

Rīga municipal limited liability company "Rīgas satiksme"

Confirmed  
At the Procurement Commission  
June 27, 2019

**Procurement procedure**  
**"On rendering general project management services for implementation of the project**  
**"H2NODES" co-financed by the European Commission"**  
ID No.RS/2019/26

**Competition regulations**

**Rīga**  
**2019**

## **1. GENERAL INFORMATION**

### **1.1. Purpose of the procurement procedure**

The purpose of the procurement procedure is to determine a service provider, who will render project management services on the economically most advantageous for the Customer terms.

### **1.2. Details of the Customer**

Riga Municipal Limited Liability Company "Rīgas satiksme" (hereinafter - RM LLC "Rīgas satiksme" or the Customer), registered with the Commercial Register of the Republic of Latvia under No.40003619950, legal address: Kleistu iela 28, LV-1067, Riga, Latvia, office: Vestienas iela 35, LV-1035, Riga, Latvia; (phone: + 371 67104800; fax: + 371 67104802).

### **1.3. Place, date, time and order for submitting the proposal**

1.3.1. The proposal (hereinafter also named - tender) can be submitted at the RM LLC "Rīgas satiksme" secretariat at Vestienas Street 35, in Riga till the 8 of July, 2019 15:00h.

1.3.2. The Tender must be submitted in duplicate (an original and a copy) and placed in a sealed envelope, addressed to:

RM LLC "Rīgas satiksme"

Riga Vestienas Street 35, LV-1035

Tender for procurement procedure "On rendering general project management services for implementation of the project "H2NODES" co-financed by the European Commission"

"Do not open before 2019, 8<sup>th</sup> of July 15:00 h"

Identification number RS/2019/26

Tenderer's name and address.

1.3.3. The Tender shall be submitted and prepared in accordance with the recommended form for Tender submission (annex 1), to be accompanied by:

1.3.3.1. Tender selection documents presented in accordance with Point 4 of this Section;

1.3.3.2. Technical proposal, drawn up and submitted in the form of the service description, showing compliance of the tender to all requirements contained in the Technical specification of the competition regulations.

1.3.3.3. Financial proposal, drawn up in accordance with the annex 3 of the competition regulations;

1.3.4. The Tender shall have numbered pages, bound together, signed and stamped and presented in accordance with the requirements ensuring legal force of the document.

1.3.5. The documents of the proposal shall be signed by the tenderer's signatory or duly authorized person. If the application is signed by an authorized person, the power of attorney shall be submitted together with the tender.

1.3.6. The documents submitted shall be legible to avoid any doubt and confusion relating to the words and numbers. They should be free of errors, insertions, corrections or additions.

1.3.7. Tender shall be submitted in Latvian or English. During the procurement procedure, the communication between the Customer and tenderers shall be in Latvian or English. Tenderer may include original documents or descriptions in a foreign language in their tender, but the documents submitted in a different language shall be accompanied by a certified translation into Latvian or English.

1.3.8. Tender shall be submitted also on a data medium in MS Word or MS Excel formats. The data medium should be placed in the envelope mentioned in Point 1.3.2. The tender in the paper document format is the one that has the official status.

1.3.9. Tenders submitted are the property of the Customer and are not returned to the tenderers.

1.3.10. After the term for submission of tenders has expired, no amendments or supplements can be made to the tender. The withdrawn tenders as well as those, which the Customer

receives after the term set for submission, are left unopened and handed back to the tenderers.

- 1.3.11. Tenderer must indicate in the tender whether commercial confidentiality should be observed as to the object or individual parts of the tender.

#### **1.4. Place, date, time and order of tender opening**

- 1.4.1. The tenders submitted by tenderers will be opened at 15:00 h on 8<sup>th</sup> of July 2019, in the conference hall of RM LLC "Rīgas satiksme" at Vestienas Street 35, in Riga.
- 1.4.2. Tender opening shall take place in an open meeting.
- 1.4.3. Starting the meeting of tender opening, the composition of the commission shall be announced to those present.
- 1.4.4. The persons present at the tender opening meeting, with the exception of members of the Commission, shall register on the registration sheet prepared by the Commission, indicating the legal person's name, address, e-mail address, fax and telephone number, which they represent as representatives of the tenderers, in addition to that information they shall also indicate their name, surname and position. Natural persons shall indicate their name, surname, position, address, e-mail, fax and phone number.
- 1.4.5. First, the Procurement Commission shall name the late and withdrawn tenders, if any, and take the decision about leaving them unopened and returning them to the tenderers.
- 1.4.6. Then tenders are opened in the sequence of their submission.
- 1.4.7. After opening each of the tenders the tenderer's name, submission date, time, and information included in the Financial proposal are announced.
- 1.4.8. After opening each of the tenders and announcing the above mentioned information, all the members of the commission shall sign the Financial proposal.
- 1.4.9. Tender opening process, as well as the information announced, as mentioned above, is recorded in the minutes of tender opening.
- 1.4.10. After all the tenders have been opened, the open part of tender-opening meeting is closed and the subsequent evaluation of the tenders is carried out by the commission in closed meetings.

#### **1.5. Validity term of the tenders**

- 1.5.1. Tender validity term shall begin from the moment of opening of the tenders and be valid 100 (one hundred) calendar days. Offers with a shorter validity term will be rejected as inadequate to the requirements of the Competition regulations for the procurement procedure.
- 1.5.2. If the contract cannot be concluded due to any objective reasons within the term prescribed in Point 1.5.1, the Customer may request in writing the extension of the tender validity. If the tenderer agrees to extend the tender validity period, the Customer should be notified of that in writing.

- 1.6. **The scope of tender** - The tender shall be submitted for the entire procurement object as a whole in accordance with the requirements of the Technical Specification (Annex 1).

#### **1.7. Provision of information**

- 1.7.1. All questions about the object of procurement and tendering procedures shall be submitted in writing and addressed to the Procurement Commission by the end of term for submission of tenders.

#### **1.8. The decision on termination of the procurement procedure without making a contract**

- 1.8.1. Procurement Commission may decide on termination of the Procurement procedure to no avail if:
  - 1.8.1.1. no tenders have been received (in this case, the procurement commission shall have the right to extend the tender submission term);

- 1.8.1.2. no tenders have been received as conforming to the conditions of the competition regulations;
- 1.8.1.3. all the conforming tenders exceed the limits of budgetary resources planned for the object of the contract;
- 1.8.1.4. Errors have been allowed in the procedure or in the Customer's documentation.

## **2. INFORMATION ON THE OBJECT OF PROCUREMENT**

### **2.1. Procurement object**

- 2.1.1. Procurement object is rendering the overall project management services for implementation of the European Commission project "H2NODES" (hereinafter - the Project) in accordance with the Grant Agreement No. INEA/CEF/TRAN/M2014/1,025,986 (LIG/2015/749) signed on November 26, 2015 between the RM LLC "Rīgas satiksme" and The Innovation and Networks Executive Agency (INEA).
- 2.1.2. Project management services should be rendered to the following project partners involved in the implementation of the project:
  - 2.1.2.1. RM LLC. "Rīgas satiksme" (Latvia);
  - 2.1.2.2. The Ministry of Infrastructure and Environment of Netherlands;
  - 2.1.2.3. Municipality of Arnhem (Netherlands);
  - 2.1.2.4. Gelderland province (Netherlands);
  - 2.1.2.5. PitPoint. B.V. (Netherlands);
  - 2.1.2.6. NT Bene OU (Estonia).
- 2.1.3. The Tenderer is responsible for ensuring the general management of the project, given that the management of activities of individual project partners within the Project is the competence of the particular project partner.
- 2.2. Task description for the overall project management is included in the Technical Specification (Annex 1).
- 2.3. Duration of the contract – Rendering of the overall project management service should be started immediately after signing the contract as a continuation of the previous project management since the project launch until 30 June 2019, ensuring the continuity of the project. The project management service must be provided throughout the Project implementation period as well as after its completion - until the last co-payment is received, i.e. until 31 December 2020.
- 2.4. For more detailed information on the implementation of the Project and the degree of implementation, interested suppliers can contact the Head of the Legal Department Didzis Stepe, T. 67104795, e-mail: didzis.stepe@rigassatiksme.lv.

### **2.5. Remuneration and Payment**

- 2.5.1. The assignment shall be carried out for a fixed fee. Statutory value added tax will be applied if applicable.
- 2.5.2. The order of payments:
  - 2.5.2.1. The first payment – 25% of the fixed fee – can be invoiced after the Financial Reporting for the 2018 will be completed and submitted to the INEA CEF Programme Secretariat;
  - 2.5.2.2. The second payment – 25% of the fixed fee – can be invoiced after the Action Status Report for the 2019 will be completed and submitted to the INEA CEF Programme Secretariat;
  - 2.5.2.3. The third payment – 25% of the fixed fee – can be invoiced after the final report will be completed and submitted to the INEA CEF Programme Secretariat;
  - 2.5.2.4. Final payment – 25% of the fixed fee – can be invoiced after project completion and receipt of the last part of co-financing.
- 2.5.3. Due date for payment is within 30 days from invoice date.
- 2.5.4. Contingencies, travel and accommodation costs are included in the fixed fee.

### **2.6. Technical proposal**

- 2.6.1. The tenderer shall demonstrate the conformity of the tendered project management services with the technical specification by submitting a technical proposal, drawn up and submitted in the form of the service description, reflecting its conformity to all the requirements of the Technical specification contained in procurement regulation.
- 2.6.2. The tenderer shall include in Technical proposal the information on the personnel involved in the project management service certifying that the personnel has the knowledge, skills necessary for the project management and professional experience in similar projects. Equivalent projects are considered to be the project management services to EC co-financed transport projects.
- 2.6.3. Experience in equivalent projects shall be demonstrated by the tenderer by submitting the experience description indicating: the title of the project; a brief description of the project, the tenderer's project team project involved in the project management, the Customer's name and contact information. In addition to the experience description, at least one previous Customer's reference should be enclosed.
- 2.6.4. The qualification of the personnel involved is confirmed by adding CV's of those employees to the technical proposal.
- 2.6.5. The information contained in the technical proposal shall be of a sufficient level of detail, for the Customer to be able to assess the conformity of the technical proposal to the minimum requirements contained in the competitions regulations, as well as to evaluate the tender on the basis of the tender evaluation criteria contained in the competition regulations.

### 2.7. **Financial proposal**

- 2.7.1. The financial proposal shall be prepared in accordance with the Financial proposal form (Annex 3).
- 2.7.2. The price of the tender shall include all costs associated with the service rendering.

## 3. **REQUIREMENTS FOR SELECTION OF TENDERERS**

Customer shall not consider a tender and shall exclude the tenderer from further participation in the procurement procedure, if the tenderer does not meet the criteria laid down in this Point:

### 3.1. **Conditions for exclusion of tenderers:**

- 3.1.1. the tenderer has been declared insolvent, the tenderer's economic activity has been suspended or terminated, proceedings for tenderer's bankruptcy have been initiated or it is found that by the expected end of the term of the contract the tenderer will be liquidated;
- 3.1.2. tenderer has tax debts in Latvia and in the country where it is registered or has its habitual residence, including state social security payment arrears exceeding in total EUR 150 in each country;
- 3.1.3. the tenderer has provided false information for evaluation of its qualifications or has not provided the requested information;
- 3.1.4. to the person, indicated by the tenderer to demonstrate that it meets the qualifications set out in the procurement procedure documentation requirements, the conditions of Points 3.1.1.-3.1.3. are applicable.

### 3.2. **Tenderer's compliance with the professional activity:**

- 3.2.1. The tenderer is registered according to the procedure provided by law;
- 3.2.2. All tender documents and their attachments are signed by the tenderer's signatory or the tenderer's authorized person.

### 3.3. **Requirements relating to the tenderer's economic and financial standing and technical capabilities:**

- 3.3.1. The tenderer must have at least 3 years experience in similar projects. Similar projects are considered to be the project management services rendered in the EC co-financed transport projects.

- 3.3.2. In performing the contract, the tenderer will involve the project management team, consisting of at least: the project manager, financial expert and public relations and communications expert;
- 3.3.3. The project manager involved in performance of the contract shall have the following competencies and skills:
  - 3.3.3.1. Higher Education;
  - 3.3.3.2. Excellent knowledge of English;
  - 3.3.3.3. Practical experience in management of complex international projects with a variety of stakeholders, co-financed by the European Commission – not less than 3 years;
  - 3.3.3.4. Practical experience in implementation of at least one complex project with a variety of stakeholders, co-financed by the European Commission;
- 3.3.4. Financial expert involved the performance of the contract shall have the following competencies and skills:
  - 3.3.4.1. Higher Education;
  - 3.3.4.2. Excellent knowledge of English;
  - 3.3.4.3. Practical experience in preparing the overall budget, financial management and financial reporting of a complex project co-financed by the European Commission – not less than 3 years.
- 3.3.5. Public relations and communications expert involved in performance of the contract shall have the following competencies and skills:
  - 3.3.5.1. Higher education in the field of finance;
  - 3.3.5.2. Excellent knowledge of English;
  - 3.3.5.3. Practical experience in the communication management of at least one complex project co-financed the European Commission – not less than 3 years;
  - 3.3.5.4. Practical experience in communicating on topics related to alternative mobility and/or to Fuel Cell and Hydrogen technologies.

**Comment [RŠ1]:** Praktiskā pieredze Eiropas Komisijas līdzfinansētu projektu komunikācijas vadīšanā – ne mazāk kā 3 gadi, kuru laikā jābūt realizētam vismaz vienam šādam projektam

#### 4. TENDERERS' SELECTION DOCUMENTS

- 4.1. In order to verify the tenderers' conformity to the selection requirements set out by the Customer, the tenderer shall submit the following tenderers' selection documents:
  - 4.1.1. a document issued by the competent national authorities certifying that the tenderer has the legal capacity to sign the procurement contract;
  - 4.1.2. a statement issued by a competent authority not earlier than three months before the tendering, where the national legislation provides for a public registration of such information, confirming the rights of representation of the tenderer's officials;
  - 4.1.3. a statement issued by the tax administration certifying that the tenderer does not have tax debts, including state social security payment arrears are not more than EUR 150;
  - 4.1.4. a statement by a competent authority certifying that the tenderer has not been declared insolvent, the tenderer's economic activity has not been suspended or terminated, legal proceedings on the tenderer's bankruptcy have not been initiated;
  - 4.1.5. Information on the compliance of the applicant's experience according to the points 3.3.1, adding at least one review from the previous Customer.
  - 4.1.6. CVs of the tenderer's project management team to be involved in the performance of the contract.

#### 5. TENDER EVALUATION

- 5.1. The tenders submitted will be opened in the tender opening meeting at 15:00h on July 8, 2019 in the conference room at Vestienas Street 35, in Riga. The tender opening meeting shall be open and the participation of representatives of tenderers is allowed.

- 5.2. The tenders will be evaluated in closed meetings by the Procurement Commission established by the Customer.
- 5.3. From the beginning, the commission shall examine the presentation of the tenders, assessing whether the tender is prepared and presented in accordance with the requirements of the competition regulations. If the tender does not meet the requirements, the commission is entitled to reject it and it is not further evaluated in the following the procedure Competitive Dialogue.
- 5.4. After the review tender presentation the commission shall carry out the selection of tenderers. The tenderers who do not meet the requirements of the selection of tenderers or who have not submitted any of the selection documents shall be excluded from further participation in the tender.
- 5.5. During the selection of tenderers, the commission shall ascertain the tenderer's competence and conformity to the requirements of the expected performance of the contract. The selection shall take place on the basis of the selection documents submitted by tenderers and the verification in the publicly accessible databases of the tenderer's conformity to the requirements of the Competition regulations.
- 5.6. After the selection of tenderers, the commission shall examine the technical proposal. If the proposal does not comply with the requirements of the Competitive regulations and the technical specifications, it will not be further evaluated.
- 5.7. At the request of the Customer, tenderer shall specify details of its proposal, if it is necessary for checking the presentation of tenders, selection of tenderers, as well as for evaluation and comparison of tenders.
- 5.8. All tenders compliant with the Competition regulations shall be evaluated by the commission in accordance with the tender selection criteria set out in Point 6.
- 5.9. The decision taken by Procurement Commission shall be notified in writing to all tenderers of the Procurement procedure, indicating the reasons of the decision.

## 6. AWARD CRITERIA

6.1. For award, the financial, technical and quality aspects of the tender will be taken into account. The selection criterion is the tender with the best weighted score on the financial and quality criteria as described in 6.2- 6.4 complying with the requirements set out in the Competition regulations.

### 6.2. Tender selection criteria and their weight

Evaluation Criteria	Criteria Weight% (The maximum score)
Financial criteria (total price)	70
Quality (qualification) criteria	30

### 6.3. Award of the contract by financial criterion

In this assessment criterion, the total amount of the tender proposed by the tenderer will be assessed. In the assessment by price, the scores are calculated using the following formula:

$$\frac{C_x}{C_y} \times P, \text{ where}$$

$C_x$  - lowest price of all biddings;

$C_y$  - price of the proposal under evaluation;

$P$  - maximum score to the price **P = 70**

### 6.4. Award by quality(qualification) criteria

The procurement commission shall assess a specific proposal on the basis of the information contained in the tender on the qualifications and previous experience of the tenderer and the personnel to be involved in service rendering. The maximum number of points in the respective criteria shall be assigned to the

most advantageous proposal. If by any of the evaluation criteria the tender meets only the Customer's minimum requirements, in the particular criterion the proposal obtains 0 points.

Evaluation sub-criterion	Number of points
Tenderer's involvement in projects co-financed by the European Commission for introduction of alternative fuels in public transport which are either finished or have been running for a minimum of two years	1-2 projects – 1 points 3-4 projects – 2 points >5 projects – 3 points
Experience of the Project manager, to be involved in the performance of the contract, on implementation of projects co-financed by the European Commission for introduction of alternative fuels in public transport	1-2 projects – 1 points 3-4 projects – 2 points >5 projects – 3 points
Experience of the Project manager, to be involved in the performance of the contract, in implementation of projects in construction of hydrogen infrastructure projects	More than one successfully implemented hydrogen infrastructure construction project – 2 points
Experience of the Project manager, to be involved in the performance of the contract, in implementation of projects on purchase of hydrogen vehicles	More than one successfully implemented in hydrogen vehicle procurement project– 2 points
Experience of the financial expert, to be involved in the performance of the contract, in the drawing up of the financial and progress reports within projects co-financed by the European Commission	2-4 projects – 1 points 4-6 projects – 2 points >6 projects – 3 points
Experience of the public relations and communication expert to be involved in the performance of the contract in the development of communication plan and management of projects co-financed by the European Commission	2-4 projects – 1 points 4-6 projects – 2 points >6 projects – 3 points
Description of the project management service (a detailed description of the tenderer's action for performance of the contract and WORK TASK attached to the Competition regulations for the procurement procedure)	The project implementation process is described, but without a specific link to the particular Project and its Task description – 5 points. The project implementation process is described and linked to the specific Project and its Task description. Project risks are defined in general and proposals for the prevention of risks are submitted via a Risk Management Plan (see 15 in Annex 2) 10 points. A detailed description of the Project implementing process, including a detailed division of responsibilities of the project team, substantial proposals regarding the work organization of the project and promotion of partners' cooperation, description of precisely identified risks for the implementation of the project and their prevention plan, etc. – 14 points

## 7. DRAFT CONTRACT



- 7.1. The purchase contract drafted on the basis of the provisions of the FIDIC Client/Consultant standard service contract - the White Paper - will be signed with the winner of the procurement procedure.
- 7.2. All contract annexes will be drawn up after announcing the winner of the procurement procedure, in accordance with the information included in the Competition regulations, its annexes and the tender of the winner.

RP SIA "Rīgas satiksme"  
Chairman of the Procurement Commission  
*/personal signature /E.Epalte-Drulle*  
June 27, 2019

## **Annex 1: TECHNICAL SPECIFICATION TASK DESCRIPTION**

The assignment includes the following tasks:

Tasks concerning project management

1. Management and coordination of the project with all beneficiaries in terms of general project management, financial administration, overall supervision and reporting towards INEA.
2. Support all beneficiaries in implementing their commitments as laid down in the Grant Agreement with INEA under the CEF programme.
3. Continuous status review of all project activities and sub-activities.
4. Coordinate all the Action Progress and Financial Reporting (Interim and Final Reports and Payment Claims) for all reporting periods for the entire project partnership to the INEA CEF Programme Secretariat.
5. Coordinate and prepare the draft documentation of all the reports listed in the Grant Agreement.
6. Support all the beneficiaries in order to receive the necessary information for the preparation of draft documentation of all the reports listed in the Grant Agreement.
7. Support the lead beneficiary in pre-financing, interim payments and final payments.
8. Support all beneficiaries in preparation their Action Progress and Financial Reporting.
9. Check completeness of the other beneficiaries reporting and external auditor reports.
10. Prepare the draft of project's final report, in cooperation with all beneficiaries.
11. Coordinate and convene the project management team, including administration and communication of decisions and agreed upon actions to project partners
  - a. At least three meetings/occasions on site each year.
  - b. Additional telephone conferences whenever necessary.
12. Organization and management of final Projects Event according to the Grant Agreement.
13. Coordination and organisation of meetings with the participation of politicians from TEN-T North Sea-Baltic Sea core network corridor Member States (Finland, Estonia, Latvia, Lithuania, Poland, Germany, the Netherlands and Belgium).
14. Draft a handbook for Action Progress Reporting and Financial Reporting (Interim and Final Reports and Payment Claims) and the preparatory administrative work needed for that reporting.
15. Develop and maintain a risk management plan.
16. Set up and follow quality management routines to ensure highest quality project delivery.
17. Develop and maintain a project archive of all documents required by program rules. The archive should be in the customer's premises and always contain all the produced documents.
18. Support the beneficiaries in communication with the INEA CEF-T Programme officers and other European institutions.
19. Communication on European level including project logo/style, website, social media, project brochures (one in 2019 and one in 2020; in English 500 ex.), project roll-up posters (one in 2019 and one in 2020; in English 8 ex.) and at least two articles.
20. Coordinate and participate in preparation (prepare draft) of Evaluation Report for hydrogen production, hydrogen refuelling station and hydrogen vehicles experiences in the project.
21. Develop a project communication and dissemination plan and support it implementation.

22. Assistance in preparation of communication content related to the project activities for all beneficiaries.

**Annex 2**  
**INFORMATION ON THE TENDERER**  
**FOR PROCUREMENT PROCEDURE**  
**„On rendering general project management services for implementation of the project**  
**"H2NODES" co-financed by the European Commission”**

**1. SUBMITTED BY**


**2. CONTACT PERSON**

<b>Name, surname</b>	
<b>Phone / Fax</b>	
<b>e-mail</b>	
<b>AUTHORIZED REPRESENTATIVE</b>	
<b>Name, surname</b>	
<b>Phone / Fax</b>	
<b>e-mail</b>	

If the authorized representative during the period of performance of the contract is different from the contact person, the required information of the authorized representative should also be given.

**3. TENDER**

When submitting the tenders, the tenderer shall:

- offer the project management services, rendering the general project management services for implementation of the project "H2NODES"co-financed by the European Commission according to the price indicated in the Financial proposal and observing the requirements laid down in the Competition regulations;
- confirm the ability to ensure to the Customer the performance of the services specified in the Competition regulations;
- guarantee that all information provided is true.

This tender is valid for 100 (one hundred) calendar days before the term for submission of tenders expires.

Submitting the tender, we confirm that we are familiar with the requirements set out in the documents of the Competition regulations, have understand and fully agreed to all the terms, as well as guarantee the truthfulness and accuracy of the information and documents provided.

Enclosed:

- Tenderers' selection of documents;
- Technical Proposal;
- Financial Proposal;

Signed by the tenderer's manager or an authorized person of the manager:

<b>Name, surname</b>	
<b>Position</b>	
<b>Signature</b>	
<b>Date</b>	

**Annex 3: FINANCIAL PROPOSAL**  
**for the Procurement procedure „On rendering general project management services for**  
**implementation of the project "H2NODES" co-financed by the European Commission”**  
**identification No. RS/2019/\_\_\_”**

Tenderer \_\_\_\_\_  
(Tenderer's name, unified registration number)

offers hereby to carry out the Work specified in the Technical Specification (Annex 2) of the Competition regulations "On rendering general project management services for implementation of the project "H2NODES" co-financed by the European Commission " with identification No. RS/2019\_\_\_, according to the requirements laid down in the documents of the Competition regulations for the price indicated below:

Signature of Signatory or Authorized Representative \_\_\_\_\_