

**MINUTES OF THE MEETING OF THE EVALUATION COMMITTEE**  
**REPORT ON ASSESSMENT AND EVALUATION OF THE BIDS**

Contracting authority: Charles University  
Registered office: Ovocný trh 560/5, 110 00 Prague 1  
ID no. 00216208  
Tax ID no. CZ00216208  
Unit involved: Faculty of Arts  
Registered office: náměstí Jana Palacha 2, 116 38 Prague 1  
Person authorized to act on behalf of the contracting authority: doc. PhDr. Michal Pullmann, Ph.D., Dean

Title of public contract: **“UK-FF – KREAS: Radiocarbon dating of archaeological materials”**

### **I. Opening of the electronic bids**

This took place via the electronic tool E-ZAK. The contracting authority accepted a total of two (2) bids by the end of the deadline for the submission of bids. The contracting authority has checked whether the bids were delivered by the established deadline, whether authenticity had been upheld, and whether there was manipulation of the bids prior to opening.

The following bids were delivered to the contracting authority:

<b>Order of bids</b>	<b>Company name/first name and surname of participant</b>	<b>Registered office/place of business of participant</b>	<b>ID no.</b>	<b>Delivery date</b>	<b>Delivery time</b>
1	UAB BARNAS (VILNIUS RADIOCARBON)	Savanorių pr. 231, LT-02300, Vilnius	122761863	18 Dec. 2021	8:19 p.m.
2	Ústav jaderné fyziky AV ČR, v. v. i.	Hlavní 130, 250 68, Husinec - Řež	61389005	20 Dec. 2021	9:25 a.m.

### **II. Composition of the evaluation committee**

The meeting of the evaluation committee was attended by members of the evaluation committee appointed in accordance with the Decision of the Contracting Authority on the Appointment of the Evaluation Committee dated 18 November 2021. All present members of the evaluation committee signed the evaluation committee's Attendance List.

### **III. Impartiality of the members of the evaluation committee**

All members of the evaluation committee were requested to sign an affidavit of impartiality and were informed that, if a reason for bias arises for any of the members or alternate members of the evaluation committee, they are required to notify the contracting authority without delay.

None of the members of the evaluation committee had a reason for bias, and they all signed the affidavit of impartiality.

All members and alternate members of the evaluation committee are required to uphold confidentiality relating to matters of which they learn during performance of their duties.

#### IV. Duties of the evaluation committee's meeting

The duties of the evaluation committee were to assess qualifications and the specific bids in terms of complying with procurement terms and to evaluate the bids in electronic form. The contracting authority initially evaluated the received bids and then performed an assessment of the selected supplier only.

#### V. Evaluation of the bids

The evaluation committee evaluated the bids specified below in accordance with point 11 of the Call/Procurement Documentation based on the following criteria:

Criterion no.	Name of criterion	Criterion weight
1	Bid price	80%
2	Period of performance	20%

#### List of evaluated bids

Bid order number	1	2
Company name/first name and surname of supplier	UAB BARNAS (VILNIUS RADIOCARBON)	Ústav jaderné fyziky AV ČR, v. v. i.
Registered office/place of business of supplier	Savanorių pr. 231, LT-02300, Vilnius	Hlavní 130, 250 68, Husinec - Řež
ID no.	122761863	61389005
Total number of points received	<b>82.65 points</b>	<b>90 points</b>
<b>Criteria</b>		
Bid price – weight 80%	CZK 1,057,737 (62.65 points)	CZK 828,400 (80 points)
Period of performance – weight 20%	8 weeks (20 points)	16 weeks (10 points)

The evaluation committee ranked the evaluated bids according to the total number of points, and the best evaluated bid was the bid of the participant Ústav jaderné fyziky AV ČR, v. v. i. with bid order number 2.

## VI. Assessing the bid of the selected participant

The committee assessed the bid in terms of fulfilling the qualifications and procurement terms established by the contracting authority.

The documents for demonstrating qualifications were assessed by the evaluation committee appointed by the contracting authority, which states the following:

Participant: Ústav jaderné fyziky AV ČR, v. v. i. (bid order number 2)

Documents for demonstrating basic qualification assumptions	<i>Yes</i> <i>Affidavit on fulfilling basic eligibility of the supplier, dated 20 December 2021</i> <i>Original extract from the Register of Public Research Institutions, dated 16 December 2021</i>
Documents for demonstrating professional qualification assumptions	<i>Yes</i> <i>Original extract from the Register of Public Research Institutions, dated 16 December 2021</i>
Documents for demonstrating technical qualifications	<i>Yes</i> <i>Affidavit on important services provided, dated 20 December 2021</i>
Performance via a sub-contractor	<i>Yes</i> <i>Affidavit dated 20 December 2021 – The participant will fulfil a part of the subject matter of the public contract via a sub-contractor: Isotoptech Zrt, Debrecen, Hungary, ID no. HU17781138</i>
Participant requested to clarify or supplement documents for demonstrating qualifications	<i>No</i>
Participant requested to clarify or supplement the bid	<i>Yes</i> <i>On 22 December 2021, the contracting authority requested that the participant provide the following clarifications via the electronic tool E-ZAK: During the inspection of your bid, the evaluation committee found a discrepancy in the amount of the bid price, inclusive of VAT. The price inclusive of VAT does not correspond to the Cover Sheet of the bid and in the completed Annex 1 PD (Technical specification and price calculation). The contracting authority hereby requests that the participant clarify this discrepancy and send a duly</i>

	<p><i>completed annex, which will be signed by a person authorized to act on behalf of the participant. Send the required clarification of the bid via E-ZAK no later than 31 December 2021 by 5 p.m..</i></p> <p><i>On 22December 2021, the participant sent proper clarification of the bid via the electronic tool E-ZAK.</i></p>
Data on demonstrating the participant's qualifications	<i>Demonstrated</i>

The bid **complied with** the inspection of business and technical terms as required by law and the contracting authority in the procurement terms.

The evaluation committee stated that the bid of the participant met all the requirements under law and of the contracting authority.

In addition, the evaluation committee addressed the issue of an extraordinarily low bid price in accordance with Section 113 of the PPA and the procurement terms. The bid price of the selected supplier is not 50% lower than the average price of all evaluated items. The contracting authority does not find the bid price of the selected supplier to be extraordinarily low.

#### VII. List of excluded bids

Order no.	Reason for exclusion
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#### VIII. Recommendations of the evaluation committee for the contracting authority

Order of results	Company name/first name and surname of participant	Registered office/place of business of participant	ID no.	Total number of points received in evaluation
1	Ústav jaderné fyziky AV ČR, v. v. i.	Hlavní 130, 250 68, Husinec - Řež	61389005	90 points
2	UAB BARNAS (VILNIUS RADIOCARBON)	Savanorių pr. 231, LT-02300, Vilnius	122761863	82.65 points

The evaluation committee recommends that the contracting authority award the public contract to the participant **Ústav jaderné fyziky AV ČR, v. v. i.**, whose bid fulfils all requirements and terms of procurement and whose total number of points received was the highest.

**Submission of the report on assessment and evaluation of the bids to the contracting authority**

<b>The report was submitted to the contracting authority on</b>	10 <sup>th</sup> January 2022
<b>Person authorized to act on behalf of the contracting authority</b>	Doc. PhDr. Michal Pullmann, Ph.D., Dean
<b>Signature of the contracting authority's authorized person</b>	