

**Procurement "Consulting in construction issues within the Integrity Pact
 project"
 No. 3**

RULES

1. Customer and contact person	
1.1. Name of the Customer:	Association "Sabiedrība par atklātību - Delna"
1.2. Registration number	40008037054
1.3. Address	Citadeles iela 8, Rīga, LV-1010
1.4. E-mail	janis.veide@delna.lv
1.5. Contact person	Jānis Veide
1.6. Phone:	+371 67285585
2. Information about the subject of procurement	
2.1. Subject of procurement	<p>Consulting by a construction expert in construction issues within the Integrity Pact project, including:</p> <ul style="list-style-type: none"> - market pricing of construction works and non-standard products - analysis of the construction-related cash flow - identification of cases of potential fraud - provision of written recommendations - construction site inspection - evaluation of technical documentation <p>Information on the Integrity Pact and related documents are available on the Customer's website under Integrity Pact, http://delna.lv/lv/intergritates_pakts_2016/</p>
2.2. Optional offers may be delivered that supplement the minimum requirements of these Rules	Yes
2.3. Period of performance of the agreement	by September 2019
2.4. Place of performance of the agreement	Rīga
2.5. Payment conditions	After completion of the work, based on the Contractor's invoice by bank transfer once every two months
2.6. Source of funding	Project "Integrity Pact" (No. 2015CE16BAT098)
2.7. Term of validity of the offer	Not less than 30 (thirty) business days after the offer submission deadline.
2.8. The price must include	All costs related to the subject of procurement, as well as all taxes and fees, if any.
3. Procedure for exchange of information	
3.1. Procedure for exchange of information	Exchange of information between the customer and the candidates is performed by e-mail.

3.2. Provision of additional information	<p>The interested candidate may request additional information about the procurement from the contact person specified in Paragraph 1.5. The Procurement Commission shall provide additional information to the interested candidate as soon as possible after the receipt of the request.</p> <p>If the provided additional information significantly changes the terms of procurement, including the work assignment, the Procurement Commission shall inform the other candidates about it as well.</p>
3.3. Notification of the decision on the results of the procurement	<p>The Procurement Commission shall inform all candidates at the same time about the decision made, within 3 (three) business days. The Procurement Commission shall notify the name of the chosen candidate or shall specify the reasons for not making the decision on the winner or terminating the procurement.</p>
4. Requirements for presentation and submission of the offer	
4.1. Term for submission of the offer	<p>The candidate may submit the offer from the procurement announcement date by 27 June 2017 at 17.00.</p>
4.2. Way of submission of the offer	<p>The offer must be submitted <u>both electronically</u> (scanned copy of the original in PDF format) by sending to the e-mail address specified in Paragraph 1.4 or by attaching electronic media to the offer, <u>and, in writing</u>, by sending by mail, courier or bringing to the address specified in Paragraph 1.3 in person.</p>
4.3. Requirements for presentation and of the offer	<p>a) The applicant shall sign the offer in the designated signature areas and shall submit it in writing, in Latvian.</p> <p>b) The signed document is scanned for electronic transmission and original documents are sent by mail, courier or brought in person.</p> <p>c) The tender documents must be bound together so that pages of the offer would not be separable, the pages must be numbered consecutively. On the last page of the offer the thread ends must be fastened with a sticker; number of pages, date, name, surname, signature of the person entitled to represent the Candidate, date must be specified on the sticker.</p> <p>d) The tender documents shall not have deletions, erasures, blacked out places and non-referenced corrections.</p> <p>e) All costs related to preparation and submission of the offer shall be borne by the Candidate. Irrespective the course and the outcome of the procurement procedure the Customer shall not bear any material liability for the participation of the Candidate.</p> <p>f) The Candidate's application for participation in the procurement procedure and other documents of the offer must be signed by the representative of the Candidate with the right of representation or a person authorised by him/her.</p>
5. Requirements for the candidates	<p>5.1. The Candidate is a legal entity or association of such entities in any combination. If the Candidate is a legal entity, it is registered in accordance with the statutory requirements in the Register of Construction Merchants. The Candidate shall provide itself or assign experts to provide advice to the customer (hereinafter the responsible specialists).</p> <p>5.2. The Candidate must provide for at least the following responsible specialists:</p>

	<p>5.2.1. a certified construction specialist must hold a construction specialist certificate for purposes of the Construction Law*, and during the last 3 (three) years the competence inspection body has not found violations in his independent practice, and during the last 5 (five) years in at least 3 (three) transport infrastructure projects he/she has carried out any of the following tasks:</p> <p>a) has been a construction supervisor or the responsible construction work manager;</p> <p>or</p> <p>b) has performed the work duties as a construction specialist or an expert involved by the construction merchant, involving performance of expert examination of construction projects or constructions, or has carried out evaluation of technical documentation and provided the opinion.</p> <p>*- this requirement will be considered as adequate if the construction specialist has equivalent practicing certificate in any European Union country.</p> <p>5.2.2. a certified estimator entitled to perform estimation works in the procedure set forth by laws and regulations** as well as has experience in dealing with railway or tramway track, or tramway track contact network construction, or planning of costs of the road/street infrastructure development and the related procurement.</p> <p>** - according to any EU Member State laws and regulations</p> <p>5.3. The Candidate, the responsible specialists and specialists involved are not in a conflict of interest at the moment of submission of the offer and throughout the period of performance of the agreement. A conflict of interest shall be interpreted as cooperation of the Candidate's employees, Board Members and involved specialists with the Riga City Council Transport Department and the Limited Liability Company Rīgas Satiksme.</p> <p>5.4. The Candidate is entitled to provide services corresponding to the subject of this procurement.</p> <p>5.5. The total sum of tax (fee) debt of the Candidate shall not exceed EUR 150.</p>
<p>6. Documents that must be submitted</p>	<p>6.1.Candidate's offer for the procurement (financial offer) pursuant to Annex 1. Prices shall be specified in euros (EUR) per hour with a maximum of two decimal places. The unit prices specified in the offer shall remain unchanged throughout the period of performance of the agreement.</p> <p>6.2.Power of Attorney regarding granting the representation rights if the offer is signed by an authorised person of the Candidate.</p> <p>6.3.Copy of the registration certificate issued by the Commercial Register of the Republic of Latvia or the Republic of Latvian State Revenue Service, or equivalent body registering commercial activity in a foreign country where the Candidate is registered.</p> <p>6.4.Copies of documents certifying qualifications, education of the representative proposed by the Candidate and original work experience description (CV) signed by the Candidate in</p>

	<p>accordance with Annex 2.</p> <p>6.5.A detailed list and an explanation of operations carried out under Paragraph 5.2 in accordance with Paragraph 7 of Annex 2.</p> <p>6.6. Description of activities on how to most effectively carry out the activities discussed in Paragraph 2.1 by ensuring the transparency of the construction process, lawful and efficient use of resources, thus demonstrating previous experience (no more than two A4 pages).</p>
7. Offer selection criterion	The most economically advantageous offer.
8. Offer evaluation stages and procedure	
8.1. Verification of administrative compliance (including the Candidate's ability to provide for the performance of the agreement)	<p>The Procurement Commission shall examine compliance of the offer and the Candidate with the requirements set forth in Paragraphs 2, 4, 5 and 6. If the commission finds serious shortcomings, it shall not continue to evaluate the offer of the Candidate.</p> <p>The Procurement Commission is entitled to verify the veracity of details included in the Candidate's representations in the publicly available databases.</p>
8.2. Verification of conformity of technical offers	The Procurement Commission shall examine the compliance of the offer with the technical specifications.
8.3. Offer evaluation	<p>The Procurement Commission shall examine the offer for arithmetical errors. If Procurement Commission finds such errors, it shall immediately inform the Candidate, who shall correct the errors within 3 days. When evaluating the financial offer, the Procurement Commission shall take into account the corrections made.</p> <p>The Procurement Commission shall recognise as the most economically advantageous the offer that has earned the highest evaluation in accordance with Paragraph 8.4, and shall make a decision regarding entering into the procurement agreement with the respective Candidate.</p>

8.4. Offer assessment criteria

No.	Assessment criteria	Maximum number of points
1.	Offered price	30
2.	Content of the offer	40
3.	Qualifications of specialists proposed by the Candidate	20
4.	Reputation of the Candidate	10
5.	Total:	100

Each member of the Procurement Commission shall evaluate the offers individually:

a) Offered price per hour P_c is calculated using the following formula:

$$P_c = C_x / C_y \times P_{mc}, \text{ where:}$$

C_x - cheapest price;

C_y - evaluated price of the offer;

P_{mc} - maximum number of points for the price set forth in the Rules - 30

Content of the offer - 40 points

Very good - 40

(no further questions, objections or concerns whatsoever arise for the Commission, according to the Paragraph 2.2 of the Rules, the description of the Candidate's offer (planned activities and techniques (methods) to complete the work assignment) significantly improve and exceed the minimum requirements of the Rules); the Candidate has specified and individually argued the considerable improvements that the Commission has found appropriate to this criterion.

Good - 30

(no substantial questions, objections or concerns whatsoever arise for the Commission, according to the Paragraph 2.1 of the Rules, the description of activities planned by the Candidate (planned activities and techniques (methods) to complete the work assignment) meet the requirements of the Rules)

Average - 20

(questions, objections or concerns have arisen for the Commission; the Commission has requested clarifications regarding activities by the Candidate, the techniques (methods) to complete the work assignment and professional experience under Paragraph 2.1 or 5 of the Rules)

Weak - 0

(substantial questions, objections or concerns have arisen for the Commission; the Commission has requested clarifications regarding the content of Paragraph 5 of the Rules, the Candidate has failed to answer the questions of the Commission)

Qualifications of specialists proposed by the Candidate - 20 points

Very good - 14

The Candidate's representative under Paragraph 5.2.1 has experience in more than 6 projects related to the development of tram or railway lines.

	<p><u>Average - 8</u> The Candidate's representative under Paragraph 5.2.1 has experience in 2 or 3 projects related to the development of tram or railway lines.</p> <p><u>Additional points:</u> 2 points - the Candidate's representative under Paragraph 5.2.1 has a bachelor's degree that meets the specifics of this procurement. 4 points - the Candidate's representative under Paragraph 5.2.1 has a master's degree that meets the specifics of this procurement. 6 points - the Candidate's representative under Paragraph 5.2.1 has a doctoral degree that meets the specifics of this procurement.</p> <p>Reputation of the Candidate - 10 points</p> <p><u>Very good - 10</u> Past performance, public image and recognition of the Candidate are in accordance with the Customer's objectives, statutes, values, and have provided an important contribution to society.</p> <p><u>Good - 5</u> Reputation will be seen as good, if there is no information to the contrary. Past performance, public image and recognition of the Candidate are in accordance with the Customer's objectives, statutes, values.</p> <p><u>Poor - 0</u> Past performance of the Candidate may cause harm to the Customer or contradicts the Customer's objectives, statutes, values.</p> <p><u>Each member of the evaluation commission will evaluate the reputation of the Candidates individually, according to publicly available information. If a majority of the commission members will have assessed the Candidate's reputation as poor then this is the reason to exclude the Candidate from evaluation of the offer.</u></p>
<p>9. Adoption of the decision on the results of the procurement and entering into the procurement agreement</p>	
<p>9.1. Adoption of the decision on the results of the procurement</p>	<p>If the chosen Candidate refuses to enter into the procurement agreement with the Customer, the Procurement Commission shall adopt a decision to enter into the agreement with the next Candidate that had offered the most economically advantageous offer or to terminate the procurement without choosing any offer.</p> <p>If no offers for the procurement are submitted or the submitted offers do not comply with the requirements set forth in the procurement Rules, the Procurement Commission shall adopt a decision to terminate the procurement and shall notify the decision to all Candidates.</p> <p>The Procurement Commission shall have the right to stop the procurement at any time and not enter into the agreement if there is objective justification to do so.</p>
<p>9.2. Entering into the procurement agreement</p>	<p>The Customer shall enter into the procurement agreement with the selected Candidate on the basis of the Candidate's offer and the</p>

	terms and conditions of the procurement. The procurement agreement shall be entered into not earlier than on the date when the Candidates have been informed of the adopted decision and no later than the offer's expiration.
9.3. Deliverables	Document language within the duration of the contract is the Latvian language.

Offer of the Candidate for the procurement "Consulting in construction issues within the Integrity Pact project"

_____ Place

_____ Date

Information about the Candidate
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Name of the Candidate: _____
Registration number: _____
Legal address: _____
Telephone: _____
E-mail address: _____
Internet address: _____

Financial details

Bank name: _____
Bank code: _____
Account number: _____

Information about the contact person of the Candidate
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Name, surname: _____
Position: _____
Telephone: _____
E-mail address: _____

FINANCIAL OFFER (SAMPLE)

Description	Amount per hour, excluding VAT	VAT 21%	Amount per hour, including VAT (EUR)
1. Consulting in construction issues within the Integrity Pact project			
2.			
3. Financial offer total			

We hereby confirm our participation in the above procurement. We confirm that we have researched the procurement Rules and agree to all the conditions mentioned therein, they are clear and understandable, there are no objections and claims against them.

We hereby confirm that our offer is valid for ____ (_____) business days after expiry of the specified term for submission of the offer and it may be accepted at any time before its expiry.

We hereby commit (if the Customer will choose this offer) to provide consulting in construction issues within the Integrity Pact project.
This is to certify that the information provided is true.

Signature:	
Position:	
Name, surname:	
Date:	

FORM OF CV (SAMPLE)

Role during project implementation: _____

1. **Name:**
2. **Surname:**
3. **Education**

Training / certification body [Date from - to]	Obtained degree / diploma

4. **Language skills:** Specify the level of expertise from 1 to 5 (5 - excellent; 1 - basic)

Language	Reading	Speaking	Writing

5. **Current position and employer:**
6. **Principal qualifications (relating to the execution of the service):**
7. **Professional experience relating to the execution of the service in accordance with these Rules:**

Date from - to (month / year)	Place	Company and contacts	Position	Title, cost of the implemented project and accurate description of the activities carried out to demonstrate professional competences and compliance with Paragraph 5.2 of the Rules.

8. **Other substantial information that characterises qualifications, experience of the specialist and is attributable to the execution of the service:**
9. **Certification:**

I, the undersigned, certify that this CV contains true details of me, my knowledge, professional qualifications and experience. I am aware that in the event of provision of false information the offer may be excluded from the selection.

I agree to participate in this open tender for the execution of the above services as a specialist offered by the Candidate [Name of Candidate]. Should the Candidate win this open tender, I certify that I can and I want to perform this work on the intended specialist position for which my CV has been submitted.

Signature _____

Date __ _____ 20__