



# **Tender documents for the selection of equipment suppliers for programmable polishing machine with accessories and polishing heads**

*Processed in accordance with the Supplier Selection Rules set by the Ministry of Industry and Trade of the Czech Republic for the selection of suppliers under the OP Enterprise and Innovation for Competitiveness (OPPIK).*

*This selection process is not a public contract and the contracting authority is an entity not subject to Act No. 134/2016 Coll., on public procurement.*

## **Project name: Introduction of the production of innovative passive and active optical products**

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## 1. Presentation of the Contracting Authority

Company:	OPTOKON, a.s.
Registered Office:	Jihlava - Červený Kříž 250, PSČ 58601
Company identification No.:	13692283
Tax identification No.	CZ13692283
Website:	www.optokon.cz
Contact:	Eva Vyoralová
Tel.:	564040112
E-mail:	vyoralova@optokon.com

The main subject of the company's business is the production of OPTOKON fiber optic and opto-electronic elements and devices.

The tender documentation was published on the profile of the contracting authority:  
<https://profily-zadavatelů.cz/profil/13692283>

## 2. Subject of the tender

The subject of the contract is the delivery of the following equipment:

- A) Programmable optic polisher with accessories
- B) Polishing heads

A detailed technical specification is provided in **Annex 2**. This appendix will be an integral part of the offer. The Applicant will add to the technical requirements and specify the value of the offered machinery.

**If specific trade names are given in the TD or the annexes, then these are only a definition of the required standard and the contracting authority will allow other technically and qualitatively comparable solutions.**

All technical requirements set out in Annex 2 to this TD are listed as the minimum. Applicants are required to comply with these, or to offer more favorable requirements for the contracting authority. Failure to provide the stated minimum requirements will be deemed to be a failure to comply with the terms of reference and the bid from the Applicant will be excluded from the selection process.





**The Contracting Authority does not require the equipment to be supplied by only one applicant.**

### **Period of contract implementation**

The required delivery date is 4 weeks after signing the contract.

If the Applicant indicates a longer delivery date, the offer will be discarded from the evaluation.

The contract will be signed no later than 15 days from the date of publication of the notice of the selection of the most suitable tender for the profile of the contracting entity. If the contract is not signed within the required deadline, the contracting authority will deem this as insufficient co-operation under point 41 of the Supplier Selection Rules and the contracting authority may conclude a contract with the Applicant ranked the next highest.

If, as a result of circumstances that cannot be changed by either the contracting authority or the Applicant a situation arises that the anticipated start date for the implementation of the public contract cannot be fulfilled then the start date of the fulfillment will be postponed by the same period of delay resulting from the aforementioned situation. The terms may be changed by both parties under these conditions.

### **Venue for concluding the contract**

OPTOKON, a.s.

Jihlava - Červený Kříž 250, PSČ 58601

### **Estimated value of the contract**

The estimated value of the contract is:

- A) Programmable optic polisher with accessories: 630,000 CZK Without VAT
- B) Polishing Heads: 530,000 CZK without VAT

The Contracting Authority hereby notifies the Applicant that the total offer price for the programmable polisher of the optical connectors with accessories must not exceed 630,000 CZK without VAT and for the polishing heads 530,000 CZK without VAT. If the Applicant's bid will exceed the specified amount, the Applicant's bid will be withdrawn from the tender.

## **3. Other conditions of the Contracting Authority**

- The Contracting Authority does not allow different versions of bids.

## **4. Requirements for contents**

The tender documentation must be submitted in either the Czech or the English language.



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The tender documentation must be printed in a quality that is clearly legible and must not contain any changes or notes that may mislead the contracting authority.

A copy of the tender documentation including the attachments must be enclosed in the same quantity. The tender documentation must be adequately secured against tampering with the individual sheets (e.g. bound using string with the stamp of the applicant). This also applies in the case of the submission of the tender documentation in a ring-binder.

The Applicant is to submit the contents in writing in one original copy.

The tender documents are to be submitted in a sealed envelope, marked: DO NOT OPEN-TENDER - Programmable polishing machine with accessories and polishing heads.

Tender documents are to be submitted to the address: OPTOKON, a.s., Cerveny Kriz 250, 586 01 Jihlava.

### **Contents structure**

1. Title sheet
2. Cover sheet - according to the unchanging pattern (see Appendix 1)
3. Overview of meeting technical requirements (see Annex 2)
4. Tender price
5. Other data
6. Draft of contract

### **Tender price**

The Applicant is to submit the total price for implementation of the contract in CZK currency or in EUR without VAT or in USD without VAT.

Offers in foreign currency are converted at the CZECH NATIONAL BANK exchange rate ruling on the last day of the tender period. In the event that an evaluation will take place before the current course is announced or will run on the day the current daily rate is not announced, the rate announced on the day before the day of the evaluation will be used.

The Applicant is responsible that their tender, and therefore, the bid price, includes all the work, supplies and services that are the subject of the tender. Furthermore, all associated costs such as transport, packaging,

**The tender price will be for the bid without value added tax (VAT).**

The tender price will be set as a maximum and non-negotiable price.

The bid price must be guaranteed by the Applicant for the entire duration of the execution.

## **5. Method of evaluating tenders**

The basic evaluation criterion is the economic benefit of the offer.

For the evaluation of bids, the rating committee will use a scoring scale ranging from 1 to 10. Each bid will be assigned a point value that reflects the bid success rate according to the



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criterion (see rating criteria specified below). Each individual criterion is set by the Contracting Authority as a percentage by weight according to importance for a particular procurement procedure, so that the total is 100.

Rating by the scoring method will be done by the evaluation committee by multiplying the individual point scores of the bids by the criteria with the respective weight of the given criterion. Based on the sum of the final results for each tender, the evaluation committee will determine the order of success of the individual bids so that the most successful bid is the one that obtains the highest point value.

### **1. Amount of the estimated value without VAT (weight 60%)**

Within this evaluation criterion, the overall bid price determined in accordance with Article 5 of this tender document will be assessed. The bid price will be evaluated in CZK without VAT.

Bids will be sorted according to the bid price from the lowest to the highest. The most suitable bid (lowest bid) will be awarded 10 points. Other evaluated bids will receive a point estimate based on a multiple of 10 and the ratio of the most appropriate bid to the value of the bid being evaluated, according to the formula:

Number of points =  $10 * (\text{value of the most suitable bid} / \text{value of the bid being evaluated})$

The score awarded in this way will be multiplied by the weighting of the evaluation criterion (60%).

### **2. Device delivery time (weight 40%)**

Within this criterion, the delivery time of the facility will be assessed.

The bid will be assigned the number of points as follows:

Delivery date within 2 weeks of signing the contract - 10 points

Delivery date within 3 weeks of signing the contract - 5 points

Delivery date within 4 weeks of signing the contract - 0 points

The score awarded in this way will be multiplied by the weighting of the evaluation criterion (40%).

## **6. Terms and conditions**

The bid must also include a signed draft Purchase Agreement, which forms an annex to this tender documentation. The Applicant is only permitted to fill in the provisions indicated by



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the Contracting Authority in the tender documentation in. If the Applicant will complete, change or otherwise modify the draft contract in any other manner than as permitted by the Contracting Authority, the Applicant's bid will be eliminated and the Applicant will be excluded from further participation in the award procedure.

The draft contract must be signed by the Contracting Authority, by the statutory body, or a person authorized by the statutory body to act in accordance with the negotiation procedure on behalf of the Contracting Authority. The original or officially certified copy of the empowerment must, in that case, form part of the draft contract of the Contracting Authority. Submission of an unsigned draft contract or failure to submit a mandate as per the previous sentence will be adjudged to be the non-submission of a proper draft of the requested contract and the Applicant's bid will be deemed to be incomplete.

## **5. Tender deadline**

The competition deadline is the time for the Applicant to bid. The competition deadline ends on 10.7.2017 at 2 p.m. Any bids submitted after this deadline will not be included in the selection process.

### **Open envelopes:**

Envelopes will be opened IMMEDIATELY after the deadline for submitting bids. The meeting will take place in the meeting room at the address of the contracting authority.

## **7. Answers to queries**

Each Applicant is entitled to request additional information on the terms of reference in writing from the Contracting Authority. The contact address for more specific queries is:

Address: Červený Kříž 250, Jihlava 586 01

Contact person: Eva Vyoralová, tel: 564040112, e-mail: vyoralova@optokon.com

Any written request must be delivered to the Contracting Authority no later than 4 working days before the closing date for the submission of tenders. Requests received later will not be answered by the contracting authority.

Additional information, including the exact wording of the application, will be sent to all known suppliers within 2 business days of receipt of the request. Additional information will be published at the same time on the profile of the advertiser <https://profily-zadavatelu.cz/profil/13692283>.

The Contracting Authority may provide additional information without prior request.



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## 8. Other provisions

The Applicant is entitled to cancel the selection procedure under the conditions set forth in the applicable Supplier Selection Rules under the OPPIK.

The Applicant is aware that they are not entitled to any reimbursement of expenses associated with participation in the competition.

The Contracting Authority reserves the right not to return the tenders submitted by each Applicant.

The Applicant is entitled to request additional information from the Contracting Authority regarding the tender documentation.

The Contracting Authority assumes that the Applicants will personally inspect the place of implementation of the contract and will be familiar with the local conditions, access, the extent and the nature of the current situation, the risk of damage, potential disturbing effects on the environment and other conditions under which the contract will be executed. The Contracting Authority will allow Applicants to inspect the place of implementation of the contract by mutual agreement.

In Jihlava 6.6.2017

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Attachments:

- Appendix 1 - Bid Cover Sheet
- Appendix 2 - Overview of technical requirements
- Appendix 3 - Draft Purchase Agreement



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