

## INVESTICE DO ROZVOJE VZDĚLÁVÁNÍ

**TENDER DOCUMENTATION FOR A PUBLIC CONTRACT AWARDED PURSUANT TO GUIDELINES FOR THE RECIPIENTS OF THE GRANTS FROM THE OPERATIONAL PROGRAMME EDUCATION FOR COMPETITIVENESS (Hereinafter the "Guidelines")**

### 1. NAME OF PUBLIC CONTRACT

Name of public contract:	<b>Specialized training of adhesive engineers EAE</b>
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### 2. IDENTIFICATION OF CONTRACTING ENTITY

Business name or name / business name of name and surname:	<b>TOMAS BATA UNIVERSITY IN ZLIN</b>
Registered office / place of business / permanent residence address (or delivery address):	nám. T. G. Masaryka 5555, 760 01 Zlín
Id. No.:	70883521
Person authorized to act on behalf of or for the contracting entity:	prof. Ing. Petr Sába, CSc.

### 3. ESTIMATED VALUE OF THE PUBLIC CONTRACT

**Estimated value of the public contract:** CZK 950,000 excluding VAT

### 4. DEFINITION OF THE SUBJECT OF PUBLIC CONTRACT

The subject of performance of the public contract is a **training of adhesive engineers EAE** in the extent of the tender conditions and in accordance with them.

Under the exception in chapter 7.4.6 of the Guidelines, the call for tenders shall be made only in respect of one prospective tenderer, who is in the sole position to perform the tender on reasons of specific technical requirements of the service requested.

### 5. TECHNICAL CONDITIONS,, IF SUBSTANTIATED BY THE SUBJECT OF THE PUBLIC CONTRACT

The training and all the services connected to it shall be provided in the English language.



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EVROPSKÁ UNIE



MINISTERSTVO ŠKOLSTVÍ,  
MLÁDEŽE A TĚLOVÝCHOVY



OP Vzdělávání  
pro konkurenceschopnost

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### 6. TERMS AND CONDITIONS, INCLUDING PAYMENT TERMS, OR OBJECTIVE CONDITIONS UNDER WHICH IT IS POSSIBLE TO EXCEED THE OFFER PRICE

#### 6.1 PAYMENT TERMS

The sponsor will provide advance payments.

The invoice shall be issued by the tenderer without any unnecessary delay after the contracting entity signed attendants to the training and prior to the training date itself.

Invoice will be for proportional amount, calculated by dividing the total sum by number of seminars.

The maturity of invoices is 30 calendar days after delivery of the invoice to the contracting entity.

Payments shall be made solely in CZK and all price information shall be in this currency.

#### 6.2 DELIVERY TERMS

The subject of performance of the public contract shall be performed according to the schedule of seminars, delivered by the provider. Seminars shall start between 1/9/2013 and 31/10/2013.

#### 6.3 WARRANTY CONDITIONS

The contracting entity requires that the length of the warranty period for conducting the training with a maximum expected professional care -

#### 6.4 SANCTIONAL CONDITIONS

Contracting entity states no sanctional conditions.

#### 6.5. OBJECTIVE CONDITIONS UNDER WHICH THE OFFER PRICE MAY BE EXCEEDED

The contracting entity does not allow exceeding the offer price except:

- changes in VAT rates.

### 7. REQUIREMENTS FOR ALTERNATIVE TENDERS

The contracting entity does not allow alternative tenders.



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### 8. REQUIREMENTS FOR THE METHOD OF PREPARING THE OFFER PRICE

The tenderer shall state the offer price as a total amount for the whole subject of performance of the public contract in accordance with the tender conditions.

Other requirements:

- The offer price shall be stated in EUR.
- The offer price shall include all the tenderer's costs associated with the performance of the subject of the public contract.

### 9. OTHER CONTRACTING ENTITY'S REQUIREMENTS FOR PERFORMANCE OF PUBLIC CONTRACT

#### 9.1. Requirement to indicate subcontractors

In accordance with Section 44(6) of the Act the contracting authority requires the tenderer to specify in the offer parts of the public contract that it intends to award to one or more subcontractors and to state identification data (Section 17(d) of the Act) and the contact information of each subcontractor. The tenderer shall submit in its offer in a statement which describes the subcontracting system, indicating which part of this public contract will be carried out by particular subcontractor – indicating the type of supplies, services or construction work and stating the percentage (%) of financial share in the public contract. If tenderer does not plan to use third party to fulfil any part of the contract, he shall supply an affidavit stating this intention.

### 10. QUALIFICATION CRITERIA

There are no qualification criteria required.

### 11. METHOD OF EVALUATION OF OFFERS

The basic criterion is the lowest offer price.

Tenders will be ranked according to an offer price in EUR excluding VAT. The evaluation committee will select as the most suitable one the offer with the lowest price.

### 12. REQUIREMENT TO PROVIDE SECURITY

The contracting entity does not require security.

### 13. CONDITIONS AND REQUIREMENTS FOR PREPARING A TENDER

The tender shall be submitted in original in writing in English language. Tenders will only be accepted in a sealed envelope bearing the name of public contract "Specialized training of



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adhesive engineers EAE" - DO NOT OPEN and stating the return address of the economic operator. Tenders shall be submitted in duplicate and shall be secured in a manner that prevents removal of sheets.

The tender may be delivered in writing during the whole period for submitting tenders on business days from 8 to 14 o'clock to the registry of the contracting entity.

The tenderer may only submit one tender. Where a contractor in this competition submits more tenders individually or jointly with other economic operators, the contracting entity will exclude all these tenders. Tenders submitted after the deadline for submission of tenders will not be opened.

The tender shall not include rewriting and corrections that could mislead the contracting entity. If the tenderer fails to state all information required by the contracting entity in the tender conditions, the tender will be automatically rejected.

Contract will be provided by tenderer in a form that is corresponding with the demands of the contracting authority. Rights and duties not expressly stated in this tender documentation will be governed by international private law.

### 14. REQUEST FOR SUBMISSION OF TENDER ONLY IN ELECTRONIC FORM BY MEANS OF AN ELECTRONIC INSTRUMENT

The contracting entity does not require submission of tenders only in electronic form.

### 15. ADDITIONAL INFORMATION ABOUT THE TENDER CONDITIONS

Request for additional information on the tender conditions can be delivered in writing (email, post) at any time during the period for submission of tenders, contact person: Mgr. Pavel Šohaj, [sohaj@rektorat.utb.cz](mailto:sohaj@rektorat.utb.cz),

Additional information on the tender conditions, including the exact wording of the request will be sent within 4 business days after the receipt of the economic operator's request and no later than 6 days before the deadline for submission of tenders.

Additional information on the tender conditions, including the exact wording of the request will be published in the same manner as the text of the tender documentation or the qualification documentation was published.

### 16. LHŮTA A MÍSTO PRO PODÁNÍ NABÍDEK

**Time for tender submission:**

**Date:** 5. 4. 2013

**Hour:** 14:00

**Adress for tender submission:**

nám. T. G. Masaryka 5555, 760 01 Zlín

**Contact person for tender submission:**


Mgr. Šohaj Pavel, e-mail: [sohaj@rektorat.utb.cz](mailto:sohaj@rektorat.utb.cz)

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### 17. VISIT TO THE PLACE OF PERFORMANCE

Due to the nature of the subject of performance of the public contract, there will be no visits to the place of performance of the public contract.

In Zlín, on 22. 3. 2013

  
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**RNDr. Alexander Černý**  
Bursar of TBU in Zlín

