

Ref. ÚFE-663/2024-sekr

INVITATION TO SUBMIT BIDS

to small-scale public contract

for supplies

Contracting Authority:



Name of the public contract

**SWIR camera for spectral range 1000-2000 nm
II.**

1. Identification of the Contracting Authority

Contracting Authority:	Ústav fotoniky a elektroniky AV ČR, v. v. i.,
Registered office:	Chaberská 1014/57, 182 00 Praha 8, the Czech Republic
Business ID:	67985882
Tax identification No.:	CZ67985882
Person authorized to act on behalf of the Contracting Authority:	Assoc. Prof. Pavel Peterka, Ph.D., Director
Contact person	Mgr. Magda Stockettová
Phone	+420 266 773 507
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Deputy contact person	Ing. Filip Todorov, Ph.D.
Phone	+420 266 773 478
E-mail:	tendry@ufe.cz

2. Name and description of the public contract

2.1. Name of the public contract: **SWIR camera for spectral range 1000-2000 nm II.**

2.2. Description of the subject of the public contract

The subject matter of this public contract is supply of 1 pcs of short-wave infrared (SWIR) camera with a lens for spectral range 1000-2000 nm (hereinafter referred to as "**equipment**"). The entire equipment and all its parts must be brand new, fully operational and complete.

The obligation laid down in the preceding paragraph shall include: (i) delivery of the equipment to the place of delivery, (ii) delivery of documents pertaining to the use of the supplied equipment (including, without limitation, operating and maintenance manual in Czech or English, warranty certificate, bill of delivery, and certificate of conformity).

Each bidder may submit only one bid. The Contracting Authority does not accept a variant bid. More detailed specifications are provided in Article 4 below and Annex 1 and Annex No. 3 hereto.

2.3. Classification of the subject matter of the Public Contract: Classification (CPV) of this Public Contract corresponds to item:

32333200-8-Video camcorders
38651600-9-Digital cameras

2.4. The Contracting Authority states that it will provide all necessary assistance for the issuance of the export license, in particular to provide the selected bidder with an end-user confirmation for issuance of the export license, if requested.

3. Deadline for submission of bids

The deadline for submission of bids is **December 2, 2024 at 10:00 a.m. (GMT+1)**

4. Term and Place

Delivery time: within **3 weeks** from the date of contract conclusion

Place of delivery: Ústav fotoniky a elektroniky AV ČR, v. v. i., Prague 8, Chaberská 1014/57, Czech Republic, 182 00.

5. Estimated value, Structure of the Bid price

The estimated value of the public contract: **28 000 EUR excl. VAT.**

Bidders are obliged to specify the Bid price for the subject of performance according to the required specifications. **Bidders are obliged to indicate the total bid price, including all required performance.** The total bid price must include the entire subject matter of the public contract and shall represent a fixed, binding amount as the maximum amount and **maximum admissible price**, including all fees and other costs that may be associated with the performance provided here under, such as transportation to the place of performance (DDP clause according to Incoterms 2020 terms), packaging, custom duties, costs of insurance, etc.

The Bid price is to be quoted in EUR excl. VAT. Bidders shall indicate the Bid price to Article IV. (1) of the contract (Annex No. 1 hereto).

The Contracting Authority will consider all bids with a Bid price exceeding this limit as bids that did not meet the conditions of the tender. The Contracting Authority will then **exclude** all such bids (bidders) from any further participation in the proceedings.

The bidders shall not be authorized to make the bid subject to any conditions. Any conditions or provision of several different values in the bid in parts that are subject to the evaluation shall constitute a reason to **exclude** the bidder from further participation in the proceedings.

6. Conditions and requirements for bid preparations and place for submitting bids

Bids must be submitted in **paper form** and be delivered in a properly sealed envelope marked "**Do not open**" and bear the name of the public contract "**SWIR camera for spectral range 1000-2000 nm II.**" to the address of the Contracting Authority (Ústav fotoniky a elektroniky AV ČR, v. v. i., Prague 8, Chaberská 1014/57, Czech Republic, 182 00). Bids can be delivered by any suitable means, i.e. by post, courier, personally, etc. **The filing room's office hours are 8:00 am – 3:00 pm on business days, and on the last day of the deadline 8:00 am**

to 10:00 am (GMT+1). The envelope must also bear the name and address of the bidder. Submissions in other forms will not be considered.

The bidder shall deliver the **paper original** of the offer in a properly sealed envelope, and at the same time submit the offer also in electronic copy on CD or other suitable data medium in PDF or MS Office or compatible format.

The bid must be processed in Czech or English language.

The bid must include:

- I. **Identification details of the bidder** (name or commercial name of the company, registered office or place of business, Business ID, Tax Identification number, contact details - name, surname, telephone, email),
- II. **Documents proving fulfilment of the qualification:**
 - a) A copy of an entry in the Commercial Registers, or other similar records provided that registration in such records is required pursuant to another legal regulation. The document shall demonstrate the fulfilment of the required criterion **not later than 3 months** before the date of the commencement of this procurement procedure.
 - b) Affirmation on Basic Qualification Criteria (Bidders may use Annex 2). The affirmation shall be signed by the authorized representative of the Bidder. The document shall demonstrate the fulfilment of the required criterion **not later than 3 months** before the date of the commencement of this procurement procedure.
 - c) Technical qualification - List of major supplies (Bidders may use Annex 4). The bidder shall submit as part of the bid a list with at least 3 major supplies, i.e. 3 SWIR cameras provided over the past 5 years completed before the day of the bid submission, including price and date of delivery and the identification of customer of the major supply (supplies). Supply of a SWIR camera with financial value of at least **11 500 EUR** excl. VAT shall be considered a major supply (if the value is stated in another currency, it will be converted at the exchange rate published by the European Central Bank on the day of the commencement of the procurement procedure).
- III. **Affirmation on the Absence of Obstacles**, stating that there is no obstacle to awarding this public contract in accordance with this Council Regulation, the bidder is required to complete and submit as part of the bid an Annex 5 form.
- IV. **Draft contract** signed by the authorized representative of the Bidder. In the draft contract, the bidders shall fill in the missing information marked in yellow as • without changing in any other way the wording of the draft of the contract (Annex 1).
- V. **Technical specifications** of the offered equipment demonstrating that it meets the required specification (complete column D available in Annex 3). By signing the draft contract, the bidders expressly confirm that the bid complies with the minimum technical requirements in Annex 3. If all

technical requirements are not met, the bid (bidder) will be excluded from further participation in the procurement procedure.

- VI. **Technical data sheets.** The technical data sheets shall be submitted in Czech or English language, both in paper and electronic form.

7. Evaluation criteria

The bids will be evaluated **on the basis of the lowest Bid price**. The Contracting Authority will evaluate the total Bid price in EUR excl. VAT. **Bids will be ranked according to Bid price from lowest to highest. The winner is the bidder with the lowest Bid price.**

8. Explanation of the tender conditions

- 8.1. Bidders are entitled to require the Contracting Authority in writing to provide explanation of the tender conditions. The request has to be received by the Contracting Authority no later than **4 working days before** the deadline for submission of bids. The requests must be in English or Czech language and must be sent to the e-mail address tendry@ufe.cz. The explanation of the tender conditions will be published by the Contracting Authority on the website <https://www.ufe.cz/cs/verejne-zakazky>.
- 8.2. The Contracting Authority shall publish and send an explanation of the tender conditions, or any related documents, no later than 2 working days after receipt of the request under the previous paragraph. If the Contracting Authority responds to a request that is not received in time, it does not have to comply with the time limit set out in the preceding sentence.
- 8.3. The Contracting Authority shall at the same time send an explanation of the tender conditions, including the request referred to in paragraph 8.1, to all contacted bidders and shall publish an explanation of the tender conditions, including the request, the same way as this invitation was published.
- 8.4. The Contracting Authority may also provide an explanation of the tender conditions without prior request.
- 8.5. The Contracting Authority may amend or supplement the tender conditions before the deadline for submitting bids. The amended or supplemented tender conditions will be published and notified to bidders in the same way as the amended or supplemented tender conditions. The Contracting Authority shall extend the time limit for the submission of bids, provided that the nature of the addition or change of the tender conditions so requires. In the event of such an amendment or addition to the tender conditions, which may extend the range of potential bidders, the Contracting Authority shall extend the time limit to at least its original length.

9. Rights of the Contracting Authority

- 9.1. The Contracting Authority reserves the right to cancel this procurement procedure at any time, up until conclusion of the contract.
- 9.2. The Contracting Authority reserves the right to enter into a contract with the bidder, whose bid has been evaluated as the most suitable; if the selected bidder refused to enter into a contract, the Contracting Authority has the right to enter into a contract with the bidder, whose bid has been evaluated as the second most suitable etc.
- 9.3. The Contracting Authority reserves the right to exclude the bidder (bid) from the procurement procedure if the bid does not contain all the required data and documents in the required detail, form or scope, or if the bidder does not correspond in content to the required subject of this public contract.
- 9.4. The Contracting Authority shall notify its decision on the selection of the bidder (supplier) to all bidders who have submitted a bid within the deadline for submission of bids and whose bid has not been excluded from the procurement procedure, while reserving the right to publish the information from the other bids relevant for the evaluation in order to ensure the transparency of the procurement procedure.
- 9.5. The Contracting Authority shall not reimburse any costs incurred by the bidders in the procurement procedure.

10. Conclusion

- 10.1. This small-scale public contract is not awarded pursuant to Act No. 134/2016 Coll., on Public Procurement, as amended.
- 10.2. The information and data contained in this invitation (including Annexes) define mandatory requirements of the Contracting Authority on the subject of the public contract. The bidder has to respect and accept these requirements fully and unconditionally when processing the bid. Non-acceptance of the requirements specified in this invitation (including Annexes) will be considered a breach of the terms.

11. Annexes

The bidder is obliged to complete the specified data for all Annexes:

1. Annex 1 - Draft of the contract *(to be completed, signed and returned with the bid)*
2. Annex 2 - Affirmation on Basic Qualification Criteria *(to be completed, signed and returned with the bid)*
3. Annex 3 - Technical Specification *(to be completed, signed and returned with the bid)*
4. Annex 4 - List of major supplies *(to be completed, signed and returned with the bid)*

5. Annex 5 - Affirmation on the Absence of Obstacles (*stating that there is no obstacle to awarding the Public Contract to the tenderer in accordance with the Council Regulation*) **(to be completed, signed and returned with the bid)**

On behalf of the Contracting Authority:

In Prague _____

Assoc. Prof. Pavel Peterka, Ph.D.
Director