



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:

Upgrade of spectrometer NAP-XPS: Plasma decontaminator II.

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

The invitation to tender was published on The Contracting Authority's profile on:

29.07.2024

The Contracting Authority:

Univerzita Karlova
Matematicko-fyzikální fakulta
Company Reg. No: 00216208
registered office: Ovocný trh 560/5, 116 36 Praha 1

TABLE OF CONTENTS:

1.	Identification data of the Contracting Authority	3
2.	Subject of the public contract.....	3
3.	Time limit for the submission of tenders.....	4
4.	Conditions for submission of tenders.....	4
5.	Further information.....	4
6.	List of Annexes.....	5

1. IDENTIFICATION DATA OF THE CONTRACTING AUTHORITY

Name of the Contracting Authority:	Univerzita Karlova, Matematicko-fyzikální fakulta
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:	https://zakazky.cuni.cz/profile_display_15.html

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 must take place mainly electronically.

2. SUBJECT OF THE PUBLIC CONTRACT

Subject-matter of the public contract

2.1 The subject-matter of the public contract is the supply of plasma decontaminator 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 **540.000,- CZK without VAT**.

2.4 The highest permissible value of the tender price for a public contract is 660.000,- CZK without VAT. Exceeding the maximum permissible value of the tender price means non-compliance with the conditions of this tender procedure.

Financing of the public contract

2.5 The public contract will be (co)financed from the EU funds – i. e. from the OP JAK programme, project: "Modernizace a inovace velké výzkumné infrastruktury SPL-HTC", registration number of project: CZ.02.01.01/00/23_015/0008182.

Other conditions

2.6 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

3.1 Time limit for the submission of tenders: 12.08.2024, up to 09:00 o'clock.

3.2 Place of the submission of tenders: filing office at the address: Charles University Faculty of Mathematics and Physics, Ke Karlovu 3, 121 16 Prague, Czech Republic, on working days from 10:00 a.m. to 3:00 p.m.

3.3 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

4.1 Tenders shall be submitted in writing in paper form.

4.2 The tender in paper form must be delivered **in a properly sealed envelope marked with the name of the public contract and with the notice "Administration Department - Do not open"**. If the envelope with the tender will be placed in another envelope, this (outer) envelope must also be marked with the name of the public contract.

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

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

6.1 The Invitation to Tender includes the following annexes:

Annex No. 1 Documentation of tender procedure

In Prague on 29.07.2024

Univerzita Karlova
Matematicko-fyzikální fakulta
pp KOUKALLEGAL, advokátní kancelář
s.r.o.
JUDr. Pavel Koukal,
lawyer and Managing Partner