



UNIVERZITA  
KARLOVA

## INVITATION TO TENDER

for a small-scale public supply contract  
pursuant to Section 27 in conjunction with Section 31 and Section 6 of Act No. 134/2016 Coll., on  
Public Procurement, as amended (hereinafter referred to as "***the Act***")

Name of the public contract:

### Broad-band NMR probe

(hereinafter referred to as the „***public contract***“)

The invitation to tender was published on profile of the Contracting Authority on:

**01.08.2025**

The Contracting Authority:

**Charles University**  
**Faculty of Mathematics and Physics**  
Company Reg. No: 00216208  
registered office: Ovocný trh 560/5, 116 36 Praha 1

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## 1. IDENTIFICATION DATA OF THE CONTRACTING AUTHORITY

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Name of the Contracting Authority:	<b>Charles University, Faculty of Mathematics and Physics</b>
Company Reg. No.:	00216208
Registered office:	Ovocný trh 560/5, 116 36 Praha 1
Person authorized to represent the Contracting Authority:	doc. RNDr. Mirko Rokyta, CSc. dean of the Faculty of Mathematics and Physics
Profile of the Contracting Authority at:	<a href="https://zakazky.cuni.cz/profile_display_15.html">https://zakazky.cuni.cz/profile_display_15.html</a>

### Representation of the Contracting Authority

**1.1** The representative of the Contracting Authority to carry out acts related to this tender procedure is **KOUKAL LEGAL, advokátní kancelář, s.r.o.** (law office), Company Reg. No.: 10800387, with registered office: Brno, Příkop 834/8, postcode 602 00, e-mail: vz@koukallegal.cz, tel.: +420 606 113 974, Data Box ID: gnqnuj2 (hereinafter referred to as "**the representative of the Contracting Authority**").

**1.2** The representative of the Contracting Authority ensures all communication of the Contracting Authority with the economic operators (without prejudice to the authorization of the person authorized to represent the Contracting Authority or other delegated entities of the Contracting Authority) and is authorized to carry out actions related to this tender procedure.

### Communication

**1.3** The Contracting Authority (the representative of the Contracting Authority) communicates with economic operators only in writing. Written communication between the Contracting Authority (the representative of the Contracting Authority) and the economic operator shall be carried out by electronic means, especially through a **certified electronic tool E-ZAK** (hereinafter referred to as "**electronic tool**").

**1.4** For communication with the Contracting Authority (the representative of the Contracting Authority) via electronic tool is the economic operator required to register at the internet address of electronic tool: [https://zakazky.cuni.cz/profile\\_display\\_15.html](https://zakazky.cuni.cz/profile_display_15.html).

## 2. SUBJECT OF THE PUBLIC CONTRACT

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### Subject-matter of the public contract

**2.1** The subject-matter of the public contract is the supply of Static NMR low-temperature PROBE for solid state NQR/NMR spectrometer according to the Contracting Authority's requirements.

**2.2** The subject-matter of the public contract is further specified in the draft purchase contract (annex of the Documentation of the tender procedure) and in the specification of the public contract subject (annex of the Documentation of the tender procedure).

### Estimated value of the public contract

**2.3** Estimated value of the public contract determined by the Contracting Authority pursuant to Section 16 et seq. of the Act is **38.125,- EUR without VAT**.

### Financing of the public contract

**2.4** The public contract will be (co)financed from the EU funds – i. e. from the Operational Programme Johannes Amos Comenius (OP JAK), as a part of project: CZ.02.02.01/00/23\_023/0009064 – ERDF kvalita na UK.

### Other conditions

**2.5** The Contracting Authority does not allow to condition submitted tender by any conditions other than those stipulated in this tender procedure.

## **3. TIME LIMIT FOR THE SUBMISSION OF TENDERS**

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**3.1** Time limit for the submission of tenders: **29.08.2025, up to 09:00 o'clock.**

**3.2** The tender must be submitted no later than the end of the time limit for submission of tenders set out above. The participant is fully responsible for the timely delivery of the tender.

## **4. CONDITIONS FOR SUBMISSION OF TENDERS**

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**4.1** Tenders shall be submitted in writing in electronic form.

**4.2** Electronic tenders shall be submitted via **electronic tool E-ZAK**.

**4.3** Tenders may be submitted only in the Czech or English language. It means if the economic operator decides to submit tender in the English language, the economic operator is not obliged to submit a translation of documents into the Czech language.

## **5. FURTHER INFORMATION**

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**5.1** In accordance with Section 31 of the Act, the Contracting Authority is not obliged to award a small-scale public contract in a procurement procedure pursuant to the Act. However, the Contracting Authority is obliged to observe the principles pursuant to Section 6 of the Act when awarding a small-scale public contract. If the Documentation of the tender procedure refers to the provisions of the Act, the provisions of the Act shall apply only mutatis mutandis.

## 6. LIST OF ANNEXES

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**6.1** The Invitation to Tender includes the following annexes:

**Annex No. 1** Documentation of tender procedure

In Prague on 01.08.2025

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**Charles University**  
**Faculty of Mathematics and Physics**  
pp KOUKAL LEGAL, advokátní kancelář  
s.r.o.  
JUDr. Pavel Koukal,  
lawyer and Managing Partner