

**Institute of Geophysics of the Czech Academy of Science** within the meaning of the provision of the Section 53 and following of the Act No. 134/2016 Coll., Public Procurement Act, as amended (hereinafter referred to as "ZZVZ") invites you to submit a tender in simplified below-threshold procedure for below-threshold public contract and to prove qualification for public supply contract called:

**"Supply of seismic instruments"**  
(hereinafter referred to as "**public contract**")

**Content**

|                                                                                                                                        |           |
|----------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <b>1) Identification data of the Contracting Authority .....</b>                                                                       | <b>2</b>  |
| <b>2) Subject matter of the public contract and performance of the public contract .....</b>                                           | <b>2</b>  |
| <b>3) Period of performance and place of public contract.....</b>                                                                      | <b>2</b>  |
| <b>4) Estimated public contract value .....</b>                                                                                        | <b>3</b>  |
| <b>5) Requirements for proving qualification including requested documents .....</b>                                                   | <b>3</b>  |
| <b>5.1. Basic qualification .....</b>                                                                                                  | <b>3</b>  |
| <b>5.2. Professional qualification.....</b>                                                                                            | <b>4</b>  |
| <b>5.3. Technical qualification.....</b>                                                                                               | <b>4</b>  |
| <b>5.4. Proving of qualification .....</b>                                                                                             | <b>4</b>  |
| <b>6) Method of tender processing and documents for proving qualification including information about language for submission.....</b> | <b>5</b>  |
| <b>7) Requirements on processing of tender price: .....</b>                                                                            | <b>7</b>  |
| <b>8) Payment conditions .....</b>                                                                                                     | <b>8</b>  |
| <b>9) Tender documentation .....</b>                                                                                                   | <b>8</b>  |
| <b>10) Method of submission of the tenders and time period for submission .....</b>                                                    | <b>9</b>  |
| <b>11) Opening of electronic tenders .....</b>                                                                                         | <b>9</b>  |
| <b>12) Subcontractors .....</b>                                                                                                        | <b>9</b>  |
| <b>13) Other terms of public contract.....</b>                                                                                         | <b>9</b>  |
| <b>13) Tender evaluation method .....</b>                                                                                              | <b>10</b> |
| <b>14) Publication.....</b>                                                                                                            | <b>11</b> |
| <b>15) Explanation, change and supplement to the terms of the procurement procedure.....</b>                                           | <b>12</b> |

## **1) Identification data of the Contracting Authority**

### **Institute of Geophysics of the Czech Academy of Science**

Registered office: Boční II/1401, 141 00 Prague

Identification no: 67985530

Tax identification no.: CZ67985530

Registered in: register of public research institutions administrated by Ministry of Education and Physical Education of Czech Republic

Represented by: RNDr. Aleš Špičák, CSc., director

Contracting Authority profile: <https://www.vhodne-uverejneni.cz/profil/67985530>

Data box ID: 3icnzcc

Contact person: Petr Kolínský

Phone: +420 777 213 954 e-mail address: [petr.kolinsky@ig.cas.cz](mailto:petr.kolinsky@ig.cas.cz)

(hereinafter referred to as “Contracting Authority”)

### **Contractual representation of the Contracting Authority within the meaning of provision of Section 43 ZZVZ:**

The Contracting Authority will be represented in public procurement according to Section 43 ZZVZ by

Name: JUDr. Josef Pavelka, advokátní kancelář

Registered office: Na Srážku 2071/6, 143 00 Prague,

Identification No. 63116375, Czech Bar Association No.: 10560

Contact person: JUDr. Josef Pavelka

Email address: [josef.pavelka@jpak.cz](mailto:josef.pavelka@jpak.cz)

Phone: +420603570697

## **2) Subject matter of the public contract and performance of the public contract**

1.1. Subject matter of the public contract is supply of seismic instruments including all parts and accessories. Detailed specification of the subject matter of the public contract is in Annex No. 1 of this call.

### **1.2. CPV codes:**

**38200000-7** – Geological and geophysical instruments

### **1.3. Type of procurement:**

simplified below-threshold procedure

## **3) Period of performance and place of public contract**

Estimated period of performance: **within 120 days from signature and effective date of the purchase contract**

Place of performance: **Boční II/1401, 141 00 Prague 4**

#### **4) Estimated public contract value**

Estimated value of the public contract: **5 243 622 CZK without VAT** (approximately 216 634 EUR without VAT)

(estimated value of the public contract was determined by the Contracting Authority according to Section 16 and following of the ZZVZ).

#### **5) Requirements for proving qualification including requested documents**

##### **5.1. Basic qualification**

The Contracting Authority requires the supplier to demonstrate compliance with the basic qualification requirements pursuant to Section 74 (1) of the ZZVZ, namely that:

- a) It has never been convicted for crime stated in Annex No. 3 of the ZZVZ (Annex No. 3 of the ZZVZ forms Annex No. 5 of this Call) or similar crime according to law of state of its registered office in the state of its registered by final judgement within last 5 years before commencement of the procurement procedure; expunged convictions are disregarded;
- b) It has no outstanding tax arrears registered in the tax record of the Czech Republic or of the state of its registered office;
- c) It has no outstanding arrears in respect of payments and penalties of public health insurance in the Czech Republic or in the state of its registered office ;
- d) It has no outstanding arrears in respect of payments and penalties of social security contribution and contribution to the national employment policy in the Czech Republic or in the state of its registered office ;
- e) It is not in liquidation and has not been declared insolvent or no receivership has been imposed of it under another legal regulation or is not in a similar situation pursuant to the law of the country of its registered office.

If the supplier is a legal entity, the condition according to provision a) must be fulfilled by this legal entity and all members of the statutory body as well. If the member of the statutory body is a legal entity, the condition according to provision a) must be fulfilled by this legal entity and all members of statutory body of this legal entity and person representing this legal entity in statutory member of the supplier.

If branch of a foreign legal entity participates in procurement procedure, the condition according to a) must be fulfilled by this legal entity and the director of the branch. If a branch of the Czech legal entity participates in procurement procedure, the condition according to a) must be fulfilled by this legal entity, every member of the statutory body of this legal entity, the person representing this legal entity in the statutory body of the supplier and the director of the branch.

The Contracting Authority requests to prove this by submitting the following documents:

- ad a) extract from criminal record and affidavit;
- ad b) confirmation from competent tax office and affidavit in writing regarding excise duty;
- ad c) affidavit in writing;

- ad d) confirmation of competent social security office and affidavit in writing;
- ad e) extract from business register and affidavit.

## **5.2. Professional qualification**

The Contracting Authority requires the supplier to demonstrate compliance with the professional qualification requirements pursuant to Section 77 (1) ZZVZ. The Contracting Authority requires that in order to prove professional qualification the supplier must submit this document:

- Extract from business register or similar evidence, where registration in such evidence is required by law, and affidavit.

## **5.3. Technical qualification**

In accordance with provision of Section 79 (2) (b) of the ZZVZ, the Contracting Authority requires the supplier to demonstrate compliance with the technical qualification requirements by submitting a list of significant supplies provided during 3 years preceding the commencement of the procurement procedure. The list shall include the price and period of performance of each supply and the identification of the principal. The Contracting Authority requires:

- a) that the list demonstrates that the supplier has successfully completed at least two supplies of seismic instruments, each having a value of at least 41 000 EUR exclusive of VAT. Each such supply may comprise a single type of instrument or any combination of data loggers, broadband seismometers and accelerometers,
- b) that the list demonstrates that the supplier has successfully completed at least one supply relating to each of the three categories of seismic instruments. For the purposes of satisfying this requirement, a qualifying supply may consist either of a single category of seismic instrument or of any combination of the data loggers, broadband seismometers and accelerometers.

The same reference supply may be used to satisfy the requirements under both a) and b).

## **5.4. Proving of qualification**

In its tender, the supplier can replace the documents proving the qualification by affidavit. Affidavit template is in Annex No. 2 of this call.

In its tender, the supplier can replace the documents proving the qualification by European Single Procurement Document according to Section 87 ZZVZ.

Before the contract signature, the selected supplier will be asked by the Contracting Authority to submit original or certified copies of the qualification documents if they have not been already submitted in the procurement procedure. If the supplier proves its qualification by an affidavit, he will send a signed original of the affidavit via post service if he did not submit affidavit signed by electronic signature in his tender. Electronic signature must be based on qualified certificate, which complies with Regulation (EU) No 910/2014 of the European Parliament and the Council (eIDAS Regulation).

Documents proving fulfilment of basic and professional qualification must, according to provision of Section 86 (5) ZZVZ, prove fulfilment of required criterion at the period of 3 months before the day of commencement of the procurement at the latest.

If the supplier proves fulfilment of basic and professional qualification according to Section 228 ZZVZ (extract from list of qualified suppliers), this extract cannot be older than three months from the last day when qualification shall be proved.

If the supplier proves fulfilment of qualification according to Section 239 ZZVZ (certificate issued from the system of certified suppliers) and certificate has all essentials stated in Section 239 (1) ZZVZ, this certificate cannot be older than **one** year from to last day in which qualification shall be proved.

If the tender is submitted jointly by more suppliers, the Contracting Authority requires to prove fulfilment of basic and professional qualification from each supplier. The Contracting Authority in accordance with provision of Section 103 (1) (f) ZZVZ requires that the suppliers, in case of a joint tender, prove that they will bear responsibility for performance of the public contract jointly and severally. The suppliers will prove fulfilment of this requirement by written affidavit, contract or other document signed by all suppliers. The suppliers will also state in the tender who represents the suppliers in the procurement procedure.

The supplier can prove that part of the technical qualification or professional qualification, with the exception of the criterion stated in Section 77 (1) ZZVZ, is fulfilled by other person. In such a case, the supplier is obliged to submit:

- a) documents proving the fulfilment of the professional qualification according to Section 77 (1) ZZVZ by other person,
- b) documents proving the fulfilment of the missing parts of the qualification by other person,
- c) documents about the fulfilment of the basic qualification according to Section 74 ZZVZ by other person and
- d) written obligation of other person to provide performance required to perform public contract or provision of things or rights with which the supplier will be entitled to use when performing the public contract at least in the extent in which other person proved qualification for the supplier.

#### **6) Method of tender processing and documents for proving qualification including information about language for submission**

The supplier shall submit its tender in writing in electronic form by electronic tool PVU, accessible at the web page <https://www.vhodne-uverejneni.cz/>.

The tender must be authentic, i.e., it must be signed by electronic signature based on qualified certificate, which complies with Regulation (EU) No 910/2014 of the European Parliament and the Council (eIDAS Regulation). This signature must be valid and must belong to the person submitting the tender or person entitled to act for the participant.

The tender must be processed in an acceptable format according to regulation No. 260/2016 Coll. The Contracting Authority will appreciate if the documents will be submitted in format in which they were created, i.e., editable. Documents can also be submitted in the form of scanned copies. The tender cannot include corrections and transcriptions or other discrepancies which could mislead the Contracting Authority.

The Contracting Authority states detailed information for submission for the tender in an electronic form:

- a) Tenders shall be submitted electronically via the certified electronic procurement tool PVU (hereinafter referred to as the "PVU"), available at <https://www.vhodne-uverejneni.cz>. Contact details for the help desk are also available on the same website.
- b) Detailed instructions regarding the requirements and conditions for submission of the tender by PVU are available on the following link: <https://www.vhodne-uverejneni.cz/manualy>.
- c) The participant must be registered as a supplier in PVU (link "registrace dodavatele" on the web page <https://www.vhodne-uverejneni.cz>) to submit a tender. The identity verification is made by data box or by PVU help desk based on electronic signature (tel. 538 702 705, [podpora@qcm.cz](mailto:podpora@qcm.cz)).
- d) The Contracting Authority recommends the participants to register in PVU in advance before submission of the tender.
- e) Where this tender documentation requires to sign documents while not allowing replacing the document by its simple copy or scan, the documents which are parts of the tender must be signed by the person entitled to represent the participant, must have the electronic signature based on qualified certificate according to Act No. 297/2016 Coll. or must be in authorized conversion according to Act No. 300/2008 Coll.

The Contracting Authority does not bear responsibility for technical conditions on the participants half. The Contracting Authority recommends the participants to take into account especially their internet connection speed when submitting the tender so that the tender is submitted in time (the submission of the tender is the final submission by the tool after the loading of all attachments!).

## **The tender must include**

### **I. Identification data of the participant:**

- Name of the participant (name, surname, corporate name, in case that the participant is natural person),
- Legal form of the tender (Ltd., joint stock company, natural person, etc.),
- Birth number or date of birth in case of natural person,
- Registered office (in case of natural person residence, or place of business activities if it differs from the residence),
- Identification number and tax identification number if they were granted,
- Name and surname of the statutory body or its members, or other natural person entitled to act for or on behalf of the participant (in this case the participant shall submit document which grants the right to act for the participant),
- Bank connection and number of bank account of the participant,

- Name of contact person of the participant and its contacts,
- Name of the person entitled to sign the contract and information if it has electronic signature or not.

Above stated information will be completed by the participant to the tender cover sheet – its template is in Annex No. 3 of this call.

- II. **Price offer** (EVALUATION CRITERION) according article 7 of this call, including price calculation
- III. **Signed affidavit** about proving qualification if the participant proves the qualification by affidavit – its template is in Annex No. 2 which is inseparable part of this call, or documents to prove basic, professional and technical qualification according to 5.1. 5.2. and 5.3. of this call,
- IV. **Signed and duly completed proposal of Purchase contract**, which forms Annex No. 4 as and constitutes an inseparable part of this call.
- V. **Signed and duly completed Technical specification of the supply**, which forms Annex No. 1 and constitutes an inseparable part of this call.

If the supplier considers some part of the tender as business secret or intellectual property, the supplier will mark this information.

It is not possible to submit the tender in a paper form.

The supplier is obliged to submit the tender by the electronic tool. Tenders submitted by person, post service, email or data message are considered as not submitted and will not be taken into account during the procurement procedure.

The Contracting Authority can repeatedly ask the participant to complete the tender.

The tender must be written in English.

## **7) Requirements on processing of tender price:**

The participant will state the complete tender price for the complete performance of the public contract in accordance with procurement conditions by amount in Czech crowns as follows:

Complete price for public contract performance without VAT,

VAT in % and amount of VAT,

Complete price for public contract performance including VAT.

If the participant is not a VAT payer, it will state it in the tender. During the evaluation, the price without VAT is decisive for the VAT payer and price with VAT is decisive for the VAT non-payer.

The price includes all costs necessary for realization of the subject matter of the public contract.

If the participant is a VAT payer, the value of tender price can be exceeded only in case of change of the VAT tax law and for amount corresponding to the VAT increase. The decisive day for a possible increase in the tender price due to a change in VAT is the day of taxable supply.

This tender includes four different types of seismic instruments: data loggers, broadband seismometers, accelerometers, and accelerometer with integrated data logger. Each instrument must comply with the mandatory parameters, meeting or exceeding the required values. In addition, other important parameters, referred to as rated parameters, will be evaluated and points will be assigned to these parameters. For each rated parameter, a minimum required value is defined.

## **8) Payment conditions**

1. Payment for the performance of the public contract will be made in Czech currency based on tax document issued by the chosen participant in the sense of the Act No. 235/2004 Coll., VAT, value added tax act, as amended.
2. VAT will be charged at the rate applicable on the date of the chargeable event.
3. Payment for performance will be made based on duly issued invoice. Invoice is due after 21 days after delivery of the invoice to the Contracting Authority. The price will be paid in one payment. Payment conditions are part of the Annex No. 4 – Purchase contract proposal.

## **9) Tender documentation**

1. Tender documentation consists of:
  - Call for submission of tenders (this document)
  - Annex No. 1 – Technical specification of the supply
  - Annex No. 2 – Affidavit template
  - Annex No. 3 – Tender cover template
  - Annex No. 4 – Purchase contract proposal
  - Annex No. 5 – Annex No. 3 of the ZZVZ
2. The business terms are specified in Annex No. 4 – Purchase contract proposal, which is minimal contract requirement of the Contracting Authority and after filling it becomes part of the participant's tender. Contract proposal is binding and participant is not allowed to change or to modify anything in the contract proposal with exception of the parts which are prepared for filling by the participant marked by yellow colour.
3. The tender shall submit only one contract proposal which covers subject matter of the public contract.

The Contracting Authority in accordance with Section 96 (3) ZZVZ states web address of the profile of the Contracting Authority (i.e. access for tender documentation), where the tender documentation is accessible: <https://www.vhodne-uverejneni.cz/profil/67985530>.

### **10) Method of submission of the tenders and time period for submission**

The participant will submit its tender including all documents proving qualification by the electronic tool accessible at <https://www.vhodne-uverejneni.cz/profil/67985530> on 15.07.2026, 12:00 h at the latest.

### **11) Opening of electronic tenders**

1. The Contracting Authority will open electronic tenders without undue delay after the end of the time limit for submission of tenders.
2. The Contracting Authority, or a committee appointed by it, shall assess the submitted tenders in accordance with Section 109 (2) ZZVZ when opening the tenders, i.e., if the tender was submitted in time, is authentic and if there has been no manipulation with the data message which contains the tender before opening.

### **12) Subcontractors**

The Contracting Authority requires the participant to state in the tender

- a) parts of public contract which will be fulfilled by subcontractors or
- b) to state that subject matter of the public contract will be performed independently, i.e. without subcontractors.

### **13) Other terms of public contract**

- a) The Contracting Authority reserves a right to cancel the procurement procedure until entering into contract according to provision of Section 127 ZZVZ.
- b) When procuring the public contract, the Contracting Authority and suppliers shall use only electronic tool according to Section 213 ZZVZ.
- c) All documents in the procurement procedure will be sent by the Contracting Authority via the profiles of the Contracting Authority and participant by electronic tool PVU.

The participant must be registered as a supplier by the electronic tool PVU (link "registrace dodavatele" on the web page <https://www.vhodne-uverejneni.cz/>) to be able to communicate with the Contracting Authority. The supplier's user must have the role "dodavatel" to be able to submit the tender.

- d) The supplier must keep all procurement conditions when preparing the tender.
- e) The Contracting Authority does not allow variants of the tender.
- f) The Contracting Authority reserves its right to change the period of performance in regard to progress of the procurement procedure and its operational and organizational needs and the participants do not have a right to claim any penalties, increase in prices and damages.

- g) The participant has no right for compensation of costs for its participation in the procurement procedure.
- h) In case changes of information stated in the tender are made before the Contracting Authority enters into a contract with chosen supplier, the supplier is obliged to inform the Contracting Authority about such changes in writing.
- i) The Contracting Authority reserves its right to check the information in the tender with third parties.
- j) The Contracting Authority does not reserve changes of performance according to Section 100 ZZVZ.
- k) The Contracting Authority reserves its right to publish a notification about exclusion of a participant in the procurement procedure or a notification of the selection of a supplier according to Section 53 (5) ZVZZ on the profile of the Contracting Authority. In such a case, the notifications are delivered to all participants in the procurement procedure at the moment of their publication.
- l) The Contracting Authority in accordance with Section 122 (6) ZVZZ will call the selected supplier if it is a foreign legal entity to submit list from foreign evidence of real owners, or is such an evidence does not exist to
  - 1. submit identification data for all natural persons which are its real owner and
  - 2. to submit documents which shows relations to the supplier, these documents are mainly:
    - Extract from foreign evidence similar to public register
    - List of shareholders,
    - Decision of statutory body about payment of profit share
    - Articles of incorporation, deed of association or similar document
- m) The Contracting Authority in accordance with Section 122 (3) ZVZZ will call the selected supplier to submit extract from business register or similar evidence if the law requires registration in this evidence.

### **13) Tender evaluation method**

- 1. Contracting Authority determines that in accordance with provision of Section 114 (1) (2) ZVZZ all tenders will be evaluated on the basis of their economic advantageousness from the lowest tender price for performance of the public contract.
- 2. The Contracting Authority has established the following evaluation criteria and their respective weights:
  - a) **Tender Price – weight: 50 %**
  - b) **Offered Parameters of the Supplied Devices – weight: 50 %**

**The total weight of all criteria equals 100 %.**

3. The Contracting Authority has established following evaluation procedure:

**a) Tender Price**

The Contracting Authority will evaluate the total tender price for the subject of performance in CZK excluding VAT.

The evaluated tender will receive a score calculated as the ratio of the value of the most advantageous tender to the evaluated tender, multiplied by the criterion weight, i.e., by the number 50.

For this criterion, the most advantageous tender is the tender with the lowest total price.

**b) Offered Parameters of the Supplied Devices**

For each individual device, the Contracting Authority will evaluate the parameters specified in Annex No. 1 to this call, in the table marked "Rated Parameters".

For parameters where the "Value" column states only "yes", the number of points specified in the "Maximum Points" column will be awarded if the requirement is fulfilled, i.e., if "yes" is entered in the "Real Value" column. If the parameter is not fulfilled, i.e., if "No" is entered in the "Real Value" column, 0 points will be awarded.

For parameters where the "Value" column specifies a required minimum or maximum value, points will be awarded if the value entered in the "Real Value" column falls within the required range. The most advantageous tender will receive the maximum number of points specified in the "Maximum Points" column, while the other tenders will receive points proportionally according to the degree of compliance compared to the most advantageous tender.

The evaluated tender will receive a score equal to the sum of the points awarded for each parameter. The total number of points obtained in this way will then be multiplied by the criterion weight, i.e., by the number 0.5.

**c) Overall Evaluation**

The Contracting Authority will sum the points obtained by each tender across all evaluation criteria.

The tender with the highest total number of points will be evaluated as the best tender. The Contracting Authority will rank the tenders in descending order, from the tender with the highest number of points to the tender with the lowest number of points.

**14) Publication**

By submitting the tender, the supplier acknowledges that the Contracting Authority is entitled to post the information from procurement procedure in accordance with ZZVZ on the profile of Contracting Authority.

## **15) Explanation, change and supplement to the terms of the procurement procedure**

1. The supplier is entitled to request a written explanation of the terms and conditions from the Contracting Authority. The written request must be delivered to the Contracting Authority no later than 7 working days before the deadline for tender submitting.
2. The Contracting Authority shall publish, send or hand over the explanation of the tendering conditions, or related documents, no later than 3 working days following receipt of the request according to the previous paragraph. Where the Contracting Authority provides an explanation in response to a request for an explanation that is not delivered on time, it does not have to comply with the deadline specified in the previous sentence. If the request for an explanation of the tender conditions is delivered on time and the Contracting Authority does not publish, send or transmit the explanation within 3 working days, it will extend the deadline for submission of tenders by at least the number of working days by which this period was exceeded, calculated from the date of receipt of the request until the date on which the explanation is published, sent or otherwise provided. The Contracting Authority shall then provide the explanation without undue delay.
3. The Contracting Authority shall publish an explanation of the tender conditions without identification of the supplier who requested the explanation, including the exact wording of the request in the same way as in this invitation.
4. The Contracting Authority may provide an explanation of the tender conditions even without a prior request.
5. The tendering conditions contained in the tender documentation may be changed or supplemented by the Contracting Authority before the deadline for submission of tenders. Changes or additions to the procurement documentation of the conditions must be published or notified to suppliers in the same way as the procurement conditions that were changed or supplemented.
6. If the nature of additions or changes to the procurement documentation requires it, the Contracting Authority will at the same time reasonably extend the deadline for submission of tenders. In the event of such a change or addition to the tender documentation that may expand the range of possible tender participants, the Contracting Authority shall extend the period for submitting tenders starting from publication of the change to correspond to the same length as was the original period for submitting tenders.

**In Prague on 26.06.2026**

**RNDr. Aleš Špičák, CSc.,  
director**