

Invitation to Submit Bids for the Small-Scale Public Contract

Contracting Authority– Charles University

The small-scale public contract for deliveries published by the Contracting Authority in compliance with the provisions of s. 27 and s. 31 of Act No. 134/2016 Sb., on Public Procurement, (hereinafter referred to as the "Act") by the procedure out of the regime of the Act complying with s. 6 of the Act.

1. Contracting Authority Identification Data

The Contracting Authority– Charles University, having its registered office at Ovocný trh 560/5, Praha 1, Postal Code 116 36, company ID (IČ) 00216208, Tax Payer ID (DIČ) CZ00216208 is the Contracting Authority of this public contract.

The person authorized to act on behalf of the Contracting Authority: Prof. RNDr. Jan Kratochvíl, CSc., Dean of the Faculty of Mathematics & Physics, Charles University, Ke Karlovu 3, Praha 2, Postal Code 121 16

The Person representing the Contracting Authority: Ing. Antonín Líska, Secretary of the Faculty of Mathematics & Physics, Charles University

Contact person: prof. Mgr. Jakub Čížek, Ph.D.; telefonní číslo: +420 95155 2788; e-mail: Jakub.Cizek@mff.cuni.cz

2. Title of the Public Contract

3. Type of Public Contract

Small-scale public contract for deliveries.

4. Subject-Matter and Classification of the Public Contract Performance

- a) The subject-matter of the performance of the public contract consists in a delivery of the Digitizer for sampling of waveforms from photomultipliers, for more details see Annex No. 1 – Technical Specification.

- b) Classification of the Public Contract Subject-Matter:

CPV Code: 31712113-5

5. Time and Place of the Public Contract Performance

- a) Delivery must be completed not later than on **30.11. 2018.**
- b) The performance of the public contract shall take place at: **Charles University, Faculty of Mathematics & Physics, Department of Low Temperature Physics, V Holešovičkách 747/2, 180 00 Praha 8**

6. Deadline and Method of Bid Submission

- a) The period of time within which the bids must be submitted shall end on **1. 8. 2018 at 9:00 a.m.**
- b) The bids can either be delivered in person to the Filing Room or by registered mail addressed to Univerzita Karlova, Matematicko-fyzikální fakulta, Ke Karlovu 3, 121 16 Praha 2 in a sealed envelope bearing the inscription reading:

"Digitizer" – DO NOT OPEN!

Filing Room office hours (Room No. M -111):

Monday – Friday

8:00-16:00.

7. Opening of Envelopes

The envelopes will be opened and the bids will be evaluated on **1. 8. at 9:05 a.m.** at the Contracting Authority premises, Room No. M-132.

8. Explanation of Procurement Documents

The procurement documents consist of this Invitation, including the Annex No. 1 – Technical Specification. A request for the explanation of the procurement documents must be delivered to the Contracting Authority not later than **6** workdays before the expiry of the period for submitting the bids, either by post or emailed to: idvorakova@dekanat.mff.cuni.cz. On its own profile the Contracting Authority shall publish the explanation of the procurement documents/additional information concerning the award criteria within **4** workdays after delivery of the request.

Contracting Authority profile: https://www.profilzadavatele.cz/profil-zadavatele/Univerzita-Karlova-v-Praze--Matematicko-fyzikalni-fakulta_2780/

9. Requirements for Proving the Fulfillment of Qualifications

An economic operator that satisfies the below preconditions is qualified for the performance of the public contract. The requirements and the manner of proving the qualification:

a) Proving the basic qualification

The bidder shall prove that it fulfills the basic qualification by submitting the documents as per s. 75 (1) of the Act. The affirmation shall be signed by a person authorized to act for and on behalf of the bidder. If the participant decides to submit in its bid the documents demonstrating its qualification as per s. 75 (1) of the Act instead of the affirmation then their plain copies shall suffice. Another option to demonstrate the basic qualification can also be, by analogy with s. 228 of the Act, an extract from the list of qualified economic operators unless such document is older than 3 months.

b) Professional qualification

The bidder shall prove that it fulfills the professional qualification by analogy with s. 77 (1) of the Act by submitting a copy of an entry in the Commercial Register or other similar records where registration in such records is required pursuant to another legal regulation, their plain copies shall suffice. The copy of an entry in the Commercial Register must demonstrate the fulfillment of the qualification by analogy with s. 86 (5) of the Act not later than within 3 before the date of the commencement of the procurement procedure.

c) Proving of the qualification obtained abroad

The economic operator shall prove its qualification obtained abroad as provided under s. 81 of the Act.

10. Public Contract Estimated Value

The Contracting Authority has determined the maximum estimated value of the public contract to be the amount of **EUR 24,000 excluding VAT**.

The total tender price shall be fixed price and shall be determined as the highest acceptable price for the complete scope of the public contract performance throughout the public contract performance and must include all the expenses in connection with the public contract execution, including the shipment of goods to the place of performance.

The tender price must not be subject to any changes due to the Czech currency inflation, the value of the exchange rate of the Czech currency against foreign currencies or due to other factors that might influence the exchange rate, the stability of the currency or customs duty. The tender price including VAT may be altered in connection with the VAT level fluctuations.

11. Requirements for Drawing up a Bid

The bid must be submitted in one original in writing in paper form, in the Czech, Slovak, or English language. All the sheets of the bid, including the annexes, shall be duly numbered in the ascending order. Every bid shall be secured against unauthorized handling by binding or sewing it up.

The bidder must include in its bid particularly the following required elements:

- the bid cover page (see Annex No. 2) signed by the person authorized to act on the bidder's behalf
- all the documents to prove the qualifications according to article 9 hereof
- the tender price
- a draft contract completed and signed by the person authorized to act for and on behalf of the bidder. The draft contract must include the wording: "This contract will be published in the Register of Contracts as required by Act No. 340/2015 Sb. The parties hereby confirm that the contract does not contain any confidential information and no part of the contract has been excluded from the Public Record. The contracting parties came to the agreement that the contract would be published by Charles University, Faculty of Mathematics & Physics. The contract will become effective once published in the Register of Contracts."

The bids that will be submitted within the submission period of time as complete shall be evaluated according to the predetermined criteria. The incomplete and incorrectly completed bids will not be evaluated but rejected.

12. Payment and Commercial Conditions

The payment for the public contract performance shall be effected in EUR. The price shall be charged by the issuance of a tax document (an invoice) which must contain all the elements as required for a tax document by Accounting Act No. 563/1991 Sb., as amended, and Value Added Tax Act No. 235/2004 Sb., as amended. The Contracting Authority shall pay the invoice within the maturity period of 15 days from the delivery of the duly issued invoice to the registered address of the Contracting Authority by a credit transfer to the bank account of the Contracting Authority.

13. Basic Evaluation Criterion and Method of Evaluation by the Evaluation Criteria

- a) The only evaluation criterion is the lowest bid price.

- b) The bid price must include all the minimum technical parameters and all the expenses related to the execution of the public contract, including the transportation of the goods to the place of performance.
- c) The bid with the lowest tender price (excluding VAT) shall be selected as the most suitable.
- d) If the only one bidder takes part in the procurement procedure, the Contracting Authority may select this bidder without carrying out any evaluation (by analogy with s. 122 (2) of the Act). The Contracting Authority shall only make sure that the bid complies with the award criteria.

14. Award Period

The award period, i.e. the period for which the economic operator is bound by its bid, has been determined to 30 days after the expiry of the time limit for submission of the bids. During this time limit the bidders are bound by their bids.

15. Alternative Approaches to Bids

The Contracting authority does not admit any alternative bids.

16. Additional Conditions for the Public Contract

- a) The cost for preparing the bids as well as other costs related to the participation in the competitive bidding shall be borne by the bidder.
- b) The details given in the individual parts of these procurement documents define the binding requirements of the Contracting Authority for the public contract performance. The bidder is obliged to abide by these documents while preparing the bid and submitting the information about the qualification.
- c) The Contracting Authority reserves the right to cancel the competitive bidding any time before awarding the contract.
- d) The Contracting Authority reserves the right to ask for the delivery of the authenticated copies of the copies of the entries in the Commercial Register and from the Trade License Register before signing the contract with the selected bidder.
- e) The Contract with the selected economic operator will be published in the Register of Contracts in compliance with Act No. 340/2015 Sb.

17. Result of the Competitive Bidding

All the bidders that have submitted their bids shall receive the notification of the selection of the most suitable bid in writing by email.

Prague, date **11 -07- 2018**

Univerzita Karlova
Matematicko-fyzikální fakulta

děkanát

121 16 Praha 2, Ke Karlovu 3

IČO: 00216208, DIČ: CZ00216208

Ing. Antonín Líska
Secretary of MFF UK

Annexes:

Annex No. 1 - Technical Specification

Annex No. 2 - Krycí list nabídky/BID COVER PAGE

Digitizer for sampling of waveforms from photomultipliers

Parameters:

- at least 2 analogue channels
- sampling rate min. 10 Gs/s in at least one channel
- sampling rate min. 5 Gs/s in at least two channels.
- 14 bit ADC vertical resolution
- DC coupling with analogue bandwidth up to 2.5 GHz
- Programmable DC-offset
- Input impedance 50 Ω
- Internal and external clock reference
- Clock reference output
- Internal and external trigger
- Multi-unit synchronization
- Time-stamp for real-time operation
- Min. 4 GB internal data memory
- Min. 6.4 GB/s sustained data streaming with PCIe Gen 3 x8
- Data interface PXIe

Software: Digitizer must be supplied with software support for Windows 7 (64 bit) and Linux including C++ libraries.

Minimum warranty: 24 months

