



SZ ZCU 008969/2025

Awarding of an above-threshold public contract for supplies in an open procedure pursuant to the provisions of Section 56 of Act No. 134/2016 Coll., on public procurement (hereinafter referred to as the "PPPA") under the title:

## **"ZU - Steel beds including boards and blinds, equipment of the University dormitory Baarova 36 after reconstru**

### **Tender documentation**

(hereinafter referred to as "ZD")

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## 1. Client

**University of West Bohemia in Pilsen** (hereinafter referred to as "UWB" or "client")

with registered office: Univerzitní 8, 301 00 Pilsen

ID: 49777513 VAT number: CZ49777513

represented by: Prof. RNDr. Miroslav Lávička, Ph.D., Rector

data box: zqfj9hj

client profile: <https://zakazky.zcu.cz>

### Contact details of the contracting authority for the purposes of the tender procedure

Contact person for procurement matters:

Ing. Ivana Fischer, tel.: +420 377 631 203

Link to the public contract on the contracting authority's profile:

[https://zakazky.zcu.cz/contract\\_display\\_7221.html](https://zakazky.zcu.cz/contract_display_7221.html)

### Information about the project from which the subject of the public contract is financed:

<b>Project name</b>	"ZU - Revitalization of the University dormitory building Baarova 36, Pilsen"
<b>Project registration number</b>	EDS 133D221000048

## 2. Tender documentation and its provision

2.1. The tender documentation consists only of this text of the Tender Document, including annexes.

2.2. The ZD including annexes is published and can be downloaded from the contracting authority's profile, link according to Art. 1 of these ZD.

## 3. Subject of the public contract

3.1 The subject of the contract is the production of steel beds according to the tender documentation, including bed boards and 390 blanking plugs.

3.2 Classification of the subject according to CPV:

39143000-6 Bedroom, dining room and living room furniture

39143110-0 Beds, bedding and special upholstery

3.3 The aim of the public contract is to supply newly manufactured steel beds according to the specifications in the subject of the contract and in Annex No. 1 to the contract.

3.4 The contracting authority points out that the brief description of the subject of the public contract given in this article is not complete and exhaustive.

A complete and detailed description of the subject of the performance is given in particular in the draft purchase contract, which forms Annex No. 2 to these ZD (hereinafter referred to as the "Binding Draft Contract") and its Annex No. 1, which forms Annex No. 3 to these ZD.

## 4. Expected value of the VZ and limitation of the offer price

4.1. The estimated value and at the same time the maximum total value of the public contract is: CZK **1,534,572 excluding VAT**.

4.2. The bid price in CZK excluding VAT may not exceed the maximum total value according to Article 4.1 of these Terms and Conditions.

## 5. Deadline for submission of tenders

The deadline for submitting bids is **10:00 a.m. on April 7, 2025**.

The opening of tenders in electronic form is not public. The contracting authority shall, within five (5) working days from the end of the deadline for submission of tenders, publish a protocol on the opening of tenders on the contracting authority's profile at the link pursuant to Article 1 of these Tender Documents (without identifying specific participants in the tender procedure).

## 6. Technical conditions

The technical conditions of the subject of performance are set out in the draft contract and in particular its Annex No. 1.

## 7. Place of performance

The place of performance is the University of West Bohemia in Pilsen, University dormitory, Baarova 36, Pilsen.

## 8. Inspection of the place of performance

Given the nature of the subject of the public contract, an inspection of the place of performance will not take place.

## 9. Performance period and warranty

9.1. The performance date is stated in the Binding Draft Contract.

9.2. The contracting authority requires a guarantee of at least **24 months** (for details, see the Binding Draft Contract).

## 10. Submission deadline

The tendering period set in accordance with Section 40 of the Public Procurement Act is 3 months.

## 11. Certainty

*The contracting authority does not require the provision of security.*

## 12. Method of submitting a bid

12.1. The bid can be submitted within the deadline for submitting bids exclusively in electronic form via the electronic tool (portal) E-ZAK - the relevant link according to Article 1 of these ZD, after prior registration.

12.2. Submission of bids is subject to the supplier's registration in the electronic tool E-ZAK at <https://zakazky.zcu.cz/registrace.html>. In case of any ambiguities or problems during registration or submission of a bid, the contracting authority recommends contacting E-ZAK support ([podpora@ezak.cz](mailto:podpora@ezak.cz), phone: +420 538 702 719).

## 13. Requirements for a uniform method of processing the offer

13.1. The tenderer's offer must be submitted in writing electronically, only via the electronic tool E-ZAK. The Contracting Authority will not consider offers submitted in paper form.

Detailed information regarding the E-ZAK electronic tool, including information on the use of an electronic signature, is available at: <https://zakazky.zcu.cz/>. The tender documentation as a whole is published on the Contracting Authority's profile: <https://zakazky.zcu.cz/>.

The offer must be prepared in the Czech language and must be signed by a person authorized to act on behalf of or on behalf of the tender participant, or by another person on the basis of a power of attorney. In such a case, the power of attorney must be enclosed with the offer.

All communication with the Contracting Authority will be conducted exclusively in the Czech language and, in accordance with the provisions of Section 211 of the ZZVZ, only in writing electronically, via the electronic tool E-ZAK or data mailbox, unless otherwise specified. Documents drawn up in a language other than Czech must be accompanied by a translation into Czech. This obligation does not apply to documents in the Slovak language.

If several suppliers submit a joint tender, they shall state in the joint tender which of the participants in the joint tender is authorised to act in the tender procedure. Sending and delivering a document to this supplier shall be deemed to have been sent and delivered to each participant in the joint tender.

13.2. Variants of the offer are not allowed.

13.3. The tenderer shall submit a tender including all required documents specified in the table of contents of the tender, which is part of the tender cover sheet (sample in Annex No. 1 of these Tender Documents).

13.4. The offer will include a completed Binding Contract Proposal in a format compatible with MS Word (doc, docx) and in particular, completed Annex No. 1 of the Binding Draft Contract (Annex No. 3 of the Contract Documents).

13.5. The offer shall not contain transcriptions and corrections that could mislead the contracting authority.

13.6. The contracting authority recommends dividing the offer into separate parts, arranged consecutively in the offer and marked in accordance with the following instructions:

The offer will include:

1. offer cover sheet
2. Completed Binding Draft Contract in a format compatible with MS Word including completed Annex No. 1 (Annex ZD No. 2)
3. documents proving qualifications

13.7. The contracting authority requires that the supplier state in its offer (within the cover sheet - Annex No. 1 to these Tender Documents) whether it falls into the category of "micro, small and medium-sized enterprise" or not within the meaning of Commission Recommendation 2003/361/EC, see <http://eur-lex.europa.eu/legal-content/CS/TXT/?uri=URISERV:n26026>.

## 14. Method of evaluating bids

15. The evaluation criterion is the economic advantage of the offer, which will be evaluated according to the lowest offer price, i.e. the total offer price in CZK excluding VAT. The lower offer price is considered more advantageous.

In the event of equality of the total bid price of several suppliers (hereinafter referred to as "identical bids"), the order of identical bids shall be decided by drawing lots with the participation of representatives of the suppliers concerned. The bid of the supplier drawn by lot shall be considered the more advantageous of the identical bids. The drawing of lots shall only take place if its implementation is necessary with regard to the expected course of the tender procedure, i.e. in particular if there is a match in the bids that would be the most advantageous bids after the evaluation, or if there is a match in the bids of suppliers who, pursuant to Section 125 of the Public Procurement Act, should be considered the selected supplier (after the exclusion of the selected supplier).

## 16. Method of processing evaluation criteria in the offer

16.1. The bid price will be determined for the given period of performance as the highest permissible price, taking into account all costs, risks, profit and other exchange rate or financial influences throughout the period of performance of the public contract in accordance with the conditions specified in the tender documentation and in particular the Binding Draft Contract.

16.2. The bid price in CZK excluding VAT will be stated in the bid cover sheet (sample in Annex No. 1 of these Tender Documents) and in the Binding Draft Agreement (Articles III and VIII of the Binding Draft Agreement).

16.3. The contracting authority does not specify the method of determining an exceptionally low bid price within the meaning of Section 113(2) of the Public Procurement Act nor a price that it will consider to be an exceptionally low bid price.

## 17. Qualification

In the offer, the supplier demonstrates the fulfillment of the qualifications, i.e. basic competence and technical qualification (to the extent according to Article 16.4 of these ZD) by submitting a Declaration of Honour according to Annex No. 1 of the ZD. The supplier demonstrates the professional competence required by the contracting authority (to the extent according to Article 16.2 of these ZD) by submitting an extract from the commercial register or other similar records, if another legal regulation requires entry in such records.

Before concluding the contract, the selected supplier shall submit documents pursuant to Section 75(1) of the Public Procurement Act and other required qualification documents in plain copies, unless otherwise specified by the contracting authority (see next paragraph).

The contracting authority reserves the right to invite the supplier pursuant to Section 46, Paragraph 1 of the Public Procurement Act in order to ensure the proper and, in particular, effective conduct of the procurement procedure to submit selected qualification documents in the form of an electronic original or an officially certified copy (or in electronic form, which was created on the basis of authorized conversion (Czech point network) from the original or a certified copy of the document in paper form) or from the selected supplier before concluding the contract pursuant to Section 122, Paragraph 4 of the Public Procurement Act.

Documents proving the fulfillment of the qualification are submitted in accordance with Section 45 of the ZZVZ in Czech or Slovak, or in another language supplemented by a translation into Czech. Qualifications can also be proven in accordance with Section 87 of the ZZVZ, Section 228 of the ZZVZ and Section 234 of the ZZVZ

### 17.1. Basic Qualification

The contracting authority shall demonstrate compliance with the basic eligibility requirements pursuant to Section 74 of the Public Procurement Act (a sample declaration pursuant to Section 74 of the Public Procurement Act is provided in Annex No. 1 of this ZD).

**A supplier is eligible if:**

- a) has not been convicted in the last 5 years prior to the start of the tender procedure for a criminal offence listed in Annex No. 3 to the ZZVZ or a similar criminal offence under the legal system of the supplier's country of residence; expunged convictions are not taken into account; if the supplier is a legal entity, this condition is also met by all members of the supplier's statutory body within the meaning of Section 74(2) of the ZZVZ; if a branch of the plant participates in the tender procedure, this condition is also met by all persons within the meaning of Section 74(3) of the ZZVZ;
- b) does not have a tax arrears due in the tax records in the Czech Republic or in the country of its registered office;
- c) does not have any outstanding premiums or penalties for public health insurance in the Czech Republic or in the country of his/her residence;
- d) does not have any outstanding arrears in insurance premiums or penalties for social security and contributions to the state employment policy in the Czech Republic or in the country of its registered office;
- e) is not in liquidation, has not been subject to a bankruptcy decision, has not been subject to compulsory administration under another legal regulation or is not in a similar situation under the legal system of the country of the supplier's registered office.

**The supplier demonstrates compliance with the basic eligibility conditions by submitting:**

- a) an extract from the Criminal Record in relation to the provisions of Section 74, paragraph 1, letter a),
- b) confirmation of the relevant tax authority in relation to the provisions of Section 74, paragraph 1, letter b),
- c) a written affidavit in relation to excise duty in relation to the provisions of Section 74, paragraph 1, letter b),
- d) a written affidavit in relation to the provisions of Section 74, paragraph 1, letter c),
- and)
- e) confirmation from the relevant district social security administration in relation to the provisions of Section 74, paragraph 1, letter d)
- f) an extract from the Commercial Register, or by submitting a written declaration of honour if it is not registered in the Commercial Register, in relation to the provisions of Section 74, paragraph 1, letter e).

If the supplier is a legal person, the condition under Section 74(1)(a) must be met by this legal person and by each member of the statutory body. If the member of the statutory body of the supplier is a legal person, the condition under Section 74(1)(a) must be met by

- a. this legal entity,
- b. each member of the statutory body of this legal entity and
- c. a person representing this legal entity in the statutory body of the supplier.

Documents proving basic eligibility pursuant to the provisions of Section 74 of the Public Procurement Act must demonstrate compliance with the required eligibility criteria no later than 3 months before the date of commencement of the tender procedure.

If the ZZVZ or the Contracting Authority requires the submission of a document according to the legal system of the Czech Republic, the supplier may submit a similar document according to the legal system of the state in which this document is issued; this document shall be submitted with a translation into Czech. If the Contracting Authority has doubts about the accuracy of the translation, it reserves the right to request the submission of an officially certified translation into Czech by an interpreter registered in the list of experts and interpreters. If the required document is not issued according to the relevant legal system, it may be replaced by a sworn declaration.

**17.2. Professional competence**

The contracting authority requires proof of professional competence pursuant to Section 77(1) of the Public Procurement Act.

**16.2.1.** The participant in the tender procedure shall submit to prove compliance with professional competence pursuant to Section 77, paragraph 1 of the Public Procurement Act: an extract from the commercial register or other similar records, if another legal regulation requires entry in such records.

### **17.3. Economic qualification**

*The contracting authority does not require it.*

### **17.4. Technical qualification**

*The contracting authority does not require it.*

## **18. Subcontractors**

*The contracting authority does not request any information about subcontractors within the meaning of Section 105 of the Public Procurement Act.*

## **19. Terms and conditions, payment terms and other requirements of the contracting authority**

**19.1.** Business terms and conditions, payment terms and other conditions and requirements of the contracting authority regarding the method and procedure implementation of the subject of performance are set out in the Binding Draft Contract.

**19.2.** The Supplier may only supplement and change the parts highlighted in yellow in the Binding Draft Contract.

**19.3.** In the case of using templates and samples listed in Annex No. 1 of this ZD, the supplier shall complete all required data according to the requirements listed in this ZD and the specific annex, especially the parts highlighted in yellow.

## **20. Collaboration of the selected supplier**

**20.1.** The contracting authority requires the selected supplier to provide the cooperation necessary to conclude a contract for the performance of the public contract to the extent further specified in this Article of the Public Procurement Act, no later than 5 working days from the delivery of the contracting authority's call.

**20.2.** The contracting authority, pursuant to the provisions of Section 122, paragraphs 3 and 4 of the Public Procurement Act, reserves the right to require the selected supplier to submit originals or certified copies of qualification documents, if they have not already been submitted in the tender procedure.

**20.3.** The contracting authority requires the selected supplier to submit the documents required pursuant to Section 104, paragraph 1, letter a) of the Public Procurement Act (see Article 20 of this ZD), if they have not already been submitted in the tender procedure.

**20.4.** The contracting authority may require the selected supplier to provide cooperation in concluding the contract within the meaning of Section 124 of the Public Procurement Act in the following form: the supplier shall sign the contract upon the contracting authority's request. The selected supplier undertakes to sign the contract and all its annexes (all in PDF format) in electronic form (attach a valid guaranteed electronic signature based on a qualified certificate of a person authorized to act on behalf of the selected supplier) and send it back to the contracting authority within 2 working days of delivery of the contracting authority's invitation and final execution of the contract.

**20.5.** The contracting authority points out that the contract for the performance of this public contract will be published by the contracting authority in the register of contracts (see Article 8.5 of the Binding Draft Contract) including all its annexes, i.e. in a form containing any data fulfilling the parameters of a trade secret or confidential information within the meaning of the provisions of Section 218 of the ZZVZ, unless the selected supplier, no later than in the offer, communicates to the contracting authority those data or parts of the Binding Draft Contract (annexes), the publication of which is excluded by a special legal regulation, together with a reference to a specific norm of such a legal regulation and specific reasons for the prohibition of the publication of these parts. Properly and reasonably marked parts of the contract will not be published, or will be made illegible by the contracting authority before publication. Before publishing the contract, the contracting authority will make personal data illegible in accordance with the methodological instructions for the application of the Act on the Register of Contracts (see <https://www.dia.gov.cz/egovernment/registr-smluv/metodicky-dokumenty/>).

**20.6.** For the purpose of publishing the contract in the register of contracts (see Section 5 of Act No. 340/2015 Coll.), the contracting authority requires the selected supplier to submit a completed Binding Draft Contract in electronic form, including all attachments in docx or xls (xlsx) format, or attachments that do not contain any personal data (added to the contract by the supplier) in PDF format with a text layer (i.e. not a simple scan). In the event that the selected supplier requests the illegibility of data in the published contract or its attachments within the meaning of

of the previous paragraph of the ZD (beyond the scope of personal data), submit the contract or its annexes in electronic form according to the previous sentence, even with illegible data.

20.7. The selected supplier will be invited to provide cooperation after the contracting authority's decision on its selection.

## 21. Other requirements of the contracting authority for the performance of the public contract

21.1. The contracting authority, in accordance with the provisions of Section 104, paragraph 1, letter a) of the Public Procurement Act, requires that the selected supplier, no later than the deadline for cooperation (see Article 19.1 of these Regulations), submit to the contracting authority a sworn declaration (on the absence of a conflict of interest and international sanctions) in accordance with Annex No. 4 of these Regulations.

## 22. Aspects of socially and environmentally responsible procurement and innovation

22.1. The contracting authority took into account the principles of socially responsible procurement by supporting the participation of small and medium-sized enterprises in the award of public contracts, i.e. specifically by including model documents in the tender conditions, which reduce the administrative burden of processing the tender.

22.2. The contracting authority further assessed whether the application of other principles and aspects of responsible procurement and innovation was possible, when, taking into account the nature and purpose of the public contract, it concluded that taking into account principles and aspects of responsible procurement other than those mentioned above could not be used, taking into account the nature of the contract.

## 23. Other information regarding the tender procedure

23.1. The supplier is entitled to request a written explanation of the tender documentation or tender conditions within the period specified in the provisions of Section 98, paragraph 3 of the Public Procurement Act and Section 242, paragraph 5, letter a) of the Public Procurement Act (the request for an explanation must be delivered no later than 8 working days before the expiry of the period for submitting objections to the tender conditions pursuant to Article 22.8 of this Public Procurement Act). The written request must be delivered to the contracting authority via the electronic tool E-ZAK. If the request for an explanation is not delivered within the above-mentioned period and in the above-mentioned manner, the contracting authority is not obliged to provide an explanation.

23.2. All explanations of the tender documentation or tender conditions will be published on the profile of the contracting authority at the link according to Article 1 of these Terms of Use. The contracting authority recommends monitoring these pages on an ongoing basis.

23.3. All communication between the contracting authority and suppliers will be in writing in accordance with the provisions of Section 211 of the Public Procurement Act, electronically and in the Czech language.

23.4. In the event that the contracting authority, pursuant to these ZD, requires the submission of a document in the original or in an officially certified copy (in particular within the framework of a call pursuant to Section 122, paragraph 3 of the Public Procurement Act and a call pursuant to Section 46 of the Public Procurement Act), it shall be submitted in electronic form provided with a valid guaranteed electronic signature based on a qualified certificate of a person authorized to act on behalf of the person who prepared the document (without compromising the integrity of the electronic signature), or in electronic form created on the basis of authorized conversion (Czech point network) from the original or a certified copy of the document in paper form.

23.5. The Supplier is entitled to submit a written request for the provision of information pursuant to Section 40, paragraph 3 of the Public Procurement Act and Section 109, paragraph 3 ZZVZ.

23.6. In the event of a conflict between the text of these tender documents and the draft contract, the draft contract shall prevail.

23.7. Participants in the tender procedure are not entitled to compensation for costs incurred in connection with the preparation and submission of the offer, unless otherwise stipulated in the ZZVZ.

23.8. Objections to the tender conditions must be delivered to the contracting authority (within the meaning of Section 242, paragraph 5 of the Public Procurement Act) no later than 72 hours before the end of the deadline for submitting tenders pursuant to Article 5 of these ZD.

23.9. The contracting authority reserves the right to cancel the tender procedure in accordance with the provisions of Section 127, paragraph 2, letter e) of the Public Procurement Act if it does not receive financial resources from the subsidy provider in the expected scope.

23.10. For the selected supplier, if it is a Czech legal entity, the Contracting Authority shall verify, in accordance with the provisions of Section 122, paragraph 5 of the ZZVZ, the data on its beneficial owner from the register of beneficial owners. The Contracting Authority shall include the data found in the procurement procedure documentation.

23.11. The contracting authority would like to inform all suppliers that in connection with the adoption of the amendment to Act No. 253/2018 Coll., on certain measures against the legalization of proceeds from crime and the financing of terrorism, as amended, and the adoption of the new Act No. 37/2021 Coll., on the registration of beneficial owners, there have also been changes to the ZZVZ since 1 June 2021. As a result of the change in question, it is no longer possible to conclude a contract with a selected supplier who is a Czech legal entity unless its beneficial owner can be identified from the register of beneficial owners. The contracting authority will therefore be obliged to exclude such a selected supplier from the tender procedure.

23.12. In accordance with the wording of Section 122, paragraph 8 of the ZZVZ, the Contracting Authority shall exclude the selected supplier if it is a Czech legal entity that has a beneficial owner, unless it was possible to determine the data on its beneficial owner from the register of beneficial owners in accordance with Section 122, paragraph 5 of the ZZVZ; the entry made available in the register of beneficial owners after sending the notification of the supplier's exclusion shall not be taken into account.

23.13. In the case of foreign suppliers, the Contracting Authority will proceed in accordance with Section 122, paragraph 6 of the Public Procurement Act.

Attachments

Annex No. 1 – Sample documents for submitting a bid in MS Excel format

(Cover sheet, Affidavit - qualifications)

Annex No. 2 – Binding draft contract

Annex No. 3 – Technical specification (Annex No. 1 of the Binding Draft Contract)

Annex No. 4 – Conflict of interest, international sanctions – affidavit

In Pilsen on see electronic signature

**University of West Bohemia in Pilsen**

Prof. RNDr. Miroslav Lávička, Ph.D.

principal