**MARKET SURVEY APPLICATION AND PROPOSAL**

**Maintenance, repair, and delivery of spare parts for Škoda T15 tram drive motors**

Date: \_\_ \_\_\_\_\_\_ 2025

1. **SUBMITTED BY**

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| **Company name\*** |  |
| **Company registration number** |  |

*\* Hereinafter referred to as the Tenderer*

1. **CONTACT PERSON**

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| --- | --- |
| **Name, surname, position** |  |
| **Phone number** |  |
| **E-mail address** |  |

1. **MARKET SURVEY REGULATIONS**
	1. **The purpose of market survey is as follows:** the information included the application will be used for the preparation of the open procurement procedure and procurement regulations.
	2. When examining proposals, the Client is entitled to request additional information about the proposal, as well as about the experience and qualifications of the Tenderer;
	3. The criterion planned to be used for the evaluation of proposals is **lowest total price proposed, with each item of the procurement viewed separately**;
	4. It is planned that the proposal will have to be submitted **for one or both of the procurement items**;
	5. The Client is entitled not to select any proposal, or to suspend or terminate the market survey without result;
	6. The Client is entitled to reject the proposal of a Tenderer if in the past, the Tenderer, its shareholder or partner (if the Tenderer is a consortium or a general partnership), acting as a contracting party or as a shareholder or partner (if the contracting party is a consortium or a general partnership) of a contracting party, failed to fulfil a procurement contract or general agreement concluded with the Client, which resulted in the Client unilaterally terminating the procurement contract or general agreement, and less than three (3) years have elapsed between such termination and the submission of the application or proposal.
2. **MARKET SURVEY APPLICATION**
	1. The Tenderer is not subject to the grounds for exclusion as defined in Section 11.1(1, 2) of the Law on International Sanctions and National Sanctions of the Republic of Latvia.
	2. We hereby certify that the Tenderer is not subject to the provisions of **Article 5k(1) of Council Regulation (EU) 2022/576 of 8 April 2022 amending Regulation (EU) No 833/2014 concerning restrictive measures in view of Russia’s actions destabilising the situation in Ukraine, that is, the Tenderer (including the Tenderer’s subcontractors) is not:**
3. a national of Russia, or a natural individual or legal entity or body that conducts business in Russia;
4. a legal entity or body that is more than 50% owned, directly or indirectly, by an entity referred to in item (a) of this Section;
5. a natural individual or legal entity or body that acts on behalf of, or at the behest of, any entity referred to in items (a) or (b) of this Section, including situations, in which they account for more than 10% of the contract value, as well as subcontractors, suppliers, or entities whose capacity the party relies on as defined in the directives on public procurement.
	1. The scope of the market survey **is divided into two parts**. The Tenderer submits a proposal for:

[ ]  Market survey Part 1 – Škoda 15T tram drive motor maintenance and/or repairs

[ ]  Market survey Part 2 – Delivery of spare parts for Škoda T15 tram drive motor

* 1. We hereby certify that we have reviewed the Technical Specifications and consider that these:

☐ are feasible and of sufficient scope to permit the submission of a proposal;

☐ need improvement;

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| *If you have indicated that the Technical Specifications need improvement, please specify exactly what needs to be improved, or what information is unclear, thus preventing the preparation of a proposal.**Please ask your questions before submitting your proposal.* |

* 1. A Tenderer that submits a proposal for one or more procurement items must have performed maintenance of a drive motor pertinent to the scope of the market survey and/or delivered spare parts for a drive motor of an equivalent vehicle within prior three (3) years (2022, 2023, 2024, and 2025 up to the time of submission of the proposal). The information about the Tenderer’s experience that the Tenderer provides must be relevant to the part of the market survey for which the applicant is submitting its proposal.

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| **No** | **Client**  | **Brief description of service provided** | **Contract duration** |
| 1. |  |  |  |
| 2. |  |  |  |

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| *Please provide comments on whether this requirement can be met and can be included in the requirements of the procurement procedure regulations.* |

* 1. Experience in the maintenance and delivery of motor spare parts for Škoda Electric T15 trams:

[ ]  We hereby certify that the Tenderer is authorised by the manufacturer of the trams, Škoda Electric, to perform maintenance of the tram drive motor and/or to deliver the necessary drive motor spare parts;

[ ]  The Tenderer is not authorised by the manufacturer of the trams, Škoda Electric, but has experience performing tram drive motor maintenance and/or delivering spare parts for the drive motors of trams manufactured by Škoda Electric.

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| *Please provide comments on whether this requirement can be met and can be included in the requirements of the procurement procedure regulations.* |

1. **PROPOSAL**
	1. **Contents of the proposal** to be submitted as part of the market survey:
2. completed Application and Proposal form;
3. completed Technical and Financial Proposal Form for market survey Part 1 (Annex 1);

and/or

1. completed Technical and Financial Proposal Form for market survey Part 2 (Annex 2);
	1. The Tenderer’s proposal must include all costs related to the fulfilment and delivery of the order (including transport costs).
	2. **Delivery address**: the drive motor spare parts must be delivered to RP SIA Rīgas satiksme, at 5. depo, Brīvības iela 191, Riga.
	3. **Order (spare parts) delivery deadline**: \_\_\_\_\_\_\_\_\_\_ (\_\_\_\_) business days after the placement of the order.
	4. Expected duration of the contract: **two (2) years**.
	5. **Order placement**: the Client will order the goods (necessary drive motor spare parts) in partial quantities, based on necessity for these goods.

Will the Tenderer set a minimum order amount?

☐ Yes, it will;

☐ No, it will not.

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| *If you indicate that a minimum order amount will be set, please state the desired minimum order amount.* |

* 1. **Payment deadline:** thirty (30) calendar days after the day the invoice is issued.
	2. The Client may organise discussions with Tenderers in order to obtain more exhaustive information about the technical proposal submitted by the Tenderers (regarding the arrangements for the maintenance of drive motors and/or delivery of spare parts).
	3. Other conditions ensuring the validity of the proposal price.

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| *Please indicate any other conditions of the proposal that the Client must take into accountin order for the proposal to be valid at the quoted price.* |

1. **CONTACT DETAILS**

Further information will be provided on request, via the Client’s contact person: Ivars Teibis, procurement specialist at Market Research and Procurement Methodology Unit, Procurement and Contract Management Division, by sending an e-mail to: ivars.teibe@rigassatiksme.lv.

**ANNEXES:**

1. Technical and Financial Proposal Form for market survey Part 1 (Annex 1);
2. Technical and Financial Proposal Form for market survey Part 2 (Annex 2);
3. Technical Specifications Annex 1:
4. Technical Specifications Annex 2: