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Palacký University  
Olomouc

## INVITATION TO TENDER

small-scale public procurement entitled

### „FPC/UPOL – Isokinetic dynamometer II“

#### Identification of the Public procurement

Type of Public procurement: Supplies  
Award procedure: Selection procedure: Open call  
Public procurement procedure: Small-scale public contract  
Link to the Contracting Authority's profile: <https://zakazky.upol.cz>  
Link to the Public procurement: <https://zakazky.upol.cz/vz00005900>

#### Identification of the Contracting authority

Name: Palacký university Olomouc  
Registered Office: Křížkovského 511/8, 779 00 Olomouc  
Company ID No.: 619 89 592  
VAT ID No.: CZ61989592  
Statutory body: doc. JUDr. Michael Kohajda, Ph.D., rector

#### Contact person of the Contracting authority

Name: Zbyněk Pochmon  
Telephone: + 420 585 631 117  
E-mail: [zbynek.pochmon@upol.cz](mailto:zbynek.pochmon@upol.cz)

## 1. Subject of the Public procurement and performance conditions

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### 1.1. Subject of the Public procurement

1. The subject of the Public procurement is the supply of an isokinetic dynamometer intended for measuring the torque of the upper and lower limbs in various planes of movement. In addition to the supply, the subject of the Public procurement also includes installation and training of operating personnel.
2. The minimum requirements for the subject of the Public procurement are defined by the technical, commercial, or other contractual conditions attached to this Invitation to Tender, in particular by the Technical Specification and the binding Contract.
3. The estimated value of a public contract is **CZK 2,300,000 excluding VAT**.
4. Classification of the subject of the Public procurement according to the CPV code:

| Name   | CPV code   |
|--|------------|
| Laboratory, optical and precision equipments (excluding glasses) | 38000000-5 |
| Fitness equipments   | 37440000-4 |

### 1.2. Time and place of performance

1. The time of performance of the Public procurement follows from the Contract.
2. The place of performance of the Public procurement is the Faculty of Physical Culture of the Contracting authority at tř. Míru 671/117, Olomouc.
3. Given the nature of the subject of the Public procurement, the Contracting authority will not organize a site inspection.

### 1.3. Principles of responsible Procurement

1. The Contracting authority intends to award the Public Procurement in accordance with the principles of responsible public procurement pursuant to Section 6(4) ZZVZ with regard to the appropriateness of the procedure determined according to the nature and purpose of the Public Procurement.
2. Aspects of socially responsible procurement, environmentally responsible procurement, and innovation are reflected in the Contract.

## 2. Qualification

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1. The tenderer shall demonstrate qualification in accordance with this Invitation to tender.
2. The tenderer shall demonstrate **basic eligibility** in accordance with section 74 ZZVZ by means of a sworn declaration.
3. The tenderer shall demonstrate **professional eligibility** to the extent and in the manner specified in the Tender submission form.
4. The tenderer shall demonstrate **technical qualification** to the extent and in the manner specified in the Tender submission form, if such requirements are included therein.
5. In the case of joint participation of tenderers, each tenderer shall demonstrate basic eligibility separately. The remaining parts of the qualification must be demonstrated by at least one of the suppliers.
6. The tenderer is not entitled to demonstrate qualification through other persons.

## 3. Tender evaluation

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### 3.1. Evaluation criteria and method of evaluation

1. Tenders will be evaluated according to their economic advantageousness. The economic advantageousness of tenders will be assessed based on **the lowest total tender price in CZK excluding VAT**.

2. The total tender price means the price offered by the tenderer for fulfilling the subject of the Public procurement. The tenderer shall prepare the total tender price in accordance with the following sub-section.
3. The economically most advantageous tender will be the tender with the lowest total tender price.

### 3.2. Tender price preparation

1. The tenderer shall state the total tender price in the Tender submission form.
2. The total tender price shall be determined for the entire subject of the Public procurement and must include the price of all supplies, works, and activities necessary for its proper and timely performance.
3. If the Tender submission form includes individual items of the subject of the Public procurement (itemized budget), the total tender price shall be determined as the sum of the tender prices of these items. In the event of a discrepancy between the sum of the item prices and the total tender price stated by the tenderer in the Tender submission form, the total tender price shall prevail. In such a case, the tenderer is obliged to adjust the prices of the individual items so that their sum corresponds to the total tender price.

## 4. Preparation and submission of tenders

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### 4.1. Requirements for the form and content of tenders

1. Tenders must be prepared in **electronic form**.
2. Tenders must be prepared in full in the Czech, Slovak, or English language.
3. The tender must contain the following documents:
  - a) **Tender submission form;**

Tender submission form shall be completed by the tenderer with the required data. The purpose of the Tender submission form is to simplify the preparation of the tender and the assessment of compliance with participation conditions and evaluation. The tenderer is not entitled to make modifications to the tender submission form except in designated text fields.
  - b) **Documents proving the tenderer's qualification;**

Documents proving the tenderer's qualification shall be submitted to the extent and under the conditions set out in this Invitation to tender and its annexes.
  - c) **Other documents required by this Invitation to tender.**
4. Unless otherwise stated, the Contracting authority recommends submitting documents in **\*.pdf format**.

### 4.2. Tenders submission method

1. Tenders shall be submitted **via E-ZAK**.
2. The deadline for submission of tenders is published on the Contracting authority's profile. The Contracting authority recommends to economic operators monitoring this profile due to possibility of extensions of the deadline for submission of tenders.
3. Analogously to Section 211(7) ZZVZ documents submitted in the tender do not have to be signed by a person authorised to act on behalf of the tenderer. However, if signed by a person whose authorisation does not arise from a public register, the tenderer must submit a power of attorney for this person.
4. The opening of tenders is not public.
5. Variants of tenders are not permitted.

## 5. Clarification, amendment or supplementation of tender conditions

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1. The Contracting authority may clarify, supplement, or amend the tender conditions before the deadline for submission of tenders.
2. Economic operator may request clarification via E-ZAK. The Contracting authority is not obliged to provide clarification if the request is not delivered at least 4 working days before the deadline.

Clarifications, supplements, or amendments will be published within 2 working days of receipt of the request.

3. Any clarification, supplementation or amendment of the tender conditions shall be published in the same manner as this Invitation to tender. In the event of a request for clarification of the tender conditions, the Contracting authority shall
  - a) publish the clarification, supplementation or amendment without identifying the economic operator who requested it, including the exact wording of the request; and
  - b) simultaneously send it to all economic operators invited under the closed call procedure, or publish the clarification, supplementation or amendment in the same manner as this Invitation to tender.
4. If required by the nature of the supplementation or amendment of the tender conditions, the Contracting authority shall simultaneously extend the deadline for submission of tenders in an appropriate manner. In the case of such supplementation or amendment that may broaden the range of potential participants in the selection procedure, the Contracting authority shall extend the deadline for submission of tenders so that, from the date of publication or notification of the supplementation or amendment, it equals at least its original full duration.

## **6. Additional Information and reservations of the Contracting authority**

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### **6.1. Additional information to the tender process**

1. The Public procurement is administered through E-ZAK. Full registration and verification of the economic operator are required for full use.
2. Detailed information on the use of E-ZAK is available at the link to the Contracting authority's profile provided on the title page of this Invitation to tender.
3. The language of the selection procedure is Czech unless stated otherwise. The Contracting Authority also accepts communication in Slovak and English.
4. The tenderer shall not submit a draft contract with the tender. However, the tenderer shall include a sworn declaration accepting the binding commercial terms set out in the Contract.
5. The Contracting Authority undertakes to process personal data in accordance with Regulation (EU) 2016/679 (GDPR).
6. Unless stated otherwise, the contract with the selected tenderer will be concluded electronically in \*.pdf format and signed with qualified electronic signatures.
7. The Public procurement is a part of a project „ *VIP UP: Development of Educational Infrastructure and Innovative Approaches to Teaching at Palacký University Olomouc*“, reg. no. CZ.02.02.01/00/23\_023/0009111, within the Jan Amos Komenský Operational Programme.

### **6.2. Reservations of the Contracting authority**

1. If the Invitation to tender or its annexes set technical conditions by means of a direct or indirect reference to specific suppliers or products, or to patents for inventions, utility models, industrial designs, trademarks or designations of origin, the Contracting authority shall allow an equivalent solution to be offered for each such reference. Where the tender conditions refer to standards or technical documents pursuant to section 90(1) and (2) ZZVZ the Contracting authority shall allow an equivalent solution to be offered for each such reference.
2. The Contracting authority requires that, in the case of joint participation, all tenderers shall be jointly and severally liable for the performance of the Public procurement.
3. Any economic operator shall not be entitled to reimbursement of costs incurred in connection with participation in the selection procedure of the Public procurement.
4. The Contracting authority is not obliged to take into account any data or documents submitted by the tenderer in the tender beyond the scope of the obligations set out in the Invitation to tender.
5. The Contracting authority is entitled to cancel the selection procedure of the Public procurement.
6. The Contracting authority is entitled to publish the notice of selection of the tenderer in the same manner as this Invitation to tender.
7. The Public procurement is governed by the Grant rules.

### 6.3. Tenderer's declarations

1. The Contracting authority requires the tenderer to submit sworn declarations
  - a) regarding the tender conditions and the method of award,
  - b) accepting the binding commercial terms,
  - c) regarding responsible performance,
  - d) regarding conflict of interest under the Grant rules,
  - e) regarding conflict of interest under ZOSZ,
  - f) regarding international sanctions.
2. The scope of declarations is set out in the Tender Submission Form.

### 7. Annexes

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The following annexes form an integral part of this Invite to tender:

**Annex no. 1:** List of abbreviations

**Annex no. 2:** Tender submission form

**Annex no. 3:** Contract

In Olomouc

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doc. JUDr. Michael Kohajda, Ph.D.  
rektor

## **Annex no. 1: List of abbreviations**

For the purposes of this Invitation to tender and its annexes, with the exception of the Contract, the following terms shall have the meaning set out below:

|                                |  |
|--------------------------------|--|
| <b>Contract</b>                | The contract attached to this Invitation to Tender   |
| <b>Contracting authority</b>   | Palacký university Olomouc   |
| <b>CR</b>                      | Commercial register  |
| <b>E-ZAK</b>                   | E-procurement tool available via the Contracting authority's profile   |
| <b>Grant rules</b>             | Rules for the award and control of public contracts effective from 1 August 2025 issued by the Managing Authority of the Jan Amos Komenský Operational Programme |
| <b>Invitation to tender</b>    | This Invitation to tender and its annexes  |
| <b>Public procurement</b>      | The small-scale public contract defined in this Invitation to tender   |
| <b>Technical specification</b> | Technical specification forming part of the Tender submission form   |
| <b>Tender submission form</b>  | Tender submission form attached to this Invitation to tender   |
| <b>ZOSZ</b>                    | Act No. 159/2006 Coll. – Conflict of Interest Act  |
| <b>ZZVZ</b>                    | Act No. 134/2016 Coll., on Public Procurement  |