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SILESIAN
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Invitation to tender for a small-scale public service contract

In accordance with the provisions of Sections 27, 31 and 6 of Act No. 134/2016 Coll., on Public Procurement, as amended (hereinafter referred to as the "Public Procurement Act") and Rector's Directive No. 3/2023 Public Procurement at the Silesian University in Opava, you hereby

We call

to submit a bid for the performance of a small-scale public contract for services (tender procedure) entitled:

"Acquisition of a service to support open science and research for the STARS EU university alliance"

This small-scale public contract is awarded in a tender procedure outside the Public Procurement Act, on the basis of which the contracting authority will proceed directly by awarding it to the supplier with the lowest bid price. The previous paragraph also applies if the contracting authority uses the terminology of the Public Procurement Act, or part of it in a direct quotation. However, only the conditions set out in this Invitation to Tender (hereinafter referred to as the "Invitation") are decisive for this Tender Procedure.

1. Identification and contact details

Contracting authority:	Silesian University in Opava
Residence:	Na Rybníčku 626/1, 746 01 Opava
Legal form:	public higher education institution
ID:	47813059
Statutory representative:	doc. Mgr. Tomáš Gongol, Ph.D., Rector
Tel./ e-mail:	+420 553 684 621 / rektor@slu.cz
Person entitled to award this contract:	doc. Mgr. Tomáš Gongol, Ph.D., Rector
Tel./ e-mail:	+420 553 684 621 / rektor@slu.cz
A person authorized to act in contractual matters:	Ing. Ivana Růžičková, MPA, Bursar of the University
Tel./ e-mail:	+420 553 684 630 / kvestor@slu.cz
Contact person for this inquiry:	Ing. Pavla Vítková, Public Procurement Specialist
Tel./ e-mail:	+420 553 684 642/ pavla.vitkova@slu.cz

2. Information on the subject matter of the public contract

Name of the public contract: **Acquisition of a service to support open science and research for STARS EU university alliance**

Estimated value: 44 300 EUR excl. VAT

Type of public contract:	services	
Expected conclusion of the contract:	September 2025	
Public procurement regime:	Small-scale public contract	
Admissibility of bid variability:	no	
CPV Code:	72314000-9	Data collection and filing

3. Method of awarding the public contract: electronically

4. Subject matter and description of the contract

The subject of the public contract is the acquisition of digital infrastructure provided as a service that will be used to visibility, share and monitor research results in accordance with the principles of open science. The service will be provided in the form of an access package, which will include two main components:

- Portal for the presentation of research outputs.
- A monitoring tool for the analysis of research data and outputs.

A detailed definition of the subject matter of the public contract, including the technical conditions in the details necessary for the preparation of the bid, is given in Annex 1 to this Call – Technical Specification.

The public tender will be co-financed by the Erasmus+ programme of the European Union, through the European Education and Culture Executive Agency (EACEA), within the project "Strategic Alliance for Regional TranSition – STARS European University", project reg. no. 101124529.

Failure to meet even one of the parameters required above (including the conditions listed in Annex 1) at least at a minimum level is a reason for excluding the supplier's bid.

Due to the nature of this public contract, an inspection of the place of performance does not take place.

5. Estimated contract value in EUR (excluding VAT)

Estimated value of the contract: **EUR 44,300** (in words: forty-four thousand three hundred euros excluding VAT).

The contracting authority stipulates that the estimated value of the public contract, i.e. the price for the services provided on the basis of this public contract, must not be exceeded in the supplier's bid, otherwise it is a failure to meet the tender conditions and is a reason to exclude the supplier's bid or cancel the tender procedure.

6. Time and place of implementation:

- Deadline for the implementation of the contract: Expected date of commencement of performance Them 01/10/2025 The period of performance will take place from the effective date of the contract until 31/10/2027.
- The place of performance of the contract is: Silesian University in Opava – Rector's Office, Na Rybníčku 626/1, 746 01 Opava, Czech Republic.

7. Terms and conditions

In its bid, the contractor shall submit a draft Contract based on the payment and business terms and conditions of the contracting authority specified in Annex 2 to the Invitation, which are binding for the contractor and the contractor is not entitled to change them, unless otherwise

stated in this Invitation. The data stated in the draft Contract must not differ from the data stated in another part of the supplier's offer.

Acceptance of terms and conditions:

The contractor is obliged to accept all business terms and conditions of this Call, these are binding for the contractor, the contracting authority does not allow their changes. The data specified in the Contract will be in accordance with the data provided by the supplier in its offer. The contracting authority reserves the right to negotiate the submitted draft of the Contract.

Termination of an obligation, termination or withdrawal from the Agreement:

The contracting authority may terminate, terminate or withdraw from the Contract in cases where the Contract so stipulates or if the contractor breaches its obligations under the Contract.

The contracting authority does not provide advances.

8. Requirements of the contracting authority to prove the qualification requirements of the contractor

A contractor who demonstrates the ability and ability to perform a public contract in the manner and to the extent specified in this Call by demonstrating the fulfilment of:

- **basic competence,**
- **professional competence,**
- **technical qualifications.**

Basic eligibility

According to the contracting authority's requirements, the basic eligibility is met by a contractor who:

- has not been convicted in the country of its registered office in the last 5 years before the commencement of the procurement procedure for a criminal offence listed in Annex 3 to the Public Procurement Act or a similar criminal offence under the law of the country of the supplier's registered office; expunged convictions are not taken into account;
- does not have any tax arrears due in the Czech Republic or in the country of its registered office recorded in the tax records;
- does not have outstanding arrears of insurance premiums or penalties for public health insurance in the Czech Republic or in the country of its registered office;
- does not have arrears of insurance premiums or penalties for social security and contributions to the state employment policy due in the Czech Republic or in the country of its registered office;
- it is not in liquidation, it has not been subject to a bankruptcy decision, it has not been placed under conservatorship under any other legal regulation, nor is it in a similar situation under the law of the country of the supplier's registered office.

If the supplier is a legal entity, the condition specified in the first indent must be met by this legal entity and at the same time by each member of the statutory body. If a legal person is a member of the supplier's statutory body, the condition referred to in the first indent must be met by: (i) that legal person; ii) each member of the statutory body of this legal entity; and (iii) a person representing this legal entity in the supplier's statutory body.

If a branch of a business participates in a tender procedure: (i) foreign legal persons, the condition referred to in the first indent must be fulfilled by that legal person and the manager of the branch of the business; (ii) Czech legal persons, the condition referred to in the first indent must be met

by the persons referred to in the previous paragraph and by the head of the branch of the enterprise.

The contractor shall prove compliance with the basic eligibility conditions in relation to the Czech Republic by submitting **an affidavit of compliance with the basic competence**, the recommended template of which is listed in **Annex 4 to the Call**.

Professional competence

To prove professional qualifications, the contractor is obliged to submit the following documents:

- an extract from the Commercial Register or other records, if the applicant is registered in it in accordance with special regulations,
- proof of business authorisation, i.e. trade licence(s) or extract from the Trade Register, containing the subject of business to the extent corresponding to the subject-matter of the performance of this small-scale public contract.

The contractor shall prove compliance with the above-mentioned professional qualification requirements by submitting simple copies, the documents must prove compliance with the required eligibility criterion no later than 3 months before the date of commencement of the public contract.

If the contracting authority requires the submission of a document under the law of the Czech Republic, the contractor may submit a similar document under the law of the state in which the document is issued.

Documents proving professional competence do not have to be submitted if the law in the country of residence does not require similar professional competence. If the document is not issued under another law, the supplier shall submit a written affidavit to this effect.

The submission of evidence of professional qualifications can be replaced by a link to a publicly accessible free database where these documents can be verified. The supplier is obliged to submit any login details together with the link.

Technical qualifications

The contracting authority requires the tenderer to prove that it has sufficient professional and technical skills to perform the subject matter of the public contract.

The contracting authority requires the contractor to submit a list of significant services provided in the last 5 years prior to the commencement of the tender procedure, including the price and time of their provision.

The submitted documents must clearly show that the supplier has provided at least 3 significant services within the stipulated time. The performance of these services does not have to be terminated on the date of submission of the offer.

For the purposes of the Call, a significant service is considered to be a service the subject of which was a similar performance, i.e. the acquisition or operation of digital infrastructure/a service for the publication and monitoring of research outputs for a network of partner institutions with a financial volume of at least EUR 5,000 excluding VAT per year.

The contractor shall demonstrate compliance with the above-mentioned technical qualification requirements by submitting an affidavit of technical qualification, **the recommended template** of which is listed in **Annex 7 to the Call**.

Common provisions for qualification

Proving qualifications obtained abroad

If the qualification was obtained abroad, it is proven by documents issued under the law of the country in which it was obtained, to the extent required by the contracting authority.

Qualification in case of joint participation of suppliers

In the case of joint participation of suppliers, each supplier shall demonstrate basic competence and professional competence separately.

Proving qualification through other persons

The contractor may demonstrate a certain part of the technical qualification or professional competence required by the contracting authority through other persons. In such a case, the contractor is obliged to submit to the contracting authority:

- a) documents proving the fulfilment of professional competence by another person,
- b) documents proving the fulfilment of the missing part of the qualification through another person,
- c) documents proving that the basic competence has been fulfilled by another person, and
- d) a contract or a confirmation of its existence signed by another person, the content of which is an obligation of another person to provide performance intended for the performance of a public contract or to provide things or rights that the contractor will be entitled to dispose of in the performance of a public contract, at least to the extent to which another person has demonstrated qualification as a contractor.

All documents will be submitted in Czech, Slovak or English. If the supplier has a document in another language, they will provide a translation into the required language – a simple translation is sufficient (does not apply to diplomas in Latin). In case of doubt, the contracting authority may ask the contractor for an official translation before signing the contract.

Restrictions on submitting a tender

The contracting authority does not allow variants of the bid.

9. Method of processing the bid price

The offer price will be stated in the cover sheet of the offer in EUR excluding VAT – see Fig. **Appendix 3 of the Call**.

The total bid price will be quoted to a maximum of two decimal places.

The bid price will be set as the maximum permissible price and will be valid for the entire duration of the contract. The Bid Price must not exceed the estimated value set out in the Call.

The bid price must include all necessary costs of the contractor for all supplies and services necessary for the proper and timely performance of the subject-matter of the public contract, including all costs related to taking into account all risks and influences that can be considered during the performance of the subject-matter of the public contract if due care is exercised.

If the supplier provides a discount to the contracting authority, this discount must be included in the individual items of the bid (it is inadmissible for it to be provided as a single item reducing the bid price).

10. Evaluation criteria

The evaluation criterion is the economic advantage of the offer. The contracting authority will evaluate according to the lowest bid price, i.e. according to the total bid price in EUR excluding VAT for the entire subject matter and period of performance, i.e. from the effective date of the contract until 31. 10. 2027.

The evaluation will be carried out according to the absolute amount of the total bid price excluding VAT, in order from the lowest to the highest bid price, with the bid with the lowest total bid price in EUR excluding VAT being the most advantageous.

In the event of identical bid prices, the order of the bids will be decided by a drawing lot, which will be documented.

11. Explanation of the tender documentation

The contractor is entitled to request an explanation of the tender documentation from the contracting authority on the basis of a written request, which will be delivered to the contracting authority at least 4 working days before the expiry of the deadline for submitting tenders via the electronic tool E-ZAK.

The contracting authority shall publish an explanation of the tender documentation, or the contracting authority's answers to the contractor's questions, within 3 working days of receipt of the contractor's request. The contracting authority is not obliged to provide an explanation if the request for explanation is not received on time, at least 4 working days before the expiry of the deadline for submitting tenders. The contracting authority may explain the tender documents without prior request (on its own initiative).

An explanation of the tender documentation will be published on the contracting authority's profile at <https://zakazky.slu.cz/>.

12. Form and processing of the offer

The offer must be prepared in **Czech or English**. The tender submitted by the supplier will include:

- Cover sheet of the offer (see Appendix 3)
- Description of the service offered – visualization, schedule of service activation, test operation, training
- Affidavit of compliance with basic competence (see template in Annex 4)
- Documents proving professional competence
- Affidavit on the contract and on the conflict of interest (see the template in Annex 6)
- Affidavit of performance of the contract through a subcontractor (see template in Annex 5)
- Affidavit of compliance with technical qualifications (see template in Annex 7)

13. Tender

Bids are submitted **exclusively in electronic form** via the electronic tool E-ZAK specified by the contracting authority (the address of the contracting authority's profile https://zakazky.slu.cz/contract_display_748.html).

14. Deadline for submission of bids and tender deadline for binding bids

The deadline for submission of tenders is 16.09.2025 at 10:00 a.m. (Central European Summer Time, UTC +2)

15. Electronic tool of the contracting authority and delivery

For the purposes of this public contract, the tender documentation in its entirety, including all annexes, is publicly available in electronic form and available free of charge by unlimited and direct remote access throughout the period for submitting bids on the public contract website on the contracting authority's profile:

- Contracting authority profile web address: <https://zakazky.slu.cz/>,
- Internet address of the public contract on the contracting authority's profile: https://zakazky.slu.cz/contract_display_748.html

This public contract is awarded electronically via the E-ZAK electronic tool available at <https://zakazky.slu.cz/>.

The contracting authority draws the supplier's attention to the fact that in order to make full use of all the possibilities of the E-ZAK electronic tool and, in particular, also to communicate, it is necessary to complete the so-called supplier registration – to obtain the possibility to log in to the E-ZAK electronic tool, it is necessary to register in the Central Supplier Database (FEN CDD) of the FEN.cz system, at <https://fen.cz/#/registrace>, where all information and instructions for registration can be found. The electronic tool E-ZAK (in addition to other electronic tools or systems) is connected to the Central Database of Suppliers of the FEN Platform (CDD). Suppliers register their profile in FEN CDD (not in E-ZAK) at <https://cdd.fen.cz/#/registrace>.

The manual for supplier registration in the electronic tool is provided in the user manual entitled "E-ZAK, version 5 – electronic tool for public procurement and electronic auction house – user manual for suppliers of the E-ZAK system." The contracting authority points out that registration does not always take place immediately and is subject to acceptance by the system administrator for up to 48 hours on working days, and in the event of deficiencies in the supplier registration application, the supplier registration may be rejected.

All acts of the contracting authority within this tender procedure, including the provision of tender documentation, will be carried out by the contracting authority via an electronic tool, unless otherwise specified in this call or during the tender procedure.

In case of questions related to the user control of the electronic tool E-ZAK, it is possible to use the user support on weekdays, especially between 09:00 and 17:00 by phone: +420 538 702 719 or via e-mail addresses: podpora@ezak.cz or podpora@qcm.cz. All documents sent via the electronic tool are deemed to have been duly delivered on the day of their delivery to the addressee's user account in the electronic tool. The service of the document is not affected by whether the document has been read by its addressee, or whether the electronic tool has sent a notification to the addressee's contact e-mail address that a new message has been delivered to his user account in the electronic tool or not.

16. Additional information from the contracting authority

The contract is not awarded in accordance with Act No. 134/2016, on Public Procurement, as amended, the contract is awarded in accordance with Rector's Directive No. 3/2023 Public Procurement at the Silesian University in Opava.

The contracting authority reserves the right to reject the submitted tender.

The contracting authority reserves the right to publish a notice of selection of the most suitable tender within 5 working days after the decision on the contracting authority's profile at: <https://zakazky.slu.cz/>.

The Contracting Authority reserves the right to cancel the tender procedure without giving a reason at any time before the conclusion of the Contract.

Attachments:

Annex No. 1 - Technical specifications

Annex No. 2 – Business and Payment Terms

Annex No. 3 – Cover sheet

Annex No. 4 – Affidavit of Basic Competence – Template

Annex No. 5 – Affidavit of Contract Performance through a Subcontractor – Sample

Annex No. 6 – Affidavit on the contract and on the conflict of interest – template

Annex No. 7 – Affidavit of Compliance with Technical Qualifications - Template

In Opava, on (see the date of electronic signature)

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doc. Mgr. Tomáš Gongol, Ph.D., Rector