

SUPPLIER'S REQUEST TO PARTICIPATE FORM

1. Identification of the contracting entity

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| Name of the contracting entity: | Charles University, Rectorate |
| Contracting unit: | Central Library |
| Registered Office: | Ovocný trh 560/5, 113 36 Praha 1 |
| Registration No.: | 00216208 |

2. Identification of the public contract

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| Public contract title: | CU Rectorate – Central Library – System for the Support of Academic Writing and Checking of Originality of Academic Theses |
| Mode of public contract: | Above-threshold public contract |
| Type of public contract: | Public service contract |
| Type of procurement procedure: | Negotiated procedure with prior publication |
| Address of the public contract: | |

3. Identification of the supplier

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| Company name: | Provide the company name |
| Registered Office: | Provide the address of registered office |
| Registration No.: | Provide the Registration No. |
| Tax Registration No.: | Provide the Tax Registration No. |
| Person authorised to act on behalf of the supplier: | Provide the name, surname, and position |
| Contact person: | Provide the name and surname of the contact person |
| Telephone No.: | Provide the telephone no. of the contact person |
| E-mail: | Provide the email address of the contact person |

4. Supplier's qualifications

4.1. Basic qualifications

The supplier affirms that **it complies with the basic qualifications under section 74 (1) of the Public Procurement Act**, i.e., that it is a supplier who:

- a) in the five years preceding the commencement of the procurement procedure was not convicted by final judgment for a crime specified in Annex No. 3 to the Public Procurement Act or a similar crime pursuant to the law of the country of the supplier's registered office; expunged convictions are disregarded; if the supplier is a juridical person this condition is met also by all members of its governing body within the meaning of section 74 (2) of the Public Procurement Act; if the participant of the

procurement procedure is a branch of a business this condition is met also by all persons within the meaning of section 74 (3) of the Public Procurement Act;

- b) has no outstanding tax arrears registered in the Czech Republic or in the country of its registered office;
- c) has no outstanding arrears with respect to payments and penalties of public health insurance in the Czech Republic or in the country of its registered office;
- d) has no outstanding arrears with respect to payments and penalties of social security contributions and contributions to the national employment policy in the Czech Republic or in the country of its registered office;
- e) is not in liquidation, has not been declared insolvent, official conservatorship was not imposed on the supplier under another legal regulation and it is not in a similar situation under the laws of the country of its registered office.

4.2. Professional qualifications

The supplier declares that **it complies with the professional qualifications under section 77 (1) of the Public Procurement Act**, which the supplier proves with the following web link (i.e., internet address) to the companies register or with a copy of an entry from the register of qualified suppliers which forms an annex to this tender. The supplier is under no obligation to provide the documents listed in this paragraph if the legal regulations in the country of its registered office do not require similar professional qualifications.

Link to the companies register: **Provide url address of the copy of an entry from the companies register (see <https://justice.cz/>)**

4.3. Technical qualifications

4.3.1. Reference contracts

The supplier declares that it complies with the technical specification under section 79 (2) (b) of the Public Procurement Act, i.e., that over the last three years it has implemented at least three major contracts consisting in the operation or implementation of a similar system (i.e., service) in a similar type of institution.

By **“similar system”** the contracting entity means a system for checking the originality of academic theses and support for academic writing which provides at a minimum the following functionality:

- Checking of originality of texts, e.g., qualification theses, academic papers, course papers.
- Documents for checking may be imported automatically, in batches, as well as in individual documents.
- Originality checking is carried out by a comparison against a set of online texts sufficient in terms of size and relevance, the texts include sources from the open internet and from indexed university repositories of academic theses.
- Support for the provision of feedback and assessment of theses (by teachers to students), at the level of detailed proofreading of individual sentences and larger units of text, and overall evaluation including marking directly in the system interface.

- Provision of export of the results of checking of a thesis (similarity reports), import into the systems of the client institution, and the possibility of archiving of the reports in off-line form.

By “**a similar type of institution**” the contracting entity means in particular a higher education institution, structured into five or more faculties or other units (“**reference contracts**”).

The contracting entity requires that in at least one reference contract, the supplier provided the service to **no fewer than 15,000 system end users** (i.e., students and lecturers) of one institution of a similar type.

| Reference Contract No. 1 | |
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| Identification of the client | |
| Company name: | Provide the company name |
| Registered Office: | Provide Registered Office |
| Registration No.: | Provide the Registration No. |
| Contact person: | Provide the name and surname of the contact person |
| Telephone no.: | Provide the contact person's telephone no. |
| E-mail: | Provide the contact person's email |
| Identification of the reference contract | |
| Title of the contract implemented: | Provide the title of the contract implemented |
| A brief description of the contract implemented which will show beyond any reasonable doubt that the reference contract complies with the requirements therefor: | Provide a description of the contract implemented |
| Contract price in CZK excluding VAT: | Provide the price of the contract implemented in CZK excluding VAT |
| Contract implementation date: | Provide the month and year of implementation |
| No fewer than 15,000 end users (i.e., students and lecturers) were provided with the service | Choose: YES / NO |

| Reference Contract No. 2 | |
|---|--|
| Identification of the client | |
| Company name: | Provide the company name |
| Registered Office: | Provide Registered Office |
| Registration No.: | Provide the Registration No. |
| Contact person: | Provide the name and surname of the contact person |
| Telephone no.: | Provide the contact person's telephone no. |
| E-mail: | Provide the contact person's email |
| Identification of the reference contract | |
| Title of the contract implemented: | Provide the title of the contract implemented |

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| A brief description of the contract implemented which will show beyond any reasonable doubt that the reference contract complies with the requirements therefor: | Provide a description of the contract implemented |
| Contract price in CZK excluding VAT: | Provide the price of the contract implemented in CZK excluding VAT |
| Contract implementation date: | Provide the month and year of implementation |
| No fewer than 15,000 end users (i.e., students and lecturers) were provided with the service | Choose: YES / NO |

| Reference Contract No. 3 | |
|--|--|
| Identification of the client | |
| Company name: | Provide the company name |
| Registered Office: | Provide Registered Office |
| Registration No.: | Provide the Registration No. |
| Contact person: | Provide the name and surname of the contact person |
| Telephone no.: | Provide the contact person's telephone no. |
| E-mail: | Provide the contact person's email |
| Identification of the reference contract | |
| Title of the contract implemented: | Provide the title of the contract implemented |
| A brief description of the contract implemented which will show beyond any reasonable doubt that the reference contract complies with the requirements therefor: | Provide the description of the contract implemented |
| Contract price in CZK excluding VAT: | Provide the price of the contract implemented in CZK excluding VAT |
| Contract implementation date: | Provide month and year of implementation |
| No fewer than 15,000 end users (i.e., students and lecturers) were provided with the service | Choose: YES / NO |

To avoid any doubts, the contracting entity states that the supplier may prove compliance with the above technical qualifications via subcontractors.

4.3.2. Helpdesk

The supplier further declares that it **complies with the technical qualification under section 79 (2) (e) of the Public Procurement Act** by having a “helpdesk” system available for the performance of the subject matter of the public contract. The helpdesk system used must enable the entering of messages (errors/inquiries/requests), monitoring of the status of their

resolution by both the supplier and the client, support over the whole lifecycle of individual messages, and must provide the possibility to set up notifications of system events (in particular changes in the status of individual messages), and the possibility to escalate a message, e.g., in case a message is not resolved.

| Helpdesk | |
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| Name of the system: | Provide a name |
| Name or identification of its manufacturer (it may be a commercial system, an open-source system, or a system created by the supplier) | Provide a name or identification |
| Period over which the supplier has been using the given system: | Provide the period |

5. Annexes

The supplier declares that the following annexes from part of this “supplier’s request to participate form”:

- The supplier list the titles of all annexes which form part of this request to participate