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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 answer to the questions received until 18 September 2018 from the interested supplier:

No	Questions	Answers
1.	Page 16, Clause 8.3.7.1 – Will you accept a BA Hons Degree in Business from the university of Durham as a recognized qualification? I ask as the clause only states a Degree in HRM, Organisation Psychology, Business Administration and Law. Please clarify.	Procurement commission cannot ascertain whether BA Hons Degree in Business from University of Durham the Tenderer has indicated in question meets the requirements stipulated in Regulations, as procurement commission does not provide evaluation of proposals before their submission. Evaluation of submitted proposals will be provided only after receipt of all proposals during the evaluation process.
2.	Page 19, Clause 13.6 – with us being a UK registered company, am I right in saying that we do not have to get all our documents legalized here in the UK and that we are okay to draft a statement certifying the correctness of all submitted documents?	<p>Regarding requirement stipulated in Section 13.6 of open competition Regulations: The Proposal may contain original documents or their derivatives (e.g. copies). In the Proposal or in reply to a request of the Procurement Commission the Tenderer shall submit only such original documents which have legal force. For the document to gain legal force it must be issued and formatted in accordance with the Law on Legal Force of Documents (https://likumi.lv/ta/en/id/210205-law-on-legal-force-of-documents) but public documents issued abroad shall be formatted and legalized in accordance with the requirements of the Document Legalization Law (https://likumi.lv/doc.php?id=219491). Public documents issued abroad can be self-approved by the Tenderer, if it is applicable by the legislation of the respective country. When submitting the Proposal, the Tenderer has the right to certify the correctness of all submitted documents' derivatives and translations with one certification.</p> <p>Procurement commission indicates that Public documents issued abroad can be self-approved by the Tenderer, if it is applicable by the legislation of the respective country. When submitting the Proposal, the Tenderer has the right to certify the correctness of</p>

		all submitted documents' derivatives and translations with one certification.
3.	Annex No 3 – Reference from our clients – do we need to provide actual written references from our clients or will their contact details (name, email and telephone / mobile numbers) suffice?	Regarding requirement stipulated in Section 8.3.1 of open competition Regulations: The Tenderer within the previous 5 (five) years (2013, 2014, 2015, 2016, 2017 including 2018 until the date of submission of the Proposal) had successful international experience in recruitment line level management positions and high level expert positions at least for 3 (three) projects (clients) and at least 1 (one) project must be related to infrastructure and/or transport sector (to cover required area of recruitment, experience can be combined from more than one project) (only relevant if the Tenderer submits a tender for procurement part 1)). Procurement commission indicates, that the Tenderer shall submit a description of experience where the Tenderers experience is clearly specified according to Annex No 3 „Experience of Tenderer“, respectively, fill in a table (including contact information for references) and shall add 1 (one) positive written reference from Client, which shall correspond to required qualification criteria in Section 8.3.1.
4.	With regards to Table of experience of the Tenderer on 1 page – we have recruited for several metro / rail projects globally to date and would like to showcase this in this section proposal. Are we ok to provide more than 2 examples?	Procurement commission indicates that the Tenderer can provide more than 2 (two) examples.

5.	Page 114 – Clause 1 – Service fee. What is this Service fee of EUR 48 000,00 referring to?	Procurement commission indicates that Service fee is total amount – 48 000,00 EUR (forty-eight thousand euros) of Agreement for Recruitment Services (Part No 2).
6.	Could you clarify what n+1 refers to in Annex 4 Experience of Main Contact Person (under No. 2.2)?	Procurement commission indicates that it means sequential number.
7.	<p>At the bottom of the same page there is a foot note stating the following: Separate Specialist application for every country (Latvia, Lithuania, Estonia) shall be prepared Specialist application for procurement Part 2.</p> <p>As we are only tendering for Part 2, what Specialist application for procurement Part 2 are you referring to? Please clarify.</p>	<p>Procurement commission indicates that Annex No 4 „Experience of Specialist (Main Contact Person)” is relevant for both procurement parts. The difference is in that circumstance that for procurement part No 1 is needed 3 (three) Specialists - one for each country (Latvia, Lithuania, Estonia) and for procurement part No 2 is needed 1 (one) Specialist.</p> <p>Regarding requirement stipulated in Section 8.3.7 of open competition Regulations: The Tenderer shall involve for the provision of services a Specialist (main contact person) with the following qualification (only relevant if the Tenderer submits a tender for procurement part 2).</p> <p>Procurement commission indicates that Tenderer shall involve 1 (one) Specialist for procurement part No 2 and fill in a Annex No 4 „Experience of Specialist (Main Contact Person)”, for this one particular Specialist.</p>

Procurement Commission Chairperson

L.Kalniņa