highest acceptable" price and must include all expenses related to the complete implementation of the subject of the public contract.
- 3.4. **The total offer price must not exceed the expected value of this public contract, i.e. 438,800.00 CZK, excluding VAT.**

PART IV. BUSINESS CONDITIONS, INCLUDING PAYMENT CONDITIONS

The business conditions, which **must be included in the contract proposal submitted by the participant, should include at least the following:**

- Identifications of the contracting parties, including their business identification numbers and tax identification numbers (provided they have been assigned) and identification of the contractor by the means of its registration in the Companies Register (provided the contractor is registered in it), including the file number, under which the contractor is registered in the register, or information from another register, in which the contractor is registered.
- The subject of the implementation (concretized quantitatively as well as qualitatively), which completely complies with Appendix 1 to this Invitation, including the exact name of the offered SW.
- Total price for the entire subject of this public contract, excluding VAT, VAT rate and total price, including VAT. This price will be final and cannot be exceeded.
- Implementation time: max. 21 calendar days after the contract concluded with the selected contractor becomes effective.
- Payment conditions:
 - No deposit will be provided,
 - The total price will be paid based on the corresponding invoice,
 - The invoice will be issued for the total price after the SW delivery (i.e., after the corresponding license is provided),
 - The issued invoice must include the project name and project registration number,
 - The invoice payment due date should be at least 30 calendar days after its delivery to the client.
- Implementation location: VSB Technical University of Ostrava, Faculty of Electrical Engineering and Computer Science, 17. listopadu 2172/15, 708 00 Ostrava - Poruba.
- The manner of the transfer of the subject of the contract implementation.
- Form and individual components of the document on the transfer and acceptance of the subject of the contract or another document on the provision of the contracted implementation.
- Contract termination possibilities.
- The contract should become valid as of the day of its signing by both contracting parties. It should become effective as of the day of its publication in the Register of Contracts pursuant to Act No. 340/2015 Coll. on the Register of Contracts.
- The contract must include information about the fact that the SW acquisition is co-financed from the Research, Development and Education Operation Program within the frame of the "Infrastructure support of the strategic VŠB-TUO study programs".

PART V. QUALIFICATION REQUIREMENTS

- 5.1. The client requires submission of a **description of the software designated for the delivery**, from which it will be clear if the offered software complies with the parameters required by the client. The description should be submitted at least in the form of a fully completed technical appendix to the Invitation (see Appendix 1).
- 5.2. The conditions for demonstrating the required qualification are also governed by the corresponding stipulations of Section 81 to 85, 87 and 88 of the Act.
- 5.3. The contractors should provide copies of the corresponding qualification documents as a part of their respective offers. Alternatively, they can substitute these documents by statutory declaration or unified European certifications for public orders pursuant to Section 87 of the Act. As a part of the tender proceedings, the client has the right to request to see the originals or officially verified copies of the corresponding qualification documents.

PART VI. METHOD FOR ASSESSING OFFERS BASED ON THE EVALUATION CRITERIA

- 6.1. The evaluation criterion of this public contract is the **economic suitability of the offer**.
- 6.2. The client determined partial evaluation criteria and put them in the following order based on their importance:

	Partial evaluation criterion	Weight in %
1.	Offer price in CZK, excluding VAT	60
2.	Technical solution	40

1. Offer price in CZK, excluding VAT

When assessing the offer price, the deciding factor is its total amount in CZK, excluding VAT, stated in the contract proposal. This price must include all implementation expenses.

The total offer price must not exceed the amount of the expected value of this public contract, i.e., 438,000.00 CZK, excluding VAT.

2. Technical solution

The below stated subcriteria will be assessed within the frame of this criterion:

No.	Subcriterion	Number of the assigned points
2.1	Free upgrade option for the entire lifespan of the SW	25
2.2	Unlimited number of points or nodes for DPS simulation and creation	20
2.3	Free availability of a library of elements and electronic circuits, with the option to create new elements	10
2.4	USB equipment creation support, with the option of communication testing	10
2.5	Support for creating IoT tasks	10
2.6	Creating programs using flowcharts	10
2.7	Option to create source codes and their uploading to the microprocessor system, including a tracing option	10
2.7	3D visualization of the created DPS	5

Evaluation subcriteria 2.1 to 2.8 are of the YES/No type. Should the offered SW comply with the given condition, the answer to that question is thus "YES", which means that the corresponding number of points are assigned for the given subcriterion. Should the offered SW does not comply with the given condition, the answer to that question is thus "NO", which means that no points are assigned for the given subcriterion. The answers will be included in Appendix 1 to the contract proposal in the offer.

2.1 Free possibility of updates for the entire lifespan of the SW

Does the offer include an option for free updates for the entire lifespan of the offered SW?

YES = 25 points

NO = 0 points

2.2 Unlimited number of points or nodes for PCB simulation and creation

Does the offered SW allow for an unlimited number of points or nodes for PCB simulation and creation?

YES = 20 points

NO = 0 points

2.3 Free availability of the libraries of elements and electronic circuits with the possibility of creating new elements

Does the offered SW include free availability of the libraries of elements and electronic circuits with the possibility of creating new elements?

YES = 10 points

NO = 0 points

2.4 Support for creating USB devices with the possibility of communication testing

Does the offered SW support creation of USB devices with the possibility of communication testing?

YES = 10 points

NO = 0 points

2.5 Support for creating IoT tasks

Does the offered SW support creation of IoT tasks (such as control of the proposed electronics with microprocessor circuits using a mobile phone)?

YES = 10 points

NO = 0 points

2.6 Creating programs using flowcharts

Does the offered SW support creation of programs using flowcharts – without the knowledge of the given programming language?

YES = 10 points

NO = 0 points

2.7 Possibility to create source codes and upload them to the microprocessor system, including the possibility of tracing

Does the offered SW allow for creating source codes and uploading them to the microprocessor system, including the possibility of tracing?

YES = 10 points

NO = 0 points

2.8 3D visualization of the created PCBs

Does the offered SW allow for 3D visualization of the created PCBs?

YES = 5 points

NO = 0 points

Within the frame of evaluation criterion no. 2, "*Technical solution*", the assessed offer receives a certain number of points that corresponds to the sum of the points received for all the above stated subcriteria (2.1 to 2.8). Each offer can be assigned a maximum of 100 points for this criterion.

To be completely clear, let us just state that the more points it receives, the more convenient the offer is.

- 6.3. An evaluation scale between 0 to 100 points will be used for the assessment. A certain point value will be assigned to each offer pursuant to the partial criterion, which will represent the success rate of the offer in question within the frame of the given partial criterion.
- 6.4. For numerically expressible criteria, for which the most suitable offer has the minimal criterion value (Offer price, excluding VAT), the assessed offer receives such a point value that equals to the multiple of 100 and the ratio between the value of the most suitable offer and the given assessed offer.

- 6.5. For numerically expressible criteria, for which the most suitable offer has the maximal criterion value (Technical solution), the assessed offer receives such a point value that equals to the multiple of 100 and the ratio between the value of the assessed offer and the most suitable offer.
- 6.6. The assessment pursuant to the point method will be implemented in a way that the individual point evaluations of the offers pursuant to the partial criteria will be multiply by the corresponding weight of the given criterion. The order of individual offers will be determined based on the sum of the final values of individual offers, with the stipulation that the most successful offer will be the offer that achieves the highest value.

PART VII. DEADLINE AND LOCATION FOR SUBMITTING THE OFFERS

- 7.1. The offer should be submitted in a printed or electronic form.
- 7.2. **The client specifies that the deadline for delivering the offers should be 27th January 2021 by 10:00 a.m.** Should an offer be delivered after the deadline specified in the previous paragraph, the client does not open it. The client immediately notifies the given contractor that its offer was submitted after the deadline for submitting the offers.
- 7.3. Location for submitting the offers:
- a) **By mail or personally** (personally only to the client's filing office) to the following address:
- VSB Technical University of Ostrava**
9700 Innovations Support Center, Section: 9710 – Project Support Center
Ing. Miroslav Jílek
17. listopadu 2172/15
708 00 Ostrava-Poruba
Czech Republic
- b) Offers submitted in an electronic form:
- Electronic offers should be submitted using the E-ZAK electronic tool available at the following address: <https://zakazky.vsb.cz/>.
- All conditions and information related to the electronic instrument, including information about the use of electronic signatures, are available in the user handbook and electronic signature manual at the following address:
<https://zakazky.vsb.cz/manual.html> (especially in the User Handbook document, under the "Contractor registration" and "Electronic offers and participation applications" points)
- Technical support of the E-ZAK electronic instrument operator - tel.: +420 538 702 719, email: podpora@ezak.cz, web: <https://www.ezak.cz/>.
- The client would like to let the contractors know that the E-ZAK electronic instrument is connected to the Central Database of Contractors (CDD) of the FEN.cz portal, where registration and administration of the contractors' accounts are also conducted. The client would like to point out that the registration does not take place instantly and the actual registration process can take up to 48 hours (counted on working days).
- 7.4. Should you be sending your offer in a paper form, deliver one copy of the offer by mail or personally in an enclosed envelope, marked with the name of the public contract:

PUBLIC CONTRACT Electronic circuits simulation software DO NOT OPEN
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(the contractor's address must be stated at the upper left corner of the envelope).

PART VIII. OFFER PREPARATION CONDITIONS AND REQUIREMENTS

- 8.1. Every contractor can submit only one offer.
- 8.2. In its offer, the participant should state its identification information in the following extent – company name, location/seat of the business activities/residency, name of the person who is authorized to act on behalf of the participant, Business Identification Number, Tax Identification Number, phone number, email – see Appendix 2 to this Invitation.
- 8.3. In its offer, the participant should **include a contract proposal signed by a person who is authorized to act in the name or on behalf of the participant**. Should the contract proposal be signed by an authorized person, the offer must also include the corresponding valid power of attorney.
- 8.4. **The contract proposal must accept the text of the Invitation (and particularly Part IV) or other documents that include the corresponding specification of the subject of the contract.** The information stated in the contract proposal must not differ from the information stated in other parts of the participant's offer. Should there be any discrepancies, the contract proposal should always prevail.
- 8.5. **The offers should be submitted in the Czech or English language.** This Invitation and its appendixes have been prepared in the Czech and English languages. To prepare its offer, the contractor can use the Czech or English version of individual appendixes (the offer therefore does not have to include both language versions). Should the selected contractor submit the contract proposal attached to the offer only in English, the contract will be subsequently concluded in two languages (in Czech and in English), with the stipulation that its translation to Czech will be secured by the client prior to signing the contract. Documents and documentation submitted in other than the Czech or English language must be accompanied by their translation to the Czech or English language. The translation requirement does not apply to documents related to flyers, technical descriptions and technical sheets of the offered products. Moreover, the obligation to attach a translation does not apply to documents provided in the Slovak language.
- 8.6. **The client recommends (voluntarily) that the participants use the following order of documents (content) in their offers:**
 - 1) **Cover sheet of the offer** (Appendix 2 to this Invitation can be used for this purpose)
 - 2) **Description of the offered SW – completed Appendix 1 to this Invitation**
 - 3) **Properly completed and signed contract proposal**
 - 4) Other documents at the discretion of the participant.

PART IX. OTHER STIPULATIONS

- 9.1. The client does not compensate the contractors for the expenses incurred as a result of their participation in the tender.
- 9.2. The client does not permit alternative solutions.
- 9.3. By submitting the offer, the participant agrees with the provision of its offer to the given grant provider for the purpose of inspecting the tender proceedings.
- 9.4. The selected contractor is an entity that is obliged to participate in the process of financial control pursuant to Section 2, Letter e) of Act No. 320/2001 Coll., on Financial Control in Public Administration, as amended.
- 9.5. The client reserves the right to publish a notification about excluding a participant and notification about the result of the tender on the client's profile. Such notifications should be considered delivered as of the moment of their publishing on the client's profile.

9.6. The client hereby reserves the right to:

- Request a clarification of the submitted information and documents and amendment of other or missing information, documents, samples or models (in compliance with Section 46 of the Act),
- Proceed in compliance with Section 113 of the Act (the institute of an extraordinarily low offer price),
- Proceed in compliance with Section 48 of the Act,
- Cancel the contract any time prior to its conclusion.

PART X. INVITATION APPENDIXES

Appendix 1: Technical specification

Appendix 2: Cover sheet of the offer (sample)

Ostrava, date

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prof. Ing. Pavel Brandštetter, CSc.
Dean of the Faculty of Electrical Engineering
and Computer Science