**APPLICATIONA AND INDICATIVE OFFER FOR MARKET RESEARCH**

“**Brake lining production for trams SKODA**”

Date:

1. **PARTICIPANT**

|  |  |
| --- | --- |
| **Company (full title)** |  |
| **Registration No**  |  |

1. **REPRESENTATIVE**

|  |  |
| --- | --- |
| **Name, Surname** |  |
| **Position in company** |  |
| **Phone Number** |  |
| **E-mail** |  |

Regional representative in Latvia (if any):

|  |  |
| --- | --- |
| **Representative Company** |  |
| **Address** |  |
| **Phone Number** |  |
| **E-mail** |  |

**3. APPLICATION**

**3.1. We reviewed market research documentation and:**

[ ]  Consider the possibility to participate in the open tender procedure when it will be launched;

[ ]  We are not able to participate in the tender because of lack of required experience;

[ ]  Other answer:

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| --- |
| *If ticked “Other answer”, please explain your answer.* |

**3.2. We reviewed technical requirements and recognize, that:**

[ ]  Technical requirements are clear, enforceable and their content is enough for preparation of tender offer;

[ ]  Technical requirements should be improved:

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| *If you have indicated that the technical requirements need to be improved, please indicate here or attach as an annex to the application what exactly needs to be improved or what information is unclear or insufficient. Here you can also express your opinion on another important aspect that should be considered when preparing a tender documentation.**This information is important to us in order to avoid delays in the open tender procedure and to ensure free competition among suppliers.* |

1. **COMPANY EXPERIENCE AND CAPACITY**

4.1. We have supplied of brake lining productionin the last 5 (five) years up to 3 (three) customers.

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| --- | --- | --- | --- |
| **No.** | **Customer** | **Name and applicability of spare parts supplied. Year of commitment and financial amount.** | **Customer, delivery address, person responsible, telephone** |
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* 1. We don’t have the required experience, but we are able to certify that we are able to fulfill the contract because:

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| *Please describe company experience that is different than required but would allow to fulfill contract in high quality.* |

4.3. Economic and financial standing:

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| --- | --- |
| **Total turnover** | **Year** |
|  | 2021 |
|  | 2020 |
|  | 2019 |
| **Positive equity in 2021 (balance sheet data)** | [ ]  Yes[ ]  No |
| **Liquidity ratio ('Total current assets' divided by the balance sheet line 'Total current creditors') in 2021 is at least 1**  | [ ]  Yes[ ]  No |

**5. GENERAL DESCRIPTION OF THE INFORMATION OFFER**

5.1. Contents of the tender: completed application form.

5.2. Estimated delivery time (e.g. 500 units): within \_\_\_\_\_\_\_\_\_\_ working days of ordering.

5.3 The tenderer shall be entitled to supply the brake linings concerned:

☐ tenderer has a document issued by the manufacturer or, if the tenderer is not the manufacturer, by an authorised wholesaler, proving the tenderer's right to supply the brake linings in question (submitted with the tender);

☐ tenderer does not have this document.

5.4. Technical Proposal, accompanied by a certificate (declaration) of conformity to the quality of the Goods, approved by the manufacturer of the Goods.

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| --- | --- | --- | --- | --- |
| **Nr.p.k.** | **Product** | **Manufacturer of the product (full name of the trader)** | **Manufacturer's address (country, full address), contact details** | **Certificate of conformity (declaration)** |
| 1. | **Brake lining** |  |  | *Attached document (if it is noted that the customer has the document referred to in point 5.3)* |

5.5. Financial offer:

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| --- | --- | --- | --- | --- |
| **Nr.p.k.** | **Product** | **Planned volume for 1 year\*** | **Price for 1 unit EUR excluding VAT (including delivery costs)\*\*** | **Total amount for the full planned volume EUR excluding VAT (including delivery costs)** |
| 1. | **Brake lining** | **3000 pcs (multiple orders over a 12-month period) as part of the competition** | *Approximate costs may be given* | *Approximate costs may be given* |
| **500 pcs (as part of a market study to conclude a contract)** | *Please specify exact costs* | *Please specify exact costs* |

*The offer is to be used for the purchase of small quantities of brake linings under a contract within the framework of a market study.*

5.6. Scheduled duration of the open call for tenders: not less than 12 months.

5.7. Information on the type of legal relationship preferred by the applicant:

☐ Purchase contract (12 months);

☐ General agreement (12-24 months).

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| *Please describe offered or supported formats of contracts.* |

*Definitions.*

***The procurement contract*** *is to be awarded to the successful tenderer. The procurement contract shall provide for indexation of the price tender submitted, which shall take place no more frequently than once every six months from the last day on which the price tender was submitted.*

***The framework agreement*** *shall be concluded with at least two tenderers whose tenders are declared to be in conformity with the requirements of the Contracting Authority. The participants in the framework agreement shall submit their current prices within the framework of a price inquiry, which shall be subordinated to the terms of the framework agreement, which could be organised no more than once every 3 to 6 months.*

5.8 Conditions for performance of the Contract:

5.8.1. Information concerning the tenderer's ability to maintain the price quoted in the tender

(days, months): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

5.8.2. Possibility of price revision in case of long-term cooperation (if a procurement contract is concluded):

☐ price revision is necessary \_\_\_\_\_\_\_\_\_ % of the total contract price (amount) in EUR excluding VAT due to an increase in material and other production costs, which could be justified by the following documents (evidence to support the price increase):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

☐ no price revision is required as the contract period is only 12 months.

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| *Here you can make proposals for contractual terms that are important for your company, e.g. changes to order quantities, delivery times.* |

5.9 Preferred remuneration arrangements:

☐ advance payment required \_\_\_\_\_\_\_\_\_\_\_ % is required;

☐ no advance payment required;

5.10. Additional information and/or conditions:

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| *Please submit here or enclose as annex additional conditions and/or information, if any, about your technical and financial offer and possibilities, contract clauses.* |