

# Call to Submit Tenders and to Prove the Fulfilment of the Qualification of the Tender Documentation

The Contracting Authority hereby invites suppliers to submit tenders within the following small-scale public procurement in question pursuant to Section 31 of Act No. 134/2016 Coll., On the Award of Public Procurement, as amended (hereinafter referred to as the “ZZVZ”):

## UK-FF – KREAS: Expert Support – Preparation of a Project Application within Horizon Europe

The Contracting Authority notifies that although this tender documentation refers to certain provisions of the ZZVZ, **this public procurement is not being awarded in accordance with the ZZVZ procedure.** The Contracting Authority refers to the ZZVZ because it makes auxiliary use of some of its legal institutes, terms and procedures.

### 1. IDENTIFICATION INFORMATION OF THE CONTRACTING AUTHORITY

Charles University

Residence: Ovocný trh 560/5, 110 00 Prague 1

Registration number: 00216208

VAT ID: CZ00216208

Concerns unit: Faculty of Arts, Jan Palach Square 1/2, 116 38 Prague 1 (hereinafter also referred to as “FF UK”)

Person authorized to act on behalf of the Contracting Authority: doc. PhDr. Michal Pullmann, Ph.D., Dean of the FF UK

Contracting Authority's profile address: [https://zakazky.cuni.cz/profile\\_display\\_13.html](https://zakazky.cuni.cz/profile_display_13.html)

### 2. SUBJECT MATTER AND DESCRIPTION OF THE PUBLIC PROCUREMENT

Type of public procurement: small-scale service contract

The subject of the public procurement is the complete processing and submission of one project application and related expert advice in obtaining a grant funded by the European Union Framework Program for Research and Innovation for the period 2021-2027 "Horizon Europe".

Content of the Subject Matter:

- Select the project with the best chance of receiving the grant from approximately five project plans provided by the Client;
- Oversee and manage the project application preparation process within the Client's organization (e.g. implementation team coordination, WP composition, workflow management etc.);
- Providing the Client with Horizon Europe rules;

- Suggesting changes to increase the chances of the Horizon Europe program's grant being awarded to the Client;
- Prepare the complete grant application and all related mandatory attachments (feasibility study, budget, etc.) according to the conditions and rules of Horizon Europe and the specific Call, including formal editing of the text and proofreading;
- Submit the feasibility study and budget to the Client for approval;
- Coordination and preparation of mandatory attachments – requests from the Client, accuracy checks, or recommendations for remediation;
- Completion of the application, including all mandatory attachments, in accordance with the rules of the program and the Call;
- Submission of the project application within the set deadline, including submission of the final version and attachments, to the Client in an editable electronic form;
- If the application is returned by the grant provider for completion, bearing comprehensive responsibility for the completion and submission of the corrected application;
- Preparation and submission of any further requested documents necessary for issuing the decision on the grant award;
- If a decision rejecting the grant award is made, preparation and submission of a request for review.

Approximate scope of the project (will be adjusted to the specific Call):

- Consortium size: 6–10 partners (possibly including partners from the private and non-profit sectors – according to the Call's criteria)
- Approximate duration: 4–6 years
- Approximate project budget: EUR 2–3 million
- Area of interest: Pillar 2: Culture, Creativity & Inclusive Society
- Main cost category – e.g. personal costs; equipment; travel costs; additional costs
- Key project activities – (according to the nature of the project) e.g. website; conferences/workshops; summer schools; regular coordination meetings; training programs; PR; monitoring of good practice; evaluation reports
- Size of the implementation team, share of foreign participants – 500–550 person/months
- Main monitored outputs, goals, contribution of the project to the institution – (according to the nature of the project) improved capability to compete successfully for internationally competitive research funding (facilitating institutional structural changes by implementing new monitoring, management and evaluation mechanisms, create conditions for changing institutional culture in specific areas); increased research excellence in specific scientific fields; bridging the divide between new academic research and current professional practice; narrow the gap between life sciences and humanities.

The Contracting Authority is a public contracting authority and the recipient of a subsidy from the Ministry of Education, Youth and Sports of the Czech Republic for the project "**Creativity and adaptability as conditions for the success of Europe in an interrelated world**",

project registration number CZ.02.1.01/0.0/0.0/16\_019/0000734, within Operational Programme Research, Development and Education (hereinafter the "**Project**").

The description of the Subject Matter of the public procurement forms Attachment No. 2 of the tender documentation.

Description	CPV
Business and management consultancy and related services	79400000-8
Research and development consultancy services	73200000-4

The aim of the public procurement is to conclude a contract between the Contracting Authority and the selected supplier for the performance of the public contract.

### **3. TECHNICAL CONDITIONS**

Technical conditions mean the characteristics and requirements for the subject of the public procurement determined objectively and unambiguously in a manner expressing the purpose of the use of the required performance intended by the Contracting Authority.

The technical conditions are reflected in the definition of the Subject Matter, the description of the public procurement and the requirements which should be fully respected within the performance of the contract. The technical conditions are reflected in the draft contract, which forms Attachment No. 2 to this tender documentation.

If the technical conditions or the tender documentation as a whole contains trade names of any products or supplies, or other names or illustrations related to a specific supplier, references to companies or names and surnames, specific designations of goods and services that are characteristic of a certain person or its organizational unit, patents for inventions, utility models, industrial designs, trademarks or designations of origin, these are only a specific way of defining the presumed characteristics and the participant is authorized to propose other, technically and qualitatively comparable solutions.

### **4. BUSINESS CONDITIONS**

The fulfilment of the public procurement is required under the business conditions (including payment conditions) specified in the draft contract in Attachment No. 2 to this tender documentation. The business conditions are binding for the participants and cannot be changed or supplemented in any way.

In the draft contract, the participant shall fill in the requested information in places marked as **(to be completed by the participant)** and attach the document (signed by a person authorized to act on behalf of the participant) to the offer.

The participant is obliged to state the tender price for the processing and submission of the project application in the following breakdown:

- tender price in CZK exclusive of VAT,
- VAT rate in %,

- VAT amount in CZK,
- total tender price in CZK including VAT.

The offer price must include all necessary costs for the proper fulfilment of the Contract, including all related costs, i.e. in particular all costs associated with the complete and quality performance and completion of the Subject Matter, including all risks and influences during its performance, costs associated with the supporting documents, construction, production, procurement, transportation of goods, equipment, materials, supplies, operation, insurance, taxes and any other expenses associated with the fulfilment of the Contract.

The Contracting Authority will not provide any advances. It is not possible to exceed the tender price.

The price may be exceeded only in connection with changes to the tax regulations related to the VAT rates, but only by the amount corresponding to this legislative change.

## **5. TIME AND PLACE OF REALIZATION OF THE PUBLIC PROCUREMENT**

The date of commencement of the performance of the public contract is conditioned by the proper termination of the procurement procedure, signing of the contract and publication of the contract in the register of contracts pursuant to Act No. 340/2015 Coll., on Special Conditions for the Effectiveness of Certain Contracts, the Disclosure of These Contracts and the Register of Contracts (Act on the Register of Contracts), as amended (hereinafter referred to as the “**Act on the Register of Contracts**”).

The estimated time of commencement and completion: March 2021 – December 2021

The place of performance is the seat of the Contracting Authority. The place of performance is determined with regard to the place of submission of reports, outputs and other results of the Supplier's activities to the Contracting Authority. Individual activities will take place at the selected supplier's registered seat according to the Contracting Authority's requirements.

## **6. VALUE OF THE PUBLIC PROCUREMENT**

The contracting authority set the expected maximum value of the public procurement at **CZK 619,000, excl. VAT**. This is the value of the complete fulfilment of the Subject Matter.

The estimated value of the Contract consists of the following individual prices:

- processing and submission of a project application in the maximum amount of CZK 200,000 excl. VAT;
- remuneration in the amount of 0.7% of the allocated grant, the maximum possible amount of remuneration is determined as the difference between the estimated value of the entire contract in the amount of CZK 619,000 excl. VAT and the price according to Article 5.2. of the Contract in Attachment No. 2 of the tender documentation, which is stated exclusive of VAT.

In the event that the supplier offers a tender price higher than the maximum value for the processing and submission of the project application, the supplier will be excluded from the tender.

## 7. QUALIFICATION REQUIREMENTS AND METHOD OF PROVING THEM

A Supplier qualified for the public procurement is a Supplier who:

- a) meets the basic qualification requirements;
- b) meets the professional qualification requirements;
- c) meets the technical qualification.

The basic qualification requirements shall be proven by the participant by submitting the Affidavit specified in Attachment No. 3 of this tender documentation or by presenting an extract from the list of qualified suppliers.

The professional qualification requirements shall be proven by submitting:

- an extract from the Commercial Registry, if the participant has been entered into it, or by an extract from another similar registry, if the participant has been entered into it, corresponding to the Subject Matter of the public procurement.

Technical qualification shall be demonstrated by submitting:

- I. List of Realized Material Services** (Attachment No. 4 of this tender documentation) provided in the last three years before the start of the tender procedure, including a description of the services, the price and time period of their provision, and identification of the customer.

From the reference orders, it shall be evident that the Supplier implemented them properly and in a timely manner with the following scope and content:

- at least two services, the subject matter of which was the submission of one project application and its approval by a grant provider in any area within the Horizon 2020 program and where the allocation of the approved project was at least CZK 40 million excl. VAT.

### **II. List of Members of the Implementation Team**

In order to prove the technical qualification, the Contracting Authority also requires the participant to submit a list of members of the Implementation Team, who will participate in the fulfilment of the public procurement. The Implementation Team must consist of **at least one person** (i.e. one member of the implementation team - project manager).

All members of the Implementation Team must meet at least the following requirements:

- 1) completed university education at the minimum;
- 2) experience of min. three years in the field of consulting and preparation and processing of project applications as a project manager (management and coordination activities);
- 3) min. three successful referral projects within the Horizon program, in which the person from the Implementation Team participated as a project manager (management and coordination activities).

Ad 1) The participant shall prove the fulfilment of this minimum requirement by submitting a structured curriculum vitae of the member of the Implementation Team where the fulfilment of this requirement will be evident.

Ad 2) The participant shall prove the fulfilment of this minimum requirement by submitting a structured curriculum vitae of the member of the implementation team where the fulfilment of this requirement will be evident.

Ad 3) The participant shall prove the fulfilment of this minimum requirement by submitting a structured curriculum vitae of the member of the Implementation Team where the fulfilment of this requirement will be evident and which will include a **list of the individual project applications in which this member of the Implementation Team participated.**

### **Evidence of qualification**

In order to prove qualification fulfilment, the Contracting Authority prefers documents registered in a system which identifies the documents used to prove the fulfilment of the qualification requirements (the e-Certis system), see <https://ec.europa.eu/growth/tools-databases/ecertis/>.

The Supplier can always replace the required documents with a unified European Public Procurement Certificate. The supplier shall not be obliged to provide the Contracting Authority with documents certifying the facts contained in the unified European Public Procurement Certificate if the supplier informs the Contracting Authority that it has already submitted them to the Contracting Authority in a previous procurement procedure.

For the purposes of the ZZVZ, the unified European Public Procurement Certificate means a written Affidavit by the participant proving his qualifications, including through a single person, on a form made available in the e-Certis information system. Such an Affidavit shall replace documents issued by public authorities or third parties.

The unified European Public Procurement Certificate proves that the conditions for participation, or the criteria for reducing the number of participants in the tender, have been met.

If the qualification was obtained abroad, it shall be proven by documents issued in accordance with the legislation of the country in which it was obtained in the extent requested by the Contracting Authority.

It is sufficient to submit the documents in a single copy. If the Contracting Authority requires an Affidavit, it must be signed by the statutory body of the supplier. If it is signed by another person, a copy of this person's power of attorney must be submitted as part of the tender documentation provided by the supplier to prove its qualification.

Documents proving the fulfilment of basic and professional qualification requirements may not be older than 90 days as of the date of the submission of the tender. The Contracting Authority may require additional evidence of the original copies or officially certified copies of the documents, in particular from the party with whom the Contract is to be concluded.

A participant who does not meet the above requirements for proving qualification fulfilment to the required extent will be excluded by the Contracting Authority from participation in the procurement procedure.

## **8. CONDITIONS AND REQUIREMENTS FOR TENDER PROCESSING**

All information provided by the participant in the tender and in any communication with the Contracting Authority (especially the explanation of the tender) must be true. In the event that this requirement is not met, the offer that does not meet these requirements will be rejected. For this purpose, the Contracting Authority reserves the right to verify any information provided by the participant in the offer or in its additional explanation.

The offer shall be submitted in Czech or English. If any document is not in Czech or English, its official translation into Czech must also be submitted.

All documents for which the participant's signature is required must be signed by a person authorized to act on behalf of the participant. If the signatures are provided by an authorized person, the participant is obliged to submit the power of attorney or another valid credential along with the offer.

The Supplier shall submit the offer in an electronic format only through the electronic tool E-ZAK. The Supplier shall state the total tender price for the processing and submission of the project application rounded to two decimal places in CZK excl. VAT in the Draft Contract, the Offer Cover Sheet as well as the tender submission form via E-ZAK.

With regard to the obligation of the Contracting Authority to publish the Contract pursuant to Act No. 340/2015 Coll., the Supplier shall provide the completed Contract in a machine-readable format (RTF, DOC, DOCX, searchable PDF).

The Contracting Authority recommends that the Supplier submit individual files and documents within the offer compressed into one archive (without using a password) in the \*.zip, \*.rar or \*.7z format.

The Contracting Authority recommends submitting the offer in the following structure:

- A. Offer Cover Sheet
  - The following information shall be given on the Offer Cover Sheet: name of the Public Procurement, basic identification data of the Contracting Authority and the participant (including persons authorized to carry out further negotiations, and contact information - telephone, email, address), the highest admissible tender price for the processing and submitting of the project application broken down according to the tender documentation, date and signature of the person authorized to act on behalf of the participant (the participant may use Attachment No. 1 of this tender documentation).
- B. Content
  - It must include all the following chapters of the offer according to the required structure, to which the numbers of the relevant sheets or pages will be assigned.
- C. Documents proving fulfilment of the qualification requirements structured as specified in Chapter 7 of this tender documentation.
- D. Draft Contract signed by a person authorized to act on behalf of the participant.
  - The participant is obliged to submit a draft contract as part of its offer in accordance with the tender and the requirements of the Contracting Authority, which is Attachment No. 2 of this tender documentation. The draft contract must be supplemented by the participant, signed by a statutory body or a person duly authorized by the participant; the original or a copy of the relevant authorization must, in such a case, be part of the participant's offer.
- E. The participant shall, where appropriate, attach a list of its subcontractors, if any.

For each subcontractor, it shall state, inter alia, the subcontractor's identification information and the factual definition of the performance delivered through the subcontractor, and it shall provide documents proving the basic, professional competence and, where applicable, technical qualification of the subcontractor to the extent specified in paragraph 7 of this tender documentation.

## **9. EXPLANATION OF THE TENDER DOCUMENTATION - ADDITIONAL INFORMATION**

The participant is entitled to request additional information on the tender conditions from the Contracting Authority. The written request must be delivered to the Contracting Authority no later than four working days before the deadline for the submission of offers via the electronic tool E-ZAK.

The Contracting Authority shall send additional information on tender conditions or related documents no longer than two days from receiving the request according to the previous point.

The Contracting Authority shall send the additional information, including the exact wording of the request according to the previous points, to all participants who were invited to the closed call or publish it the same way it published the open call.

Contact person of the Contracting Authority:

**Eliška Horáčková**, email: [eliska.horackova@ff.cuni.cz](mailto:eliska.horackova@ff.cuni.cz)

In accordance with the principle of equal treatment of all participants, additional information may not be provided by telephone.

The Contracting Authority can provide additional information on the tender conditions via the Contracting Authority's profile without prior request.

## **10. COMMUNICATION IN THE PUBLIC PROCUREMENT (VZMR) PROCEDURE AND DEADLINE AND PLACE OF SUBMISSION OF OFFERS AND PROOF OF QUALIFICATION FULFILMENT**

Offers can be submitted electronically through the electronic tool E-ZAK by **19<sup>th</sup> March 2021 by 11:00 am (CET)**.

All actions within the tender procedure are performed electronically via the electronic tool E-ZAK ([https://zakazky.cuni.cz/profile\\_display\\_13.html](https://zakazky.cuni.cz/profile_display_13.html)), unless the Contracting Authority stipulates otherwise in the tender conditions or during the tender procedure. The Contracting Authority notifies the suppliers that for full access to the features of the electronic tool E-ZAK, it is necessary to perform and complete the so-called supplier registration. To complete the registration in E-ZAK, an electronic signature based on a qualified certificate for electronic signature may be required. It can be obtained from one of the trusted service providers, the list of which is available at <https://www.mvcr.cz/mvcren/article/electronic-signature-773488.aspx?q=Y2hudW09Mw%3d%3d>

The Contracting Authority recommends that suppliers monitor the address of the public procurement on a regular basis. All documents sent via the electronic tool E-ZAK are considered duly delivered on the day of their delivery to the user account of the recipient through the electronic tool E-ZAK. The delivery of a document is not affected by whether the



document was read by its recipient or by whether the electronic tool E-ZAK sent a notification email to the recipient notifying the recipient of a new message.

Detailed information on the use of E-ZAK, including technical information, is available at <https://zakazky.cuni.cz/manual.html>. E-ZAK technical support contact can be found at <http://www.ezak.cz>.

## 11. EVALUATION CRITERIA

The evaluation and assessment of offers will be carried out by an evaluation committee.

The evaluation committee will assess the offers in terms of meeting the requirements of the Contracting Authority specified in the tender conditions.

When assessing the offers, the Contracting Authority shall immediately exclude participants whose offer does not meet the above criteria.

Offers shall be evaluated according to their economic profitability. The economic profitability of the offers shall be evaluated according to the **lowest tender price** for processing and submitting the project application.

If there are more offers with the same tender price in the first place after the evaluation, the offer that was delivered to the Contracting Authority earlier will be considered more advantageous.

When evaluating the offers, tender offers will be ranked according to the total tender price from the lowest to the highest.

The most economically advantageous offer shall be the offer with the lowest total tender price (in CZK excluding VAT) for processing and submitting the project application.

## 12. OTHER CONDITIONS OF THE PUBLIC PROCUREMENT

The Contracting Authority does not allow variants to the fulfilment.

The Contracting Authority reserves the right to verify the information provided by the participant with third parties, and the participant is obliged to provide all necessary cooperation in this regard.

Unless the Contracting Authority stipulates otherwise during the VZMR procedure, the Contract with the selected supplier shall be concluded in the form of an electronic document in \*.pdf format and signed by persons authorized to act on behalf of the Contracting Authority and the selected supplier in the form of an electronic signature based on a qualified electronic signature certificate, which can be obtained from one of the providers whose list is available at <https://www.mvcr.cz/mvcren/article/electronic-signature-773488.aspx?q=Y2hudW09Mw%3d%3d>.

The participants shall bear all their own costs associated with participating in the procurement procedure. The participants acknowledge that as obliged persons according to Section 2 (e) of Act No. 320/2001 Coll., on Financial Control in Public Administration, as amended, they are obliged to cooperate in the performance of financial control; similarly, the Contractor is obliged to oblige its subcontractors.

The Contracting Authority reserves the right to publish the Contracting Authority's decisions associated with the procurement procedure (decision on exclusion and decision on the selection of the most suitable offer) on the Contracting Authority's profile website [https://zakazky.cuni.cz/profile\\_display\\_13.html](https://zakazky.cuni.cz/profile_display_13.html). In such a case, the decision to exclude a participant and the decision to select the most suitable offer in accordance with Section 53 para. 5 of the ZZVZ are considered delivered to all participants concerned at the time of publication of the decision on the Contracting Authority's profile.

The Contracting Authority reserves the right to change, specify or supplement the conditions of this procurement procedure. Prior to concluding of the Contract, the Contracting Authority is entitled to cancel the procurement procedure, in particular (but not only) provided that:

- circumstances arise under which the Contracting Authority cannot be required to carry on with the procurement procedure, or
- the selected participant or the runner-up refused to conclude the Contract or did not provide the Contracting Authority with sufficient cooperation to conclude it.

The Contracting Authority shall immediately inform in writing all participants who have submitted offers within the deadline of the cancellation of the procurement procedure.

According to the legal act on the provision/transfer of support, the Contracting Authority is obliged to proceed in accordance with the legislation and the General Part of the Rules for Applicants and Beneficiaries within the OP RDE when awarding contracts paid from the grants. The rules are available at: <http://www.msmt.cz/strukturalni-fondy-1/obecna-cast-pravidel-pro-zadatele-a-prijemce>.

### **13. LIST OF ATTACHMENTS**

1. Offer Cover Sheet
2. Draft Contract
3. Affidavit on fulfilment of basic and professional qualification requirements (template)
4. Affidavit – List of Realized Material Services (template)

On behalf of the Contracting Authority:

In Prague on 4<sup>th</sup> March 2021

doc. PhDr. Michal Pullmann, Ph.D.  
Dean of the FF UK