



## Call for tender

**for a public contract of a small extent, placed in accordance with the Rules for applicants and recipients – general part, version 5, as a part of the Operation Programme for Research, Development and Education (hereinafter referred to as the “Invitation”)**

Name of the public contract	<b>A large scale 3D printer for plastic parts</b>
Type of the public contract	for individual deliveries
Cofinanced from the	Operation Programme for Research, Development and Education
Project name and reg. number	Infrastructural support of the Industrial Design study programme, reg. No. CZ.02.2.67/0.0/0.0/18_059/0009936

Customer name	<b>VSB - Technical University of Ostrava, Faculty of Materials science and technology</b>
Customer address	17. listopadu 2172/15, 708 00 Ostrava - Poruba
Business Identification Number of the customer	61989100
Authorised person of the customer	prof. Ing. Jana Dobrovská, CSc., Dean of the Faculty of Materials science and technology
Customer profile	<a href="https://zakazky.vsb.cz/">https://zakazky.vsb.cz/</a>
Contact person of the customer	Ing. Miroslav Jílek
Phone number	+ 420 597 329 131
Email	<a href="mailto:miroslav.jilek@vsb.cz">miroslav.jilek@vsb.cz</a>

### PART I. SPECIFICATION OF THE SUBJECT OF THE PUBLIC CONTRACT

- 1.1. The subject of the public contract is the delivery and installation of the large-scale **3D plastic printer for plastic parts with a working space of min. 2 m<sup>3</sup>** incl. accessories. The delivery also includes familiarization of the staff of the customer with the operation and maintenance of the delivered equipment.  
  
The subject of the public contract will be used for teaching needs of the Faculty of Materials and Engineering.  
  
A detailed specification of the subject of the public contract is given in Appendix No. 1 Technical Specification. Individual implementation conditions are stated in the business conditions that form Appendix 2 of this Invitation.
- 1.2. 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 “Infrastructural support of the Industrial Design study programme”, project reg. No. CZ.02.2.67/0.0/0.0/18\_059/0009936).
- 1.3. **The place of performance** (delivery) is the registered office of the customer at - VSB - Technical University of Ostrava, Faculty of Materials science and technology, 17. listopadu 2172/15, Room K102, 708 00 Ostrava – Poruba.
- 1.4. **Delivery deadline:** the subject of the delivery will be delivered within 140 calendar days after the contract concluded with the selected contractor comes into effect.
- 1.5. **Expected value** of the public contract amounts to: 75 500.00 EURO excl. VAT.

- 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"). When this Invitation and its appendixes refer to the Act, it is assumed that this public contract is governed by the given stipulation adequately and that the reference to the Act is stated for more detailed specification of the conditions.
- 1.7. Should this Invitation or its appendixes 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 customer allows for the use other solutions that are of a similar character 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 terms and conditions from the customer. Such written application have to be delivered to the customer **no later than 4 working days** prior to the expiry of the deadline for submitting the offers. The written application has to be delivered **to the above stated contact persons of the customer**.
- 2.2. The customer sends the corresponding explanation of the contractual terms and conditions and, if applicable, related documents no later than 2 working days after the delivery of the application pursuant to the previous paragraph. Should the customer provide an explanation as a reply to an application that is not delivered by the deadline specified above, the customer is not obliged to comply with the deadline specified in the previous sentence.
- 2.3. The customer sends the explanation of the contractual conditions, including the exact wording of the requirement pursuant to paragraph 2.1. of the Invitation simultaneously to all known contractors and publishes it on the customer profile.
- 2.4. The customer may also provide an explanation of the terms and conditions without prior request. Paragraphs 2.2. and 2.3. of the Invitation should be applied analogously.
- 2.5. The customer asks the contractors to deliver their applications for an explanation in a timely manner, thus leaving a sufficient space for the customer to answer them and for the contractors to consider the answers in their offers!

## **PART III. REQUIREMENTS FOR DEMONSTRATING COMPLIANCE WITH THE REQUIRED QUALIFICATION**

- 3.1. As a part of demonstrating compliance with the required qualification, the customer requires that the contractors fulfil the below stated qualifications.
- 3.2. In order to fulfil the qualifications, the customer requires the submission of a **description of the product to be delivered**, from which it will be clear whether the offered device meets the parameters required by the customer by documenting the technical description of the offered products (e.g. technical sheet or other suitable form), at least for the **3D printer itself** and the **absolute encoders for position measurement on axis**.
- 3.3. Conditions applicable to the proof of the fulfilment of the qualification are governed similarly by the provisions of Section 81-85, Section 87 and Section 88 of the Act. The contractors should submit copies of the related qualification documents as a part of their offers. They can substitute them with a statutory declaration or a unified European certification for public contracts pursuant to Section 87 of the Act.

- 3.4. The customer has the right to request submission of the corresponding originals, copies or officially verified copies of the given qualification documents during the tender proceedings.

#### **PART IV. REQUIREMENTS FOR THE STRUCTURE OF THE OFFER PRICE**

- 4.1. The bid price for the entire performance of the public contract will be stated in EURO excluding VAT.
- 4.2. The offer price should be provided in compliance with the Invitation or other documents that specify the subject of the public contract.
- 4.3. The offer price will be set as the "the highest admissible" price and must include all costs associated with the implementation of the subject matter of the public contract.

#### **PART V. OFFER EVALUATION MANNER PURSUANT TO THE EVALUATION CRITERIA**

- 5.1. The evaluation criterion of this public contract is **the lowest offer price** for the entire subject of the public contract.
- 5.2. When assessing the offer price, the decisive factor will be its **total amount in EURO excluding VAT**, stated in the contract proposal ((in its Article IV, Paragraph 1).

#### **PART VI. CONDITIONS AND REQUIREMENTS RELATED TO THE STRUCTURE OF THE OFFER**

The participant should include a contract proposal as a part of its offer. The proposal has to be signed by a person authorized to act in the name or on behalf of the participant. Should the contract proposal be signed by an authorized person, the corresponding offer has to also include an appropriate and valid power of attorney. **The written contract proposal has to fully comply with the business conditions** (see Appendix 2 of the Invitation – Business Conditions) and with the Invitation or other documents that specify the subject of the public contract. **The contractors can not deviate from the business conditions that form Appendix 2 of this Invitation.** Data given in the draft contract may not differ from the other parts of the participant's offer. In case of discrepancies the draft contract is always decisive.

#### **PART VII. OFFER DEADLINE AND LOCATION FOR ITS SUBMISSION**

- 7.1. Bids will be submitted in paper or electronic form.
- 7.2. **The time limit for receipt of the bids is set by the customer as 10<sup>th</sup> July 2019 by 10:00.** Should an offer be delivered after the deadline specified in the previous paragraph, the customer does not open it. In this case, the customer should notify the given contractor that its offer has been submitted after the deadline specified for submitting the offers.

7.3. Location for submitting the offers:

- a) **Delivery by mail or in person** (in person exclusively to the filing office of the customer) to the following address:

**VSB - Technical University of Ostrava**

9700 Innovation Support Centre, Department: 9710 - Project Support Centre  
Ing. Miroslav Jílek  
17. listopadu 2172/15  
708 00 Ostrava-Poruba

- b) Submitting offers in an electronic form:

Bids in electronic form shall be submitted via the E- ZAK electronic tool available at the following address <https://zakazky.vsb.cz>.

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 supplier" and the clause "Electronic offers and Requests for participation")

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

7.4. Offers in a written (paper) form should be delivered in a single copy by mail or in person in a sealed envelope, marked with the name of the public contract:

<p>PUBLIC CONTRACT <b>A large scale 3D printer for plastic parts</b> DO NOT OPEN</p>
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(the address of the contractor, to which the notification about a late submission of the offer, if applicable, can be delivered, should be written at the top left corner of the envelope).

## **PART VIII. OFFER SUBMISSION AND FORMAL REQUIREMENTS RELATED TO THE OFFER**

8.1. Each contractor may submit only one offer.

8.2. The offer should be submitted in the **Czech or English language**. This Invitation and its appendixes have been prepared in the Czech and English languages. The supplier may use the Czech or English version of the individual annexes for the processing of the tender (therefore, the bid does not have to be in both languages mentioned). 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 Language also does not apply to documents in the Slovak language.

8.3. The customer recommends (optionally) to use the following offer structure:

- Cover sheet of the offer - the sample pursuant to Appendix 3 of this Invitation can be used,
- Description of the offered product according to Part III. this Invitation,
- Duly signed contract proposal, **including its appendix** (see Appendix 2 of this Invitation)
- **If the participant's bid is in a paper form the customer request the participants to include 2 additional copies (separately) of the signed contract proposal (i.e. the offer should include a total of 3 signed copies of the contract proposal). These 2 copies of the contract proposal will be used for concluding the contract if the given participant is selected for implementing this public contract.**

## **PART IX. OTHER STIPULATIONS**

- 9.1. The customer does not compensate the contractors for any expenses arising from their participation in the tender.
- 9.2. The customer does not allow alternative solutions.
- 9.3. The business conditions of the customer including the payment terms and conditions under which the offer price can be exceeded are stated in an appendix to this Invitation (see Appendix No. 2 - Terms and Conditions).
- 9.4. The customer conveys that the selected supplier is a person obliged to cooperate in the performance of financial control pursuant to Section 2 point e) of Act No. 320/2001 Coll., on Financial Control in Public Administration, as amended.
- 9.5. The customer hereby reserves the right to publish the notice of exclusion of the participant and the result of the tender selection procedure on the Customer's profile. Such notice shall be deemed to have been delivered at the moment of publication on the Customer's profile.
- 9.6. The customer hereby reserves the right to:
  - request clarification of submitted data, documents, or addition of further or missing data, documents, samples or models (in accordance with Section 46 of the Act),
  - proceed in accordance with Section 113 of the Act (the extremely low bid price),
  - proceed in compliance with Section 48 of the Act,
  - cancel the order at any time before the conclusion of the contract.

## **PART X. APPENDICES OF THE INVITATION**

Appendix No.1: Technical specification  
Appendix No. 2: Business terms and conditions  
Appendix No. 3: Cover sheet of the bid (sample)

Ostrava, on 27<sup>th</sup> June 2019

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prof. Ing. Jana Dobrovská, CSc., m.p.  
Dean of the Faculty of Materials  
science and technology