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TENDER DOCUMENTATION

This public contract is a small-scale contract within the meaning of Section 27 of the Act No. 134/2016 Coll., the Public Procurement Act, as amended, (hereinafter referred to as "the public contract"). According to Section 31 of the Act No. 134/2016 Coll., the Public Procurement Act, as amended (hereinafter referred to as "the Act") a public contract is governed solely by the principles set out in Section 6 of the Act, otherwise not governed by the Act. Other procedures of this procurement procedure are not laid down by law and other references to the Act or applicable legal provisions in this document are used only analogously

Public Contract name:	Delivery of accelerometers
Type of aware procedure	Small-scale public tender (open call)
Contracting Authority:	Institute of Geophysics of the CAS, v. v. i.
Registered office:	Boční II/1401, 141 31 Prague 4
Company identification No.:	67985530
Tax identification No.:	CZ67985530
Person authorized to act on behalf of the Contracting Authority:	RNDr. Aleš Špičák, CSc., director

Contact person:	Ing. Martina Javůrková
Phone:	+420 267 103 017
Email:	javurkova@ig.cas.cz

1 Specification of subject matter of public

1.1 Classification of the subject matter

Classification of the subject of public contract corresponds with:

Common Procurement Vocabulary (CPV):

Geological and geophysical instruments

CPV: **38200000-7**



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Seismic equipment

CPV: **38293000-5**

1.2 Description of the subject of the public contract

The subject of the public contract is the delivery of 5 pcs of accelerometer. Further specifications of the subject of the public contract are given in article 5 of this Tender Documentation.

The Subject Matter shall be funded from the Research, Development and Education Operational Programme.

1.3 Term of performance of the public contract

Expected initiation of performance: day when the contract becomes effective

Expected termination of performance: 25 April 2019

1.4 Public contract implementation place

Place of delivery shall be the Institute of Geophysics of the CAS, v. v. i., Boční II/1401 141 31, Prague - Spořilov, Czech Republic.

1.5 Maximum permissible bid price

Maximum permissible bid price is 26 500 EUR without VAT.

The maximum permissible bid price cannot be exceeded by the participants. Participant whose bid price will exceed maximum permissible bid price shall be excluded from the tender.

2 Conditions for bid processing and requirements

2.1 Term of bids submission

The deadline for submission of bids is until 11 March 2019 at 12:00. Bids shall be submitted to the address of the Contracting Authority i.e. the Geophysical Institute (Secretariat), Boční II / 1401, 141 31 Praha 4. Opening of envelopes shall follow immediately after this deadline.

2.2 Submission requirements

The Contracting Authority will only accept bids submitted in hardcopy format. The Contracting Authority does not permit the electronic submission of bids.

The Contracting Authority recommends to state on the envelope an address to which a notice on late submission of the bid may be sent.

The participant shall submit the bid in duplicate. One copy of the bid will be marked "Original" and the other copy as "Copy". All bid sheets shall be firmly connected or sewn together so that they are sufficiently secured from removal from the bid. All prints shall be clearly legible without cuts and transcripts.



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The Contracting Authority recommends the participant to submit also electronic copy of the bid on CD, in MS Office format or compatible, or in * .pdf format (does not refer to documents proving the fulfillment of a participant's qualification).

2.3 Identification data

The bid must include identification details of the participant, in particular the following: name of the company, registered office, ID No., person authorized to act on behalf of the participant or a person authorized to represent the participant, contact address for correspondence between the participant and the Contracting Authority.

2.4 Required language of the bid and the draft contract

The bid must be written in Czech or English, unless otherwise specified, and contain a draft contract in English language signed by the person authorized to act on behalf of or in the capacity of the participant. The obligation to process the bid in Czech or English does not apply to documents written in Slovak language.

2.5 Join bit

If the bid is submitted jointly by more participants (joint bid), the participants shall specify a person in the bid who shall be empowered to represent them when communicating with the Contracting Authority during the procurement procedure.

2.6 Bid Structure

The participant shall submit the bid containing the following documents and parts:

a) Bid cover note

The following details will appear on the cover sheet: the name of the public contract, the basic identification data of the Contracting Authority and the participant (including the persons authorized for further negotiations), the bid price broken down by the Tender Documentation, the date and signature of the person authorized to act for the participant, phone, contact person, email of the contact person. The participant may use Annex 1 of the Tender Documentation.

b) Table of contents

It must include all sections of the bid, structured as required, to which numbers of appropriate pages shall be assigned.

c) Qualification

Documents demonstrating qualification meeting structured as mentioned in Article 4 of this Tender Documentation.

d) Bid price

Total bid price in accordance with requirements stated in Article 6 of this Tender Documentation.



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e) Purchase Contract

Purchase Contract signed by a person authorized to act on behalf of or in the capacity of the participant based on the draft of the contract in the Annex No. 3 of this call.

f) Subcontractors

The participant will submit list of subcontractors or declaration that the participant will not use subcontractors.

3 Request for explanation the procurement documents

The Contracting Authority will provide an explanation of the Tender Documentation on the basis of a written request. The written request for the explanation of the Tender Documentation must be delivered 4 business days before deadline to the following address: Geofyzikální ústav AV ČR, v. v. i., Boční II 1401/1a, 141 00 Praha 4. Requests for explanation can also be sent electronically to e-mail: javurkova@ig.cas.cz, or by data box - data box number 3icnzcc. Request for explanation sent by other means or delivered late won't be considered.

4 Qualification of participants

4.1 Qualification

Participant is eligible for performance of the public contract if it proves fulfilment of:

1. Basic qualification
2. Professional qualification
3. Technical Qualification

4.1.1 Basic qualification

Participant shall not be qualified if it:

- a) was convicted by final judgement in the country of its registered seat of a crime specified in Annex No. 3 of the Act or another similar crime pursuant to the law of the country of its registered office in the past five years preceding the commencement of the procurement procedure; expunged convictions are disregarded,
- b) has outstanding tax arrears registered in tax records in the Czech Republic or in the country of its registered office,
- c) has outstanding arrears in respect of payments and penalties of public health insurance in the Czech Republic or in the country of its registered office,
- d) has outstanding arrears in respect of payments and penalties of social security contributions and contribution to the national employment policy in the Czech Republic or in the country of its registered office,
- e) is in liquidation, has been declared insolvent, in respect of whom the receivership has been imposed under another legal regulation or it is in a similar situation pursuant to the law of the country of its registered office.



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The participant proves the fulfilment of the basic qualification in relation to the Czech Republic by submitting affidavit. To prove basic qualification the participant can use draft in Annex No. 2 to this Tender Documentation, where basic identification data of the participant shall be filled and which needs to be signed by person authorized to act on behalf of the participant.

4.1.2 Professional qualification

- a) an extract from the Commercial Register or other similar register, unless another legal regulation requires such registration.

Submitting of simple copy of the document is sufficient.

4.1.3 Technical qualification

The participant will demonstrate technical qualification by submitting:

list of min. 3 significant deliveries provided in the last 3 years prior to the start of the procurement procedure, including subject matter, price and the time of their provision and identification of the recipient together with recipient's contact details (to enable to the Contracting Authority to verify the information).

A significant supply is considered to be a delivery of same or a similar device as a device which is the subject of performance of the public contract that the participant has realized in the last 3 years in the amount minimally of EUR 5.000 excluding VAT per one device for one customer. A seismometer is considered to be a similar device.

4.2 Formal requirements of qualification documents

Documents proving the fulfilment of qualification criteria which are in a language other than the Czech, Slovak or English language must be translated into the Czech or English language. The Contracting Authority does not require official translation but has right to request it in case of doubts about correctness of the translation.

Documents proving the basic qualification criteria and professional qualification criteria must prove the fulfilment of the required qualification criteria no more than 3 months before the commencement date of the procurement procedure.

4.3 Proving qualification through third party

The participant may prove a certain part of its technical qualification or professional criteria, through third persons (subcontractor). In this case, the participant is obliged to submit to the Contracting Authority:

1. documents proving the fulfilment of professional qualification by the subcontractor,
2. documents proving the fulfilment of the missing part of the qualification criteria by subcontractor,
3. document proving the fulfilment of basic qualification by the subcontractor (can be proven by affidavit)



4. written commitment of the subcontractor to provide the performance intended to perform the Public Contract or to provide the assets or rights which the participant will use in order to perform the Public Contract, minimally in the scope in which this subcontractor proved the qualification criteria on behalf of the participant.

4.4 Join bid

In the event of collective participation of contractors, the basic qualification criteria and professional qualification criteria must fulfill each contractor individually.

5 Technical conditions

To extend the West Bohemian WEBNET seismic network the Contracting Authority requires the delivery of 2 pieces of analogue accelerometer and 3 pieces of digital accelerometer. Analogue accelerometer and digital accelerometers differ by technical parameters. Technical specification for each type of accelerometer and its accessories is mentioned below.

Analogue accelerometer

required quantity: 2 pieces

The minimum values of the required device parameters for analogue accelerometers are as follows:

Topology	Triaxial, horizontal-vertical
Selectable range (electronically)	+/- 4 g, +/- 2 g, +/- 1 g, +/- 0,5 g, +/- 0,25 g
Bandwidth	DC to 430 Hz
Operating temperature	-20°C to + 60°C
Supply	12 V

Together with each analogue accelerometer the Contracting Authority requires to deliver a cable for connection with seismic digitizer (total quantity 2 pcs of cable). Cable must be 14 Pin and at least 5 m long.

Digital accelerometer

required quantity: 3 pieces

The minimum values of the required device parameters are as follows:

Topology	Triaxial, horizontal-vertical
Selectable range (electronically)	+/- 4 g, +/- 2 g, +/- 1 g, +/- 0,5 g, +/- 0,25 g, +/- 0,125 g (nominal)
Bandwidth	DC to 430 Hz
Type	True 24-bit ADC per channel
Sample rates	100, 250, 500, 1000 Hz
Timing server	GPS, Network type protocol (PTP), Precision time protocol (NTP)
IP addressing	Static IP, DHCP or link-local IP
User interface	Web browser
Data format	MiniSEED
Removable memory	32 GB



Weather resistance	IP68
Operating temperature	-20°C to + 60°C
Power supply	12 V

Together with each digital accelerometer, the Contracting Authority requires to deliver:

- Power cable at least 3 m long (total quantity 3 pcs)
- SD media card at least 32 GB (total quantity 3 pcs)
- Ethernet cable at least 1 m long (total quantity 3 pcs)

Warranty period: minimally 12 months

Accelerometers will be located near the epicentre of seismic activity for monitoring of the movements of the Horka dam.

6 Method of processing the bid price

The participant is obliged to state the total bid price for the whole subject of the performance. The bid price will be maximum and firmly binding.

The total bid price will be set as the maximum price including all fees and any other costs associated with the performance of the public contract. Bid price will not include customs fees connected with delivery of the subject matter of the public contract to the Czech Republic (EU customs area), because the subject matter of the contract is free of the customs fee according to Article 42 and following of the Council Regulation (EC) No 1186/2009.

7 Payment Terms

The payment terms are defined in a binding draft contract (Annex 3 of the Tender Documentation).

8 Evaluation Criteria

Bids will be ranked according to their economic advantage.

The Contracting Authority has determined that the only economic advantage criterion that will be evaluated is the lowest overall bid price net of VAT processed under point 6 of the Tender Documentation. Bids will be ranked according to their total bid, excluding VAT, from the lowest to the highest, which will result in the order of bids. The lowest total offer price excluding VAT is best rated.

9 Other Requirements

9.1 List of subcontractors

The Contracting Authority requests the participant to submit a list of subcontractors in the tender and indicate which part of the procurement will each of the subcontractors fulfill or to declare that the participant will not use subcontractors.



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9.2 Verification of information

The Contracting Authority can verify the credibility of the data and documents provided by the participant.

10 Business Terms

The participant is bound to accept the binding wording of the contract, which forms Annex 3 to this Tender Documentation, without reservation. The participant is authorized to modify this binding draft contract only at locations designated by the Contracting Authority. The Contracting Authority has the right to not conclude the contract with the participant for any reason. The binding draft of the contract must be signed on behalf of the participant by person authorized to act on behalf of the participant.

List of annexes:

- 1. Bid cover note**
- 2. Affidavit**
- 3. Draft contract**

In Prague 25.02.2019

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RNDr. Aleš Špičák, CSc., director