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Ref: UKPedF/617711/2024

Prague, 27 November 2024

Invitation to

Charles University, Faculty of Education

in accordance with Section 53 of Act No. 134/2016 Coll., on public procurement, as amended (hereinafter referred to as "the Act")

invites you

to submit a tender under the simplified sub-limit procedure entitled:

PedF - Eye tracking for research activities

Dear sir or madame,

On behalf of the contracting authority, Charles University, Faculty of Education, I would like to invite you to submit a tender in the procedure for the award of a public contract for supplies entitled "PedF - Eye tracking for research activities", (hereinafter referred to as the "**public contract**").

assoc prof. Dr. Vasilis Theodoridis, Ph.D. Vice
Dean for Development

Information about the Contracting Authority

Contracting authority:	University
Re:	Faculty of Education
Headquarters:	Magdaléna Rettigová 4, 116 39 Prague 1
ID:	00216208
for the purposes of this the tender procedure represented by:	doc. RNDr. Vasilis Theodoridis, Ph.D. Vice-Dean for Development
Contact person for the contracting authority:	Ivana Choutková

1. INFORMATION ON PUBLIC CONTRACT

With regard to the availability of the required subject of the public contract, the Invitation to Tender and other documents will be prepared in Czech and English, due to the possible submission of a tender by foreign suppliers.

1.1. Purpose and subject of the public contract

The subject of the public contract is the purchase of 3 mobile eye-trackers including 1 set of corrective lenses and 1 stationary eye-tracker, to provide adequate technical equipment for faculty staff, with mutually compatible software. The acquired eye-tracking equipment will enable the extension of research questions in vivo, i.e. into real practice. This opens up a wide spectrum of research in the field of real work of pupils or students in the laboratory, or in research on teacher's attention to pupils in the classroom, etc.

The required equipment will include software compatible for all supplied equipment, for operating the equipment and support for initial setup of the equipment + training in advanced methods of working with the software.

1.2. Detailed specification of the subject of the public contract

The Contracting Authority requires delivery of the subject of the public contract according to point 1.1 with the minimum required parameters according to the Tender Documentation, point 2.2.

1.3. Financing of the public contract

The fulfillment of the public contract is financially secured by the European Structural Funds OP JAK, project "Development of infrastructure facilities for doctoral study programmes at Charles University", reg. no. CZ.02.01.01/00/22_012/0005514.

1.4. Classification, estimated value, time and place of performance of the public contract

The classification of the subject of the public contract according to the CPV (Common Procurement Vocabulary) is:

39162100-6	<i>Equipment for teaching</i>
38432000-2	<i>Analytical instruments</i>
38431000-5	<i>Sensing instruments</i>

The estimated value of the public contract is CZK 2,383,445.- excluding VAT,

The place of performance of the public contract is Charles University, Faculty of Education, Magdaléna Rettigová 4, Prague 1, 116 39

2. QUALIFICATION REQUIREMENTS

The contracting authority does not require demonstration of a minimum level of basic and professional qualifications.

2.1. Basic Eligibility

Basic eligibility is met by a supplier who:

- has not been convicted of a criminal offence listed in Annex 3 to this Law or of a similar offence under the law of the country of the supplier's place of establishment within the last 5 years before the start of the tendering procedure; spent convictions shall not be taken into account,
- has no tax arrears due in the Czech Republic or in the country of its registered office,
- does not have any outstanding arrears of insurance premiums or penalties for public health insurance payable in the Czech Republic or in the country of its registered office,
- has no arrears of social security contributions or penalties payable in the Czech Republic or in the country of its registered office,
- is not in liquidation, has not been the subject of a bankruptcy order, has not been placed in receivership under another legal provision or is in a similar situation under the law of the country of the Supplier's registered office.

The supplier shall demonstrate compliance with the basic qualification requirements by submitting an affidavit stating that the supplier meets the above-mentioned basic qualification requirements (the supplier is recommended to use the model affidavit set out in Annex 2).

The selected supplier, with whom the contract will be concluded on the basis of the results of the procurement procedure, may be requested to submit to the contracting authority the originals or officially certified copies of documents proving the fulfilment of the basic qualification requirements, i.e:

- an extract from the criminal record,
- a certificate from the relevant tax office and, in relation to excise duty, an affidavit,
- a certificate from the competent authority or institution,
- affidavit

2.2. Professional Qualifications

The fulfilment of the professional qualification requirements shall be demonstrated by the Supplier who submits:

- a) a copy of the extract from the commercial register, if registered therein, or a copy of the extract from another similar register, if registered therein,
- b) authorisation to conduct business under special legal regulations to the extent appropriate to the subject of the public contract, in particular the relevant trade licence or licence.

3. VALIDITY OF THE TENDER SUBMITTED

3.1. Bidders are bound by the validity of the submitted bid until at least 27 January 2025.

4. PAYMENT AND TERMS AND CONDITIONS

- a) The tender price includes all costs associated with the delivery of the subject of the public contract to the contracting authority, including transport to the place of performance and any installation or assembly so that the subject of the public contract can be properly used, including verification of its functionality and training of the operator.
- b) The basis for the payment of the purchase price for the delivery of the subject of the tender is the invoice - tax document, which the participant is entitled to issue and the participant is thus entitled to payment of the total price only after the delivery of all the goods subject to purchase and after the protocol acceptance without any defects, for which the assembly will be properly carried out at the place of delivery, as well as in the case of training of the operator after its implementation. The invoices shall form an integral part of the handover and acceptance report signed by the tenderer and the contracting authority.
- c) The invoice will be due within 30 (in words: thirty) days from the date of its delivery to the contracting authority.
- d) The invoice must contain the usual elements of an accounting and tax document required by legal and accounting regulations, in particular Act No. 563/1991 Coll., on Accounting, as amended, Act No. 235/2004 Coll., on Value Added Tax, as amended, and Act No. 586/1992 Coll., on Income Taxes, as amended. And furthermore the designation: project **CZ.02.01.01/00/22_012/0005514 Development of infrastructure facilities for doctoral study programmes at Charles University**, and the reference number **UKPedF/380683/2024**.
- e) In the event that the relevant invoice contains incorrect or incomplete data or particulars or the conditions for its issue are not met, the Participant is entitled to return the invoice to the Contracting Authority by the due date. The Participant shall correct the invoice or issue a new invoice, depending on the nature of the deficiencies. Upon return of the invoice, the original due date shall cease to run and shall start anew from the date of receipt of the corrected or new invoice.
- f) Payment of the total purchase price for the subject of the tender is made in the form of a non-cash transfer to the bank account of the participant.
- g) In the event of failure to meet the deadline for delivery of the subject of the public contract, including its installation and training, the participant is obliged to pay the contracting authority a contractual penalty of 1.000,- CZK (in words: one thousand Czech crowns) for each commenced calendar day of delay until the delivery of the subject of the public contract and its acceptance by the responsible employee of the contracting authority, assembly and training, with the contracting authority being entitled to unilaterally set off its claim against the participant for payment of the contractual penalty against the participant's claim against the contracting authority for payment of the purchase price for the subject of the public contract.
- h) The defects of the subject of the public contract will be eliminated within the warranty period within 15 days from the date of the claim.
- i) In the event of delay by the Seller with the removal of the claimed defect within the warranty period, the Participant is obliged to pay the Contracting Authority a contractual penalty of CZK 500,- (in words: five hundred Czech crowns), always for each individual defect and for each day of delay in fulfilling the obligation to settle the right from defects.

5. REQUIREMENTS FOR THE PREPARATION OF THE TENDER

- 5.1. The documentation supplied will be documented via the E-ZAK electronic tool.
- 5.2. The tender will be prepared in Czech (documents in another language must be accompanied by an official translation into Czech; documents in Slovak do not need to be translated).
- 5.3. The tender shall be drafted in such a way as to be legible and shall not contain any corrections or overwriting that could mislead the tenderer.

- 5.4. The tender, including all required documents, shall be signed by the bidder's statutory body or by an authorised person; if the bid is signed by an authorised person, the bidder shall provide a power of attorney or similar document in the tender.
- 5.5. The contracting authority does not accept variations of tenders.
- 5.6. The supplier submitting the tender undertakes to perform the entire subject of this tender. The public contract is not divided into parts.

6. METHOD OF PROCESSING THE OFFER PRICE

- 6.1. The tenderer is obliged to indicate the tender price in the following breakdown: price in CZK excluding VAT, VAT rate and total price in CZK excluding VAT.
- 6.2. The tender price will be set as the maximum allowable price including all costs related to the provision of the performance.
- 6.3. The offer price may be increased only in connection with changes in tax regulations relating to VAT, if they occur during the performance of the contract, and only on the basis of a written amendment to the contract accepted by both parties.
- 6.4. The offer price will include: transport.

7. REQUIREMENTS FOR THE LAYOUT OF THE TENDER

- 7.1. Bid cover sheet containing basic information about the bidder and the bid price (see Annex 1 of the SO);
- 7.2. Tender price, which must include all the requirements of the contracting authority according to the tender documentation, point 2.2.
- 7.3. Description of the offered goods - Price quotation including the indication of the warranty period (see Annex 3 ZD - Price quotation)
- 7.4. Draft Purchase
- 7.5. Affidavits (Basic Eligibility, see Annex 2 of the ToR and International Sanctions, Conflict of Interest, see Annexes 4 and 4a of the ToR)

8. INTERNATIONAL SANCTIONS

- 8.1. When submitting a tender, the selected supplier is obliged to provide a signed Affidavit that he is not a person subject to international sanctions pursuant to the Act regulating the implementation of international sanctions within the meaning of Section 48a of Act No. 134/2016 Coll., on public procurement.
- 8.2. The contracting authority shall not award a public contract to a tenderer if it is contrary to international sanctions under the law governing the implementation of international sanctions. The contracting authority may exclude a tenderer subject to international sanctions or exclude the selected supplier subject to international sanctions from participation in the procurement procedure.

- 8.3.** In the event that international sanctions are applied to a subcontractor, the contracting authority shall proceed by inviting the tenderer to replace the subcontractor or requiring the selected supplier to replace the subcontractor

9. A STREET OF INTEREST

The bidder is to provide a signed affidavit of no conflict of interest at the time of bid submission. The contracting authority may exclude a tenderer for ineligibility if it proves that a conflict of interest has arisen and that no remedy other than cancellation of the procurement procedure is possible. The contracting authority shall exclude the selected contractor if it finds, on the basis of information established pursuant to Section 122(4) or (5) of Act No. 134/2016 Coll., on public procurement, that he or she has been in a conflict of interest pursuant to Section 44(2) and (3) of Act No. 134/2016 Coll., on public procurement.

10. EVALUATION OF OFFERS

- 10.1.** Tenders will be evaluated on the basis of the lowest tender price.
- 10.2.** The supplier is not entitled to make his proposed tender price subject to any other condition. Conditionality or the indication of several different values of the tender price in different places in the tender may be grounds for eliminating the tender from further examination and evaluation. Similarly, the contracting authority is entitled to proceed if the tender price is quoted in a form or currency other than that requested by the contracting authority. In evaluating the tender price, the price excluding value added tax in CZK shall prevail.

11. OTHER RIGHTS AND OBLIGATIONS OF THE CONTRACTING AUTHORITY

- 11.1.** The contracting authority reserves the right to:
- 11.2.** Select no tenderer, award no contract to any tenderer and/or cancel the tender.
- 11.3.** To amend, clarify or supplement the terms and conditions of the tender procedure, in the same way for all invited tenderers (or those who have submitted a tender).
- 11.4.** Verify and check the information provided by each tenderer in its tender.
- 11.5.** Alternatively, exclude a tenderer with an incomplete tender or a tender that does not meet the requirements in these tender documents or if the contracting authority finds at any time during the tender procedure that the tenderer has provided false information in the tender submitted.

12. TIME LIMIT AND PLACE FOR SUBMISSION OF TENDERS

The contracting authority allows tenders to be submitted only via an electronic tool available at https://zakazky.cuni/profile_display_16.html.

The bid of the participant will be submitted through the electronic tool E-ZAK, which meets the conditions of § 213 of the ZZVZ and the requirements for making records according to § 8 of Decree 329/2006 Coll., which sets out more detailed requirements for electronic means, electronic tools and electronic acts in public procurement

Detailed instructions for submitting a tender via the electronic tool can be found in the "User Guide for Suppliers" available at <https://zakazky.cuni.cz/manual.html>.

The Participant shall submit to the Contracting Authority, in Czech language, the data and documents specified in the following points of this Invitation via an electronic tool:

- a) The quantifiable evaluation criteria (i.e., in particular the tender price excluding VAT) shall be entered by the tenderer in electronic form into the electronic tool in accordance with the information in the 'User Guide for Suppliers'.
- b) The tenderer shall insert into the electronic tool as attachments all documents that are to be part of the tenderer's tender and that are specified in the Invitation to Tender in the section on tender processing requirements.

PC system requirements for bid submission and electronic signature in E-ZAK can be found at <https://www.ezak.cz/faq/pozadavky-na-system>.

Tenders will be sent no later than 1 p.m. on 23 December 2024.

A written request for additional information on the tender conditions must be received by the contracting authority no later than 4 working days before the deadline for submission of tenders. Additional questions on the tender specifications must be sent to the contracting authority in writing via the electronic tool E-ZAK.

The contracting authority will send additional information on the tender conditions or related documents within 2 working days after receipt of the request.

The contracting authority will always publish the additional information, including the exact wording of the request, in the same way as it published the text part of the tender documentation.

The contracting authority may provide suppliers with additional information on the tender conditions without prior request. In this case, the preceding paragraphs shall apply mutatis mutandis.

13. ACCESS TO THE LASR

The contract documents will be sent to the tenderers via the electronic tool E-ZAK at https://zakazky.cuni.cz/profile_display_16.html.

All further correspondence will also be conducted via the electronic tool E-ZAK at https://zakazky.cuni.cz/profile_display_16.html.