

Invitation to participate in preliminary market consultations

Within the meaning of section 33 of the Public Procurement Act No. 134/2016 Sb.,
as amended ("**the Act**" or "**the Public Procurement Act**")

Concerning the public contract entitled:

**CU Rectorate – Central Library – System for the support of
academic writing and checking of originality of academic
theses**

(**"the consultations"**)



Contracting entity:

CHARLES UNIVERSITY

Registered Office: Ovocný trh 560/5, 116 36 Praha 1

Registration No.: 00216208, Tax Registration No.: CZ00216208

Within the meaning of section 4 (1) (e) of the Act

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1. Identification of the contracting entity and the public contract concerned in the consultations

1.1 Identification of the contracting entity

Name of the contracting entity:	Charles University, Rectorate
Registered Office of the contracting entity:	Ovocný trh 560/5, 116 36 Praha 1
Registration No.:	00216208
Contracting unit:	Central Library
Address of the contracting unit:	Ovocný trh 560/5, 116 36 Praha 1

1.2 Identification of the public contract concerned in the consultations

Public contract title:	CU Rectorate – Central Library – System for the Support of Academic Writing and Checking of Originality of Academic Theses
Assumed mode of public contract:	Above-threshold public contract
Assumed type of public contract:	Public service contract
Assumed type of procurement procedure:	Negotiated procedure with prior publication
Address of the consultation:	https://zakazky.cuni.cz/vz00004558

1.3 Processing of personal data

Information on the processing of personal data by Charles University as the contracting entity in public procurement is available at: <https://www.cuni.cz/UK-9443.html>.

2. Annexes

The following annexes form an integral part of this invitation:

- Annex No. 1 – Basic information about the planned public contract
- Annex No. 2 – Registration form
- Annex No. 3 – Questionnaire for the participants of preliminary market consultations

3. Definition of the purpose and the subject matter of the consultations

The purpose of these consultations is to introduce the potential suppliers to the plan to award the above public contract and at the same time to obtain information required for the efficient, correct, and objective definition of procurement conditions for the above public contract. By doing so, the contracting entity intends to prevent possible risks which could arise in the public procurement and in the performance of the public contract.

The subject matter of the consultations will be a presentation of the subject matter of the public contract, a definition of suitable and transparent procurement conditions, and primarily a discussion of technical and contractual matters related to the future performance.

The basic information about the planned public contract is available in Annex No. 1 to this invitation entitled Basic information about the planned public contract.

The following topics will be discussed in particular in the course of the consultations:

- Definition of the subject of the public contract (purpose and scope);
- Assumed value of the public contract;
- Qualification criteria;
- Appropriate evaluation criteria;
- Basic contractual and commercial terms; and
- Definition of source documents and information necessary for the performance of the contract.

4. Definition of the group of the consultations' participants

The consultations are open to the broadest possible group of relevant participants, although the contracting entity is aware of the fact that the number of persons who are able to perform the subject matter of the public contract in a qualified way may be limited. Every supplier or expert who has experience in the preparation, organisation, or implementation of a similar project (irrespective of whether it is a supplier, expert, consultant, or investor) may participate.

5. The course of consultations

5.1 Registration of suppliers

If you are interested in participating in the consultations, the contracting entity requests that you **first complete a Registration form**, which forms Annex No. 2 to this invitation, and send it via the **E-ZAK electronic tool**, which is available on the website provided in Article 1.2 of this

invitation (see “*Consultations Address*”), or **via email** to the following address: ovz@ruk.cuni.cz, **no later than on 10th May 2021 by 12:00.**

After participants of the consultations have completed and sent in the Registration form, the contracting entity requests that they read through the detailed information on the planned public contract, i.e., the current draft procurement, technical, and contractual conditions (“*the Procurement Document*”), which **can be found on the website stated in Article 1.2 of this invitation** (see “*Consultations Address*”).

5.2 Completion of the questionnaire by participants of the consultations and submission of the report of the originality check of a sample text for testing

The contracting entity requests that those suppliers who, after reading through the above documents, are still interested in participating in the consultations do the following:

- a) To complete the Questionnaire for the participants of preliminary market consultations, which forms Annex No. 3 to this invitation;
- b) To submit a report of the originality check of a sample text for testing, which forms Annex No. 9 to the Procurement Document.

The contracting entity requests that the participants of consultations send the report of the originality check of the sample text for testing, which forms Annex No. 9 to the Procurement Document, only for the purposes of assessing the feasibility of the evaluation criterion no. 2 (see paragraph 10.2 of the Procurement Document). The contracting entity will not publish this report nor share it.

The contracting entity is asking the participants of the consultations to send the Questionnaire for the participants of preliminary market consultations and the report of the originality check of a sample text for testing via the **E-ZAK electronic tool**, which is available on the website provided in Article 1.2 of this invitation (see “*Consultations Address*”), or **via email** to the following address: ovz@ruk.cuni.cz, **no later than on 24th May 2021 by 12:00.**

The contracting entity enables the completion of the questionnaire in only the Czech or the English languages.

The contracting entity is assuming that the participants of the consultations will answer the questions in the questionnaire in a brief and accurate way. The contracting entity definitely does not require the participants of the consultations to provide detailed analyses which would be unreasonably time-consuming for them.

5.3 Negotiations of the contracting entity with the participants of the consultations

After obtaining the completed Questionnaires for the participants of preliminary market consultations, if required by the contracting entity, there may be oral negotiations involving representatives of the contracting entity and representatives of a participant of the consultations. The contracting entity assumes that the negotiations will be carried out individually with each participant of the consultations separately, nevertheless the contracting entity reserves the right to also negotiate with all participants of the consultations at the same time.

During individual negotiations the representatives of the contracting entity will **discuss with the representatives of a participant of the consultations in more detail, based on the documents obtained previously, the entire intention of the planned public contract, the expected subject matter of performance, and the current draft procurement, technical, and contractual conditions.** The discussion will be moderated by the contracting entity.

After submission of the completed Questionnaire for the participants of preliminary market consultations, the contact person of the participant of consultations will be contacted by the contracting entity to agree on a specific date of negotiation. The contracting entity expects that individual **negotiations will take place at the end of May 2021.**

At this point the contracting entity is assuming that the negotiations will be carried out in the form of a videoconference **in the MS Teams application** (or in other appropriate videoconferencing application) and **it is expected to take no more than four hours.** The negotiations will be carried out **only in the Czech language or in the English language.** If a foreign supplier/expert who is unable to communicate in the Czech or English language is interested in participating in the consultations, he must hire an interpreter at his own cost. In such case, the name of the interpreter must be stated in the Registration form.

The course of negotiations **will be recorded in the form of an audio-record or videorecord,** which may be complemented with brief written minutes. By participating in the consultations and completing the Registration form and/or completing the Questionnaire for the participants of preliminary market consultations, **the representatives of the participant of consultations are consenting to the processing of personal data and to the recording of the negotiations** in accordance with section 211 of the Public Procurement Act.

The contracting entity points out that due to the time-consuming character of negotiations it intends to conduct individual negotiations with no more than 10 participants of the consultations. In the event that more than 10 completed questionnaires are delivered to the contracting entity, it will ask all the participants of consultations to communicate their relevant experience with the performance of the subject matter of the planned public contract (in other words with similar contracts) and then will choose for individual negotiations no more than 10 participants of the consultations who will prove the most extensive experience. The remaining participants of the consultations (those not selected for individual negotiations) will still have the possibility to participate in the consultations at least via the completed Questionnaire for the participants of preliminary market consultations which forms Annex No. 3 to this invitation.

6. Questions

Please send any questions exclusively **via the E-ZAK electronic tool**, which is available on the website provided in Article 1.2 of this invitation (see "*Consultations Address*"), or **via email** to the following address: ovz@ruk.cuni.cz.