

Riga 21 September 2018

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***Answers to the questions from the interested supplier
in open competition "Recruitment Services",
identification number RBR 2018/15***

RB Rail AS presents the following answers to the questions received until 21 September 2018 from the interested supplier:

No	Questions	Answers
1.	With regards to Annex No 1 on the top of the page it indicates 2018. _____. _____. No. Please advise what we should put in these two areas?	Procurement commission indicates that on Annex No 1 on the top of page the Tenderer should put a date when document is prepared and document registration number (outgoing document registration no). The outgoing document registration number may not be indicated.
2.	In the same Annex No 1 regarding the Registration number of the Tenderer, am I right in saying that this is our Company Registration Number?	Procurement commission indicates that in Annex No 1, in column with name „Registration number of the Tenderer or all member of the partnerships”, the Tenderer should indicate Tenderer Company Registration Number.

<p>3. With regards to this Section of the tender Tehniskais piedāvājums/Technical proposal, am I right in saying that we have to upload supporting documentation that clearly shows our capabilities the Technical Specifications in Annex No 8? As per Clause 12. Technical Proposal below: 12. TECHNIAL PROPOSAL: 12.1.1. The Tenderer offers to deliver services in accordance with the Technical specification (Annex No 8). 12.1.2. Description of the Recruitment Services proposal shall confirm with Technical specification as detailed in the Annex No 8. I would assume that this mean that we upload any supporting documentation that outlines our capabilities as an international recruitment company, rail and metro projects we`ve worked on, company brochure, references etc? Is this correct? Or should we be uploading them here in this Section – „Citas prasibas“?</p>	<p>Procurement commission indicates that Technical Proposal for Recruitment Services shall contain description of the Technical Specification (Annex No 8). Description of the Technical proposal shall conform with Technical specification as detailed in the Annex No 8. The description should be no longer than 4 (four) pages and shall cover: 1) Recruitment process, key milestones and time line; 2) Sourcing strategies and channels; 3) Candidate assessment and interview methods; 4) Reports and cooperation with Company. Please considering that the quality of the Technical Proposal will be evaluated with criteria which is stipulated in Section 19.6.1 of the Regulations.</p>
<p>4. Please indicate what additional documentation we should be uploading in the „Citas prasibas“ section? Are you referring to documentation outlining our social responsibility, green initiatives, employee flexibility work scheme etc?</p>	<p>Procurement commission indicates that in Section „Other requirements“, the Tenderer can add documentation which confirms compliance with open competition Regulation and which is not included in previous Sections. Additionally, may be added all other documents (e.g. European single procedure document (ESPD) in accordance with Regulations (if applicable) and all information or documents at its own discretion.</p>

Procurement Commission Chairperson



L.Kalniņa