

Riga Municipal Limited Liability Company "Rīgas satiksme"

APPROVED
at the meeting of the Procurement Committee
on September 22, 2020

REGULATIONS

Regarding Procurement Procedure

**"On Rendering General Project Management Services for Implementation of the Project
"H2NODES" Co-financed by the European Commission"**

Identification Number RS/2020/43

**Riga
2020**

I. GENERAL INFORMATION

1. Subject of the Procurement, type of Procedure and Estimated Contract Price

- 1.1. Subject of the Procurement is rendering general project management services for implementation of the Project "H2NODES" co-financed by the European Commission.
- 1.2. CPV Code: 79421000-1 (Project management services other than for construction work).
- 1.3. Type of the Procurement: open tendering procedure in accordance with the Contracting Authority's Regulations Regarding Procurement Procedure.
- 1.4. Estimated price of the procurement contract: 90,000.00 EUR excluding VAT.

2. Procurement Identification Number: Procurement Identification Number - RS/2020/43.

3. Name, Address and Other Details of the Contracting Authority:

Riga Municipal Limited Liability Company "Rīgas satiksme"

Registration Number in the Commercial Register of the Republic of Latvia: 40003619950

Registered Office: 28 Kleistu Street, Riga, LV-1067

Actual Address: 35 Vestienas Street, Riga, LV-1035

Code: PARXLV22

Phone 67104800; Fax 67104802

4. Contact Person of the Contracting Authority:

Ms. Alena Kamisárova, Phone +371 67104791, E-mail: alena.kamisarova@rigassatiksm.lv.

5. Tenderers

- 5.1. Any supplier who complies with the requirements set by the Contracting Authority and, upon submitting a bid, will certify the ability to ensure the rendering of the services referred to in these Regulations, and to enter into a procurement contract with the terms specified therein, may participate in the procurement procedure.
- 5.2. Suppliers have the right to form an association and submit a joint bid.
- 5.3. In the event that an association of suppliers shall be awarded a contract, it must, at its option, set up a partnership (general partnership) or enter into a partnership agreement, agreeing on the division of responsibilities between the members of the association.
- 5.4. Submission of bid variants in this procurement procedure is not allowed. A single merchant, regardless of whether it participates in the procurement procedure individually or as a part of an association of suppliers, may submit only one bid.

II. EXCHANGE OF INFORMATION, BID EXECUTION AND SUBMISSION PROCEDURE

6. Exchange of Information

- 6.1. Communication between the Contracting Authority and interested suppliers within the procurement procedure shall take place in Latvian, in writing by post or e-mail.
- 6.2. Additional information on the Procurement Procedure Regulations can be requested by submitting a request in writing to the address of the Contracting Authority, sending it by post, addressing the letter to the Procurement Committee, or sending an electronically signed e-mail to sekretariats@rigassatiksm.lv.
- 6.3. If the supplier has requested additional information on the requirements stipulated in the procurement documents in a timely manner, the Contracting Authority shall provide it within five working days, but not later than six days before the deadline for the submission of bids.
- 6.4. Any additional information that will be provided in connection with this procurement will be published on the Contracting Authority's website and in the Electronic Procurement System in

the E-tendering Sub-system <https://www.eis.gov.lv/EKEIS/Supplier>. It shall be an obligation of the interested supplier to follow the published information. The Committee shall not be liable if any interested party has not read the information to which free and direct electronic access is provided.

7. Opportunity to Receive and get Acquainted with the Procurement Documents

- 7.1. Interested suppliers can receive and get acquainted with the Procurement documents on the Contracting Authority's website www.rigassatiksme.lv in the Section "Procurements and Auctions" and in the Electronic Procurement System E-tendering Sub-system <https://www.eis.gov.lv/EKEIS/Supplier>.

8. Execution of the Bid

- 8.1. The documents submitted must be clearly legible to avoid any doubts or misunderstandings regarding words and figures. They must be free of errors, insertions, corrections or additions.
- 8.2. The bid must be submitted in Latvian and/or English. During the tendering process, correspondence between the Contracting Authority and the Tenderers shall be in Latvian. The Tenderer may include in the bid original documents or descriptions in a foreign language, but the documents submitted in another language (except English) must be accompanied by a translation into Latvian certified by the Tenderer.
- 8.3. All bid documents and their annexes must be signed by the Tenderer's official having the right of representation or a person authorised by the Tenderer. If the bid is signed by an authorised person, a power of attorney must be submitted together with the bid.
- 8.4. If the bid is submitted by a group of persons or a partnership, the bid shall be signed by all persons included in the group of persons or partnership. The bid shall indicate the person representing the group of persons in the procurement procedure, and the scope of responsibility of each person.
- 8.5. The documents included in the bid must comply with the requirements of the Electronic Documents Law, the Law on Legal Validity of Documents and Cabinet Regulation No. 558 of 4 September 2018 "Procedures for Drawing up and Preparing Documents".

9. Place, Date, Time and Procedure for Submission and Opening of Bids

- 9.1. Bids for the procurement procedure should be submitted electronically in the Electronic Procurement System E-tendering Sub-system by 15:00 of October 19, 2020, taking into account the following options for the Tenderer:
- 9.2. using the tools offered by the E-tendering Sub-system by filling in the forms in the E-tendering Sub-system of the said system in the section of this procurement procedure;
- 9.3. electronically preparing documents to be filled in electronically, outside the Electronic Procurement System E-tendering Sub-system and attaching them to the Electronic Procurement System interface field meeting the requirements (in this case the Tenderer shall be responsible for compliance of the forms to be filled in with document requirements and form samples);
- 9.4. Bids submitted outside the Electronic Procurement System E-tendering Sub-system will be recognised as inconsistent with the requirements of these Regulations.
- 9.5. When preparing the bid, the Tenderer shall take into consideration that:
- 9.6. The bid form and financial proposal, according to the document templates attached to the procurement profile in the E-tendering Sub-system, must be completed electronically, each in a separate electronic document in a format readable with Microsoft Office 2010 (or later software version) tools and attached to the respective section of the procurement profile. The technical proposal must be prepared as a separate electronic document in a format readable with Microsoft Office 2010 (or later software version) or Adobe Acrobat Reader tools, providing the ability to search and copy the text enabling;

- 9.7. When submitting a bid, the Tenderer shall sign it with a secure electronic signature and time stamp or with the electronic signature offered by the Electronic Procurement System. The Tenderer may, at its own discretion, sign the bid, technical proposal and financial proposal separately with a secure electronic signature and time stamp. The bid shall be signed by a person whose signature rights must be certified in accordance with the statutory regulations. If the documents are signed by the Tenderer's authorised person, attaching a relevant power of attorney issued by a person having signature rights or a copy of the power of attorney certified in accordance with the laws and regulations.
- 9.8. The bid must be prepared in such a way that the operation of the Electronic Procurement System E-tendering Sub-system is not endangered in any way and access to the information contained in the bid is not restricted, including the bid must not contain computer viruses or other malware or their generators. If the bid contains any of the risks specified in this paragraph, it will not be examined. In case the bid is encrypted, the Tenderer must submit a valid electronic key and password for opening the encrypted document no later than within 15 (fifteen) minutes after the bid opening deadline.
- 9.9. Bids shall be opened in the Electronic Procurement System. A summary of the financial proposals of the bid opening meeting shall be available in the Electronic Procurement System.

10. Bid Validity Period

- 10.1. Bid validity period starts from the date of its submission and shall be valid for 120 (one hundred and twenty) calendar days.
- 10.2. Based on a written request of the Contracting Authority, the Tenderer may extend the bid validity period. The Tenderer should provide its consent or refusal in writing.

11. Composition of the Bid

- 11.1. Bids should be submitted in accordance with the requirements of these Regulations. The bid shall consist of:
 - 11.1.1. an application prepared in accordance with the sample in Annex 2;
 - 11.1.2. the tenderer selection documents prepared in accordance with the requirements specified in Paragraph 19 of these Regulations;
 - 11.1.3. a technical proposal prepared in accordance with the requirements specified in Paragraph 21 of these Regulations;
 - 11.1.4. a financial offer prepared according to Paragraph 20 of these Regulations in accordance with the requirements of Annex 3;

12. Scope of the Bid

- 12.1. The bid must be submitted for the whole subject of procurement. Incomplete bids are not allowed.

III. INFORMATION ON THE SUBJECT OF THE PROCUREMENT

13. Subject and Scope of the Procurement

- 13.1. The subject of the procurement is rendering general project management services for implementation of the Project "H2NODES" co-financed by the European Commission (hereinafter referred to as the Project) in accordance with Grant Agreement No. INEA/CEF/TRAN/M2014/1025986 (LIG/2015/749) signed by RP SIA "Rīgas satiksme" and The Innovation and Networks Executive Agency (INEA) on November 26, 2015 and its amendments;

- 13.2. The total Project budget is 29 006 000 EUR according to the Grant Agreement. 50% (EUR 14,503,000) of this amount is funding awarded by CEF-Transport, the financial instrument of the European Commission;
- 13.3. Project management services must be rendered to the following Project partners involved in the Project implementation:
 - 13.3.1. RP SIA “Rīgas satiksme” (Latvia);
 - 13.3.2. SIA “TREZORS” (Latvia)
 - 13.3.3. Dutch Ministry of Infrastructure and the Environment (Netherlands);
 - 13.3.4. Municipality of Arnhem (Netherlands);
 - 13.3.5. Province of Gelderland (Netherlands);
 - 13.3.6. PitPoint B.V. (Netherlands);
 - 13.3.7. Parox OU (Estonia);
- 13.4. The Tenderer shall be obliged to ensure the general project management, taking into account that the management of the activities of the Project Partners provided within the framework of each Project shall be the competence of the respective Project Partner.
- 13.5. The task of the general project management is included in the Technical Specification (Annex 1).
- 13.6. Duration of the contract - Rendering the general project management service should be started immediately upon signing the contract as a continuation of the previous project management from the start of the Project. The project management service must be provided throughout the subsequent implementation of the Project - until June 30, 2021 and after its completion, until the final instalment of co-payment is received, i.e. until December 31, 2021;
- 13.7. For more detailed information on the Project implementation and the degree of implementation, interested suppliers can contact Mr. Didzis Stepe, Head of the Legal Department of RP SIA “Rīgas satiksme”, Phone 67104795, E-mail didzis.stepe@rigassatiksme.lv.
- 13.8. If the extension is approved during the Project implementation, the Contracting Authority shall have the right to extend the contract for project management services in accordance with the hourly rate indicated in the Financial Proposal and agreeing on the required amount of work.

14. Draft Contract

- 14.1. A procurement contract developed on the basis of the FIDIC Client / Consultant Model Services Agreement - the White Paper.
- 14.2. The annexes to the procurement contract will be developed after the announcement of the winning tenderer according to the information contained in the Regulations, its annexes and the winning tenderer’s bid.

15. Remuneration and Payment

- 15.1. Remuneration for project management services is determined as a fixed fee, to which the statutory tax is added.
- 15.2. The payments shall be made as follows:
 - 15.2.1. The first payment, 35% of the fixed fee, shall be made until December 31, 2020 for the rendered project management services for the period until December 31, 2020;
 - 15.2.2. The second payment, 45% of the fixed amount, shall be made after the Project ASR (Action Status Report) is completed and submitted to the INEA CEF Programme Secretariat;
 - 15.2.3. The final payment, 20% of the fixed amount, shall be made after the project completion reports and final reports are prepared and submitted to the Project Steering Committee for approval.
- 15.3. Payments shall be made within 30 days from the invoice date.

- 15.4. Contingencies, travel and subsistence expenses shall be included in the fixed fee.

IV REQUIREMENTS FOR SELECTION OF TENDERERS

16. Conditions for Exclusion of Tenderer

- 16.1. The conditions for exclusion of tenderers specified in the Public Service Providers Procurement Law Section 48 Part One Paragraph 2 and 3 or the conditions for exclusion specified in the Law on International Sanctions and National Sanctions of the Republic of Latvia Section 11¹ shall apply to the tenderer (including all members of the association of suppliers or members of the partnership (if the tenderer is an association of suppliers or partnership) and to the person indicated by the tenderer, on whose capabilities the tenderer relies in order to certify that its qualification complies with the requirements specified in the procurement documents.
- 16.2. The applicability of the conditions for exclusion to the specific tenderer shall be checked in accordance with the procedures specified in the Public Service Providers Procurement Law Section 48.
- 16.3. The conditions for exclusion specified in Paragraph 16.1 of these Regulations, except for the conditions for exclusion specified in the Public Service Providers Procurement Law Section 48 Part One Paragraph 1, shall apply to subcontractors the value of whose services to be provided is at least 10 (ten) % of the total value of the procurement contract.

17. Requirements Relating to the Performance of Professional Activity

- 17.1. The Tenderer or, if the Tenderer is an association of suppliers (hereinafter referred to as an association), all members of the association must be registered in the Commercial Register or, if the Tenderer is a foreigner, registered in accordance with the requirements of laws and regulations of the respective country.

18. Requirements relating to the Tenderer's Technical and Professional capabilities:

- 18.1. The Tenderer has experience in the implementation of at least 3 (three) projects co-financed by the European Commission during the last 10 (ten) years, of which at least one project has been a successfully implemented direct financing¹ (e.g. CEF Programmes) transport infrastructure project and one project budget has been at least 20 million EUR.
- 18.2. The Tenderer must have at its disposal the project management team to be involved in the performance of the contract. The project management team shall consist of at least:
- 18.2.1. **Project Manager**, who must have the following competencies and skills:
- 18.2.1.1. Higher education;
 - 18.2.1.2. Excellent knowledge of English;
 - 18.2.1.3. Practical experience in managing at least one international project co-financed by the European Commission (project beneficiaries being from at least two EU Member States) during the last 10 years;
 - 18.2.1.4. Practical experience in managing at least one international (project beneficiaries being from at least two EU Member States) transport project during the last 10 years;
- 18.2.2. **Financial Expert**, who must have the following competencies and skills:
- 18.2.2.1. Higher education;
 - 18.2.2.2. Excellent knowledge of English;
 - 18.2.2.3. Practical experience in financial management of projects co-financed by the European Commission and financial reporting of at least three projects during the last 10 years.

¹ EU funding programmes division, see:

https://europa.eu/youreurope/business/finance-funding/getting-funding/eu-funding-programmes/index_lv.htm

- 18.2.3. **Public Relations and Communications Specialist**, who must have the following competencies and skills:
- 18.2.3.1. Higher education;
 - 18.2.3.2. Excellent knowledge of English;
 - 18.2.3.3. Practical experience in the communication management of projects co-financed by the European Commission - not less than three projects during the last 10 years, where one of the projects has been in the transport sector.
 - 18.2.3.4. Practical experience in communication management related to alternative mobility and / or Fuel Cell and Hydrogen technologies.
- 18.2.4. **Transport Specialist** who can draw up the draft reports specified in the Technical Specification and who must have the following competencies and skills:
- 18.2.4.1. Higher education;
 - 18.2.4.2. Excellent knowledge of English;
 - 18.2.4.3. Experience in conducting research on the operation of vehicles and transport infrastructure, which includes the experience summary and data analysis.

V. TENDERER SELECTION DOCUMENTS AND FINANCIAL PROPOSAL

19. Tenderer Selection Documents

- 19.1. In order to verify the Tenderer's compliance with the selection requirements set by the Contracting Authority, the Contracting Authority shall check the information about the Tenderer available in public databases. The Tenderer shall be obliged to submit all or part of the qualification documents at any stage of the procurement procedure at the request of the Contracting Authority.
- 19.2. Together with the bid, the Tenderer must submit the following Tenderer Selection Documents:
- 19.2.1. Foreign tenderers must submit a document issued by a competent authority of the respective country certifying that the Tenderer has the legal status and capacity to enter into a procurement contract, when the laws and regulations of the respective country provide for the issuance of such a document;
 - 19.2.2. Foreign tenderers must submit a statement, when the laws and regulations of the respective country provide for the public registration of such information, certifying the right of representation of Tenderer's official.
 - 19.2.3. The Tenderer must submit information on the Tenderer's experience in project implementation in accordance with Paragraph 18.1 of these Regulations, according to the following table:

No	Project Name	Short Project Description	Project Costs (EUR)	Tenderer's Project Team Involved in the Project Management	Contracting Authority	Contracting Authority's Responsible Person, Position, Phone

The Tenderer must attach at least 1 (one) reference of the previous contracting authority regarding the services specified in Paragraph 18.1 hereof. The Tenderer shall not have to provide a reference regarding project management services, where the Contracting Authority has been RP SIA "Rīgas satiksme".

- 19.2.4. Copies of documents certifying the qualification, experience and education of the Tenderer's specialists (educational documents, certificates, information on the

specialist's experience) in accordance with the requirements of Paragraphs 18.2.1, 18.2.2, 18.2.3 and 18.2.4 of these Regulations and specialists' declarations of readiness to perform obligations within the procurement contract, if the Tenderer is announced the winner of the Tender;

- 19.3. Certificates and other documents issued by Latvian competent authorities shall be accepted and recognised by the Contracting Authority if they are issued not earlier than one month before the date of submission, but certificates and other documents issued by foreign competent authorities shall be accepted and recognised by the Contracting Authority if they are issued not earlier than six months before the date of submission, if the issuer of the certificate or document has not indicated a shorter term of its validity.
- 19.4. In proving compliance with the requirements regarding the Tenderer's technical and professional capabilities, the Tenderer may rely on the capabilities of other persons, regardless of the legal nature of the mutual relations. In such a case, the Tenderer shall prove to the Contracting Authority that it will have the necessary resources at its disposal by submitting a confirmation letter from or agreement with these contractors on the transfer of the necessary resources to the Tenderer. The Tenderer may rely on the capabilities of other persons to certify professional experience or the availability of personnel meeting the requirements of the Contracting Authority only if these persons render a service for which the relevant capabilities are required.
- 19.5. The Tenderer shall indicate in its bid all subcontractors or subcontractors' subcontractors the value of whose services to be provided is at least 10 (ten) per cent of the total value of the procurement contract or more, the portion of the procurement contract to be subcontracted to each such subcontractor, and attach an agreement specifying the types of work to be subcontracted, indicating the percentage of the total contract price offered and stating the subcontractor's readiness to perform these works, in the event that the Tenderer is awarded the contract. The total value of the services to be rendered by the subcontractor shall be determined taking into account the value of the services to be rendered by the subcontractor and all its related companies within the relevant procurement framework. For the purposes of this paragraph, a related company is deemed to be a capital company in which, in accordance with the laws and regulations governing the status of a group of companies, a subcontractor has a decisive influence or which has a decisive influence in the subcontractor, or a capital company in which another capital company has a decisive influence simultaneously having a decisive influence in the relevant subcontractor.

20. Financial Proposal

- 20.1. Financial Proposal to be prepared in accordance with the Financial Proposal Form (Annex 3), indicating the proposed contract price for rendering the general project management services for implementation of the Project "H2NODES" co-financed by the European Commission and the total hourly rate for all involved specialists, if the Contracting Authority will need to extend the term of the service in accordance with Paragraph 13.8 of these Regulations.

21. Technical Proposal

- 21.1. The Tenderer shall prove the compliance of the offered Project Management Service with the Technical Specification by submitting a technical bid prepared and submitted as a service description, which shows the compliance of the bid with all the requirements of the Technical Specification included in these Procurement Regulations.

VI. BID EVALUATION

22. Bid Evaluation Procedure

- 22.1. All issues related to the procurement procedure shall be resolved by the Procurement Committee established by the Contracting Authority.
- 22.2. From the beginning, the Committee shall check the execution of bids, when the Committee shall assess whether the bid has been prepared and drawn up in accordance with the requirements of Section II of the Procurement Regulations. If the bid does not comply with the requirements, the Committee, having assessed the materiality of the non-compliance and observed the principle of proportionality, shall have the right to reject the bid, and it will not be further evaluated within the subsequent procurement procedure.
- 22.3. The Committee shall check whether the Tenderer, its employee or the person indicated in the Tenderer's bid has not advised or has not been otherwise involved in the preparation of the procurement documents. If the Tenderer, its employees or the person indicated in the Tenderer's bid has advised or has been otherwise involved in the preparation of the procurement procedure and if this circumstance gives the supplier an advantage in the Procurement, thus preventing, restricting or distorting competition, the Tenderer's bid shall be rejected. By establishing the said circumstances, the Committee shall, prior to the possible exclusion of the Tenderer, allow it to prove that there are no circumstances that would give any advantage to the relevant supplier in the Procurement, thus preventing, restricting or distorting competition.
- 22.4. The Committee shall check the compliance of the Tenderer's Technical Proposal, when the Committee shall, in accordance with the procedures specified in the Technical Specification, assess the compliance of the Technical Proposal with the requirements of the Procurement Regulations. If the Tenderer's Technical Proposal does not comply with the requirements of the Procurement Regulations, the Tenderer shall be excluded from further participation in the procurement procedure and its bid shall not be further examined.
- 22.5. When evaluating the Tenderer's Financial Proposal, the Committee shall check its compliance with the requirements of the Procurement Regulations, and check whether the Tenderer's Financial Proposal does not contain arithmetical errors. If the Financial Proposal does not comply with the requirements of the Procurement Regulations, the Tenderer shall be excluded from further participation in the procurement procedure and its bid shall not be further examined. When the Committee finds arithmetical errors, it shall correct these errors and inform the Tenderer about the correction of arithmetical errors and the corrected bid amount. The Committee shall take the corrected prices into account when assessing and comparing bids with arithmetical errors.
- 22.6. The Committee shall assess whether the bid does not meet the characteristics of a seemingly unreasonably low bid. If the Committee finds that a seemingly unreasonably low bid may have been received, it shall request a detailed explanation from the Tenderer regarding the essential conditions of the bid in accordance with the Public Service Providers Procurement Law Section 59.
- 22.7. The Committee shall check the qualification of the Tenderer according to the tenderer selection documents submitted by the Tenderer, and shall check in publicly available databases the compliance of the tenderers with the requirements set out in the Regulations. If the Tenderer does not comply with the Tenderer selection requirements specified in the Procurement Regulations, the Tenderer shall be excluded from further participation in the procurement procedure.
- 22.8. The Procurement Committee shall be entitled to check the qualification of tenderers, compliance of Technical and Financial Proposals only of the Tenderer who would be awarded the procurement contract.
- 22.9. The Committee shall check the compliance of the Tenderer, who would be awarded the procurement contract, with the requirements of the Law on International Sanctions and National Sanctions of the Republic of Latvia.

23. Bid Selection Criteria

23.1. Tenderers' bids shall be evaluated according to the bids submitted by the tenderers, recognising the tenderer who has submitted the most economically advantageous bid as the successful tenderer.

23.2. Criteria for selecting the most economically advantageous bid and number of points awarded:

No.	Evaluation Criteria	Maximum Score
C ₁	Proposed contract price in EUR excluding VAT for Rendering General Project Management Services for Implementation of the Project "H2NODES" Co-financed by the European Commission	90
C ₂	The total hourly rate for the specialists involved in rendering the services in EUR excluding VAT in case of extension of the contract.	10

23.3. The number of points for each criterion used to determine the most economically advantageous bid shall be calculated according to the following formula:

$$C = \frac{C_{zc}}{C_{pc}} \times N, \text{ where}$$

C – score obtained for the evaluation criterion;

C_{zc} – the lowest bid price;

C_{pc} – the price of the evaluated bid;

N – the maximum numerical value of the criterion.

23.4. The Committee shall recognise the bid that has received the highest final scoring as the most economically advantageous bid. The maximum number of points to be obtained is 100 points.

23.5. If, prior to the decision to award the contract, the Procurement Committee finds out that the scoring of at least two bids is equal, then the decisive criterion for selection of the bid is the scoring obtained by the Tenderer in the criterion “ Proposed contract price in EUR excluding VAT for Rendering General Project Management Services for Implementation of the Project "H2NODES" Co-financed by the European Commission (C₁).

24. Decision-Making Procedure and Notifying Tenderers

24.1. The Committee shall take decisions at its meetings. The Committee shall have a quorum if at least two-thirds of the members of the Committee, but not less than three members, are present at its meeting.

24.2. The Committee shall decide on the results of the procurement procedure by a majority of votes. If the votes of the members of the Procurement Committee are equally divided, the vote of the Chairperson of the Committee shall be decisive. A member of the Committee may not abstain from taking a decision.

24.3. The decision regarding the results of the procurement procedure shall be made by the Committee in accordance with the Bid Selection Criteria specified in Paragraph 23 of these Regulations.

24.4. The Committee may suspend the procurement procedure at any time if there is an objective reason for it.

24.5. After the decision has been made, all tenderers shall be notified of the decision taken in the procurement procedure within five working days by sending the information by post, fax or electronically, using a secure electronic signature or attaching a scanned document to the e-mail, or handing it over in person.

25. Procurement Contract Award

- 25.1. The Committee's decision and the announcement of the successful tenderer shall be the basis for drawing up the procurement contract. The contract shall be entered into on the basis of the tenderer's bid in accordance with the provisions of Paragraph 14 of these Regulations.
- 25.2. If the selected tenderer refuses to enter into the contract with the Contracting Authority or does not sign it within 5 (five) working days after receipt of the contract (non-signing in this case shall be considered a refusal to enter into the contract), the Procurement Committee shall make a decision to enter into the contract with the next tenderer who has submitted the most economically advantageous bid (the bid with the lowest price) or to terminate the procurement procedure without selecting any bid.
- 25.3. Before making a decision on entering into the contract with the next tenderer who has submitted the most economically advantageous bid in accordance with the Regulations (the bid with the lowest price), the Contracting Authority shall evaluate whether it is not considered a single market participant together with the initially selected tenderer who has refused to enter into the procurement contract with the Contracting Authority. If a decision is made to enter into the contract with the next tenderer who has offered the most economically advantageous bid (the bid with the lowest price), but it refuses to enter into the contract or does not sign it within 5 (five) working days after receiving the contract, the Contracting Authority shall make a decision to terminate the procurement procedure without selecting any bid.

26. ANNEXES

- Annex 1. Technical Specification
- Annex 2. Bid Letter
- Annex 3. Financial Proposal Form

RP SIA "Rīgas satiksme"
Chairperson of the Procurement Committee
/_____/ K.Meiberga

Riga, September 22, 2020

TECHNICAL SPECIFICATION

Tasks Concerning Project Management

1. Providing support to the general project management and coordination with all Project implementers regarding the general Project management, financial management, supervision and reporting to INEA.
2. Support all Project implementers in fulfilling their obligations set out in the CEF Programme Grant Agreement with INEA.
3. Ensure active day-to-day cooperation with all partners involved in the Project in order to jointly complete the tasks specified in the Project Grant Agreement within the framework of the objective of the TEN-T North Sea-Baltic Corridor.
4. Coordination of activities of the Project partners, taking into account the provisions of the Consortium Agreement. Work out, coordinate and refer to the approval the necessary amendments to the Consortium Agreement in case of attraction of new partners and in other situations.
5. Continuous verification of the implementation status of all Project activities and sub-activities, incl. requesting and processing information from the Project partners on the current status of the tasks at least once a month.
6. Coordinate the submission of all Project Operations and Financial Reports (interim and final reports and payment requests) for all reporting periods to the INEA and CEF Programme Secretariat.
7. Coordinate and prepare all drafts of reports and statements specified in the Grant Agreement.
8. Support all Project implementers in obtaining the necessary information to prepare all drafts of reports and statements specified in the Grant Agreement.
9. Support the Project Coordinator in receiving pre-financing, interim payments and final payments.
10. Support all the Project implementers in the preparation of Project Operations and Financial Reports.
11. Check the accuracy of the funding recipients' reports and the external auditors' reports.
12. Prepare the draft Final Report of the Project in cooperation with all the Project implementers.
13. Organise and chair weekly meetings of the Project Coordination Group (in the form of teleconference) and *ad hoc* meetings to address day-to-day issues of the Project.
14. Participate and provide a progress report at the Project Coordination Group meetings with the INEA Project Supervisor, and directly represent the Project interests in INEA, if necessary.
15. Coordinate, convene and administer the Project Steering Committee, including take meeting minutes and inform the Project Partners of its decisions and relevant actions to be taken by the Project Partners:
 - a. at least three in-person meetings in one of the Project Partner Member States each year;

- b. telephone conferences with the participation of all the Project Partners at least once a month or more often as needed.
16. Organisation of the Project closing event with the participation of EU transport sector specialists and opinion leaders and management of the process in accordance with the Grant Agreement.
17. Coordination and organisation of the event with the participation of participants and politicians from the European Commission and the Member States of the TEN-T North Sea-Baltic Corridor (Finland, Estonia, Latvia, Lithuania, Poland, Germany, the Netherlands and Belgium);
18. Regularly supplement the instructions and inform the Partners about the preparation of the Project Status And Financial Reports (interim and final reports and payment requests).
19. Form and maintain a risk management plan.
20. Establish and maintain quality management measures to ensure the quality of the Project implementation.
21. Create and maintain an archive of the Project documents in accordance with the Programme requirements. The archive must be permanently on the client's premises and must always contain all prepared documents.
22. Support the Project implementers in communication with INEA Programme officials and other European institutions.
23. Communication at the European level, including the creation of a website, regular posting on social media, updating of the Project booklets, and the preparation and posting of at least two articles (publications) on the Project website and/or websites/media specialising in or related to the introduction of hydrogen technologies or other alternative energies in the transport sector.
24. Develop a methodology, coordinate the submission of information by the Project Partners and prepare a draft of the following Project Evaluation Reports (in English):
 - a. Final Report “Analysis of cost-effective routes for cities moving towards sustainable transport” summarising the results of the Project Activities 1, 2 and 3.

The aim of the Report is to analyse the lessons learned from the Project on how hydrogen powered buses and trolleybuses can successfully complement the urban public transport system. The use of electric buses and hydrogen electric buses and trolleybuses on city routes, in addition to traditional transport with internal combustion engines, is an innovative concept that optimizes energy use and promotes the efficiency of the transport system. The use of such a system can have great potential to be replicated in other European cities, as many of them face problems in maintaining outdated transport infrastructure and vehicles.

The Report shall focus on the types of energy used in urban transport systems that are truly usable and promote zero emission transport. It shall be a summary of the lessons learned from the Project showing how zero emission public transport can be gradually moved towards.
 - b. Final Report: analysis and evaluation of hydrogen production, hydrogen refuelling stations and the lessons learned from the Project in the introduction of hydrogen vehicles. The study shall summarise data on the operation of hydrogen producing and refuelling stations in Arnhem, Riga and Pärnu. The data analysis methodology shall be worked out to compare the Project results with other available data on the operation of hydrogen producing and refuelling stations in other projects in Europe.
25. Form the Project communication and dissemination plan and support its implementation.
26. Assistance to the Project implementers in preparing the communication content related to the Project activities.

Basic information about the Project and the Project Status Report “H2Nodes Project Update” (in English) is attached to the Technical Specification as a presentation (*ppt*).

APPLICATION FORM ADVISED

(on the tenderer's letterhead)

**Application
For Participation in the Procurement Procedure
"On Rendering General Project Management Services for Implementation of the Project
"H2NODES" Co-financed by the European Commission"
Identification Number RS/2020/43"**

1. SUBMITTED BY

Full name of the company
Company registration number and date
Registered office
Actual address
Bank details

2. CONTACT PERSON

Name, surname	
Phone / Fax	
E-mail address	

3. APPLICATION

After having read the Procurement Regulations and its annexes, we submit a bid within the procurement procedure in accordance with the requirements of the Regulations and confirm our compliance with the requirements set out in the Procurement Regulations.

By submitting a bid, we confirm that we have read the requirements set out in the procurement documents, understand them and fully agree to all the terms, and guarantee the truthfulness and accuracy of the information and documents submitted. In case of awarding the contract, we undertake to fulfil all the conditions specified in the draft contract attached to the Procurement Regulations.

Hereby we confirm that our bid is valid for 120 days from the deadline for the submission of bids.

Please be informed that the true beneficiary of the company is _____

The Application must be accompanied by the Taxpayer Rating Certificate issued by the State Revenue Service to be prepared by the Tenderer in the Electronic Declaration System of the State Revenue Service, if the Tenderer is a company registered in Latvia¹.

Signed by the Tenderer's representative having the right of representation or authorised person

Name, surname	
Position	
Signature	

¹ Izziņa tiks izmantota iespējamā darījuma partnera izvērtēšanai saskaņā ar Noziedzīgi iegūtu līdzekļu legalizācijas un terorisma un proliferācijas finansēšanas novēršanas likumu un Valsts ieņēmumu dienesta vadlīnijām. The certificate shall be used to assess a potential transaction partner in accordance with the Law on the Prevention of Money Laundering and Terrorism and Proliferation Financing and the State Revenue Service guidelines.

Date	
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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 Number RS/2020/43

Tenderer _____

No.	Name	Price in EUR excluding VAT
1.	Proposed contract price in EUR excluding VAT for Rendering General Project Management Services for Implementation of the Project "H2NODES" Co-financed by the European Commission	
2.	The total hourly rate for the specialists involved in rendering the services in EUR excluding VAT in case of extension of the contract, which consists of:	
2.1.	Hourly cost rate for the Project Manager (Paragraph 18.2.1 of the Regulations)	
2.2.	Hourly cost rate for the Financial Specialist (Paragraph 18.2.2 of the Regulations)	
2.3.	Hourly cost rate for the Public Relations and Communications Specialist (Paragraph 18.2.3 of the Regulations)	
2.4.	Hourly cost rate for the Transport Specialist (Paragraph 18.2.4 of the Regulations)	

Name, surname, position, signature of the Tenderer's official having signature rights (or the Tenderer's authorised person)