

REGULATIONS

FOR PROCUREMENT

"LEGAL SERVICES"

(IDENTIFICATION NO RBR 2019/22)



**Co-financed by the Connecting Europe
Facility of the European Union**

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1. ABBREVIATIONS AND TERMS

- 1.1 **Common procurement vocabulary (CPV)** – a nomenclature approved by the European Union, which is applied in public procurement procedures;
- 1.2 **Framework agreement** - signed agreement between Contracting authority and a Contractor to provide services defined in this agreement;
- 1.3 **Contractor** - service provider awarded the right to enter into the Framework agreement in Procurement to provide services in accordance with requirements stipulated in Regulations and Framework agreement;
- 1.4 **Procurement** - procurement "**Legal services**" (identification number: RBR 2019/22) in which all interested Suppliers are entitled to submit their Proposals;
- 1.5 **Proposal** - documentation package the Tenderer submits to participate in the Procurement;
- 1.6 **Regulations** – regulations of the Procurement "**Legal services**" (identification number: RBR 2019/22), as well as all the enclosed annexes;
- 1.7 **Procurement commission** – commission which composition has been established by the joint stock company RB Rail AS, order No 11/2019-75 dated 29 October 2019, issued by the Management Board of joint stock company RB Rail AS;
- 1.8 **Supplier** – a natural person, a law firm or a legal person, a group or association of such persons in any combination thereof, which offers to perform works, supply products or provide services accordingly;
- 1.9 **Tenderer** – a Supplier which has submitted a Proposal.

2 GENERAL INFORMATION

- 2.1 The identification number of this Procurement is RBR 2019/22.
- 2.2 The Contracting authority is joint stock company RB Rail AS, legal address: K. Valdemāra iela 8 - 7, Riga, LV-1010, Latvia (hereinafter – Contracting authority).
- 2.3 The Procurement is co-financed by the Contracting Authority and Connecting Europe Facility (CEF).
- 2.4 The value of the Framework agreement shall not exceed 510 000,00 EUR (five hundred ten thousand euros), excluding value added tax (hereinafter – **VAT**).
- 2.5 This Procurement is organised in accordance with Clause 10 (1) of the Public Procurement Law of Latvia in effect on the date of publishing the notice about social and other specific services.
- 2.6 Procurement documentation is published using E-Tenders system which is subsystem of the Electronic Procurement System (<https://www.eis.gov.lv/EKEIS/Supplier>).
- 2.7 The Regulations is freely available in Contracting authority's profile in the E-Tenders system at webpage <https://www.eis.gov.lv/EKEIS/Supplier/Organizer/3001> and the webpage of the Contracting authority <http://railbaltica.org/tenders/>.
- 2.8 Amendments to the Regulations and answers to Suppliers' questions shall be published on the E-Tenders system's webpage <https://www.eis.gov.lv/EKEIS/Supplier> and the Contracting authority's webpage <http://railbaltica.org/tenders/>. It is the Supplier's responsibility to constantly follow the information published on the webpages and to take it into consideration in preparation of its Proposal. Contact persons of the Contracting authority for this Procurement:
 - a) In administrative aspects of the Procurement: Procurement Specialist-Lawyer Natalja Vjatkina, telephone: +371 29817419, e-mail address: natalja.vjatkina@railbaltica.org.
 - b) In aspects concerning subject-matter: Senior Lawyer Baiba Zauere, telephone: +371 2203303, e-mail address: baiba.zauere@railbaltica.org.

- 2.9 The Procurement commission and the Supplier exchange information in writing in English or Latvian (accompanied by a translation in English), by sending documents electronically via e-mail specified in Clause 2.8 (a) and (b) of the Regulations or using E-Tenders system.
- 2.10 If the Supplier does not have access to the E-Tenders system, the Supplier shall follow the guidance for obtaining access to the system available on the Contracting authority's website at <http://www.railbaltica.org/procurement/e-procurement-system/>.
- 2.11 The Supplier can request additional information regarding the Regulations. Additional information can be requested in writing via the E-Tendering system or (only if the Supplier does not yet have access to the system) by sending it to the Procurement commission electronically via e-mail (see Section 2.10 of the Regulations). Additional information must be requested in a timely fashion, so that the Procurement commission can give it a reply no later than 6 (six) days prior to the deadline for Proposal submission.
- 2.12 The Supplier covers all expenses, which are related to the preparation of the Proposal and its submission to the Contracting authority. The submitted proposals are not returned to the Tenderer, unless specifically envisaged in the Regulations.

3 THE RIGHTS OF THE PROCUREMENT COMMISSION

- 3.1 The Procurement commission has the right to demand at any stage of the Procurement that the Tenderer submits all or part of the documents which certify Tenderer's compliance to the requirements for the selection of tenderers. The Procurement commission does not demand documents or information which is already at its disposal or is available in public data bases.
- 3.2 If the Tenderer submits document derivatives (e.g. copies), then in case of doubt about the authenticity of the submitted document derivation the Procurement commission can demand that the Tenderer shows the original documents.
- 3.3 In the course of proposal assessment, the Procurement commission has the right to demand that the included information is clarified.

4 THE OBLIGATIONS OF THE PROCUREMENT COMMISSION

- 4.1 The Procurement commission ensures the minuting the Procurement process.
- 4.2 The Procurement commission ensures free and direct electronic access to the Procurement documents in Contracting authority's profile at the E-Tenders system's webpage <https://www.eis.gov.lv/EKEIS/Supplier/Organizer/3001> and at the Internet webpage of the Joint-Stock Company RB Rail AS <http://railbaltica.org/tenders/>.
- 4.3 If an interested Supplier has in a timely fashion in writing electronically requested additional information about the requirements included in Procurement documents regarding the preparation and submission of the Proposal or regarding the selection of Tenderers, Technical specification, the Procurement commission provides a response electronically not later than 6 (six) days before the deadline for submitting proposals. Simultaneously with sending this information to the Supplier who had asked the question, the Contracting authority publishes this information in Contracting authority's profile on the E-Tenders system's webpage <https://www.eis.gov.lv/EKEIS/Supplier/Organizer/3001> and on its webpage <http://railbaltica.org/tenders/> where Procurement's documents are available, indicating the question asked.
- 4.4 If the Contracting authority has amended the Procurement documents, it publishes this information in Contracting authority's profile on the E-Tenders system's webpage <https://www.eis.gov.lv/EKEIS/Supplier/Organizer/3001> and on its Internet webpage <http://www.railbaltica.org/tenders/>, where Procurement documents are available and submits notification regarding the amendments to Procurement Monitoring Bureau.
- 4.5 The exchange and storage of information is carried out in such a way that all data included in the Proposals is protected and the Contracting authority can check the content of the Proposals only after the expiration of the deadline for their submission. In time between the day of the submission of Proposals till the moment of opening thereof the Contracting authority does not disclose information regarding the existence of other Proposals. In the time period of Proposal assessment till the moment

of the announcement of the results the Contracting authority does not disclose information regarding the assessment process.

- 4.6 The Procurement commission assesses the Tenderers and their submitted Proposals based on the Public Procurement Law of Latvia, Regulations, as well as other regulatory enactments.
- 4.7 If the Procurement commission determines that the information about the Tenderer, its subcontractors and persons upon whose capabilities the Tenderer is relying that is included in the submitted documents is unclear or incomplete, it demands that the Tenderer or a competent institution clarifies or expands the information included in the Proposal. The deadline for submission of the necessary information is determined in proportion to the time which is required in order to prepare and submit such information. If the Procurement commission has demanded to clarify or expand upon the submitted documents, but the Tenderer has not done this in accordance with the requirements stipulated by the Procurement commission, the Procurement commission is under no obligation to repeatedly demand that the information included in these documents be clarified or expanded upon.

5 THE RIGHTS OF THE TENDERER

- 5.1 The Tenderer has the right to submit Tenderer's Electronic Procurement System registration documents (if the Tenderer is not registered in Electronic Procurement System) in State Regional Development Agency (please see information here: <http://www.railbaltica.org/procurement/e-procurement-system/>).
- 5.2 The Tenderer can request and within 3 (three) business days after submitting the request receive a copy of the Proposal opening sheet, which is an Annex to the Proposal opening meeting minutes.
- 5.3 If a Tenderer believes that its rights have been violated or such violation is possible due to possible violation of the regulatory enactments of the European Union or other regulatory enactments, the Tenderer has the right to submit a complaint to the Procurement Monitoring Bureau according to the procedure stipulated in the Latvian Public Procurement Law regarding the Tenderer selection requirements, technical specifications or other requirements relating to this Procurement, or relating to the activities by the Contracting authority or the Procurement commission during the Procurement process.

6 SUBJECT-MATTER OF THE PROCUREMENT

- 6.1 The subject-matter of the Procurement is provision of the legal services (hereinafter-Services) for RB Rail AS in accordance with Section 2 of the Terms of Reference (Annex 3). Through Procurement the Contracting authority intends to establish a list of experienced legal advisors (law firms or legal persons) (hereinafter – **Panel law firms**) having required qualification and experience in particular Service lines (as defined in Section 2 of Terms of Reference (Annex 3)) (hereinafter – **Service lines**) who could be called on-demand basis to provide independent professional legal services on various legal matters in Estonia, Latvia and Lithuania throughout the implementation of Rail Baltica project.
- 6.2 The applicable CPV code is 79100000-5 (Legal services).
- 6.3 The delivery of the Services will take place in Latvia.
- 6.4 Period of provision of Services: 24 (months) after commencement date.
- 6.5 The subject-matter is not divided into parts. The Tenderer shall submit proposal for the entire volume of the Procurement. Rights to conclude Framework agreement will be awarded up to three (3) Tenderers with the most economically advantageous proposals selected according to Section 21 of Regulations.
- 6.6 The Tenderer is not permitted to submit variants of the Proposal. If variants of the Proposal shall be submitted, the Proposal will not be reviewed.

7 TENDERER

- 7.1 The Proposal can be submitted by:

- 7.1.1 A Supplier, who is a law firm, legal person, or natural person (hereinafter – Tenderer) and who complies with the selection criteria for tenderers;
- 7.1.2 A group of suppliers (hereinafter also – Tenderer, partnership) which complies with the selection criteria for tenderers:
- 7.1.2.1 A group of suppliers who have formed a partnership for this particular Procurement. In this case all the members of the partnership shall be listed in Annex 1 "Application". If it will be decided to award the rights enter into Framework agreement to such partnership, then prior to entering into Framework agreement the partnership shall at its discretion either enter into a partnership agreement (within the meaning of Latvian Civil Law Sections 2241-2280) and shall submit one copy of this agreement to the Contracting authority or establish a general or limited partnership (within the meaning of Latvian Commercial Law, Chapter IX and X) and notify the Contracting authority in writing.
- 7.1.2.2 An established and registered partnership (a general partnership or a limited partnership, within the meaning of Latvian Commercial Law, Chapter IX and X) (hereinafter also – Tenderer) which complies with the selection criteria for tenderers.

8 SELECTION CRITERIA FOR TENDERERS

8.1 Legal standing and suitability to pursue the professional activity

No	Requirement	Documents to be submitted
8.1.1.	The Tenderer, all members of the partnership (if the Tenderer is a partnership), a person on whose abilities a Tenderer relies, a subcontractor whose share of work is equal to or exceeds 10% of the contract value, must be registered, licensed or certified in accordance with its country of residence, if the legislation of the respective country requires registration of natural or legal persons.	<ul style="list-style-type: none"> - For a Tenderer, a member of a partnership, a person on whose abilities a Tenderer relies, a subcontractor, whose share of work is equal to or exceeds 10% of the contract value, which is a legal person registered in Latvia the Contracting authority shall verify the information itself in publicly available databases. - For a Tenderer, a member of a partnership, a person on whose abilities a Tenderer relies, a subcontractor, whose share of work is equal to or exceeds 10% of the contract value, which is a legal person registered abroad (with its permanent place of residence abroad) – a copy of a valid registration certificate or a similar document issued by a foreign authority in charge of the registration of legal persons in the country of their residence where from at least the fact of registration, shareholders, officials and procura holders (if any) can be determined. - For a Tenderer which is a natural person (or a member of a partnership) or a person on whose abilities a Tenderer relies, or a subcontractor, whose share of work is equal to or exceeds 10% of the contract value– a copy of an identification card or passport. - If a proposal is submitted by a partnership, the Proposal shall include an agreement or letter of intention (LOI) to enter into an agreement signed by all members of the partnership. The agreement and/or LOI shall list responsibilities of each and every partnership member and a joint commitment

No	Requirement	Documents to be submitted
		<p>to fulfil the Framework agreement. The partnership members in the agreement and /or LOI shall nominate a member, who is authorised on behalf of the partnership to sign the proposal and related documents, as well as receive and issue orders, and who shall issue invoices and receive disbursement.</p> <ul style="list-style-type: none"> - If the Proposal or any other document, including any agreement, is not signed by the legal representative of the Tenderer, members of the partnership, person on whose capabilities the Tenderer relies or sub-contractors, whose share of work is equal to or exceeds 10% of the contract value, then a document certifying the rights of the persons who have signed the Proposal or any other documents, to represent the Tenderer, a member of the partnership, a person on whose capabilities the Tenderer is relying, or a sub-contractor, whose share of work is equal to or exceeds 10% of the contract value, (powers of attorney, authorization agreements etc.) must be included.
8.1.2.	<p>The representative of the Tenderer, a member of a partnership, a person on whose abilities a Tenderer relies, a subcontractor whose share of work is equal to or exceeds 10% of the contract value, who has signed documents contained in the proposal, has the right of signature, i.e., it is an official having the right of signature or a person authorized by the Tenderer or a member of a partnership, or a person on whose abilities a Tenderer relies, or a subcontractor whose share of work is equal to or exceeds 10% of the contract value.</p>	<ul style="list-style-type: none"> - A document confirming the right of signature (representation) of the representative of the Tenderer, or a member of a partnership, or a person on whose abilities a Tenderer relies, or subcontractor, whose share of work is equal to or exceeds 10% of the contract value, who signs the proposal. For a Tenderer which is a legal person (or a member of a partnership), a person on whose abilities a Tenderer relies, or sub-contractor, whose share of work is equal to or exceeds 10% of the contract value, registered in Latvia the Contracting authority shall verify the information itself in publicly available databases. - If the Proposal or any other document, including any agreement, is not signed by the legal representative of the Tenderer, members of the partnership, person on whose capabilities the Tenderer relies or sub-contractors, whose share of work is equal to or exceeds 10% of the contract value, then a document certifying the rights of the persons who have signed the Proposal or any other documents, to represent the Tenderer, a member of the partnership, a person on whose capabilities the Tenderer is relying, or a sub-contractor, whose share of work is equal to or exceeds 10% of the contract value, (powers of attorney, authorization agreements etc.) must be included. - If the Tenderer, or a member of a partnership, or a person on whose abilities a Tenderer relies, sub-contractor, whose share of work is equal to or exceeds 10% of the contract value, submits a power of attorney (original or a copy certified by

No	Requirement	Documents to be submitted
		the Tenderer) there shall be additionally submitted documents confirming that the issuer of the power of attorney has the right of signature (representation) of the Tenderer.

8.2 Economic and financial standing

No	Requirement	Documents to be submitted
8.2.1.	<p>The Tenderer's or all members of the partnership together (if the Tenderer is a partnership and confirms the average financial turnover jointly), average annual financial turnover within last 3 (three) years (2016, 2017, 2018) is not less than 700 000,00 EUR (seven hundred thousand euros) excluding VAT per year.</p> <p>In the event the yearly average annual financial turnover of a limited liability member of a limited partnership (within the meaning of Latvian Commercial Law, Chapter X) exceeds its investment in the limited partnership, the average annual financial turnover shall be recognised in the amount of the investment in the limited partnership.</p> <p>In the event the Tenderer or a member of a partnership (if the Tenderer is a partnership) has operated in the market for less than 3 (three) years, the requirement shall be met during the Tenderer's actual operation period.</p>	<ul style="list-style-type: none"> - Audited or self-approved yearly reports for fiscal years 2016, 2017, 2018 or other document indicating the turnover of the Tenderer. - For a limited partnership (within the meaning of Latvian Commercial Law, Chapter X) an additional document evidencing the amount of the investment by the limited liability partner (the partnership agreement or a document with a similarly binding legal effect). - For law firms (within the meaning of Advocacy Law of the Republic of Latvia Section 116) profit-loss statement for fiscal years 2016, 2017, 2018.
8.2.2.	<p>The Tenderer or at least one member of the partnership (if the Tenderer is a partnership), or a person on whose abilities a Tenderer relies shall have a valid professional risk indemnity insurance with limit of liability in the amount of at least 1 000 000,00 EUR (one million euro) for any insurance claim and in the aggregate for the policy period.</p>	<ul style="list-style-type: none"> - a copy of a valid professional indemnity insurance policy

8.3 Technical and professional ability (Team of key experts)

No	Requirement	Documents to be submitted
8.3.1.	<p>The Tenderer should propose a team consisting of all key experts as stated in Section 3.1 of the Terms of Reference (Annex No 3). The Tenderer is allowed to propose separate expert for each country (Latvia, Lithuania and Estonia) under the same Service line. Tenderer has a right to offer the same expert for several Service lines. Every proposed expert has to meet minimal qualification requirements of particular Service line, where he/she is</p>	<ul style="list-style-type: none"> - information about each expert for each Service line, filled in and signed Expert's application (Annex No 2). - In case one expert is proposed as an expert for more than one Service line, then separate Expert's application (Annex No 2) with complete set of required documents including requested information for each Service line shall be filled and submitted for such expert. - The Procurement commission shall be entitled to request the Tenderer to submit written

No	Requirement	Documents to be submitted
	proposed as stated in Section 3.1 of the Terms of Reference (Annex No 3).	references in order to verify the correctness of information provided by the Tenderer set out in the form.
8.3.2.	Every expert is expected to have a very good English language skills (at least C1 Level – based on Common European Framework of Reference for Languages ¹) in communication, presentation, negotiation and report writing.	- self-declared information about each experts' language skills filled in (Annex No 2) and signed by the relevant expert.
8.3.3.	All experts should have a Master's degree (or equivalent) in law or lawyer's qualification.	- Filled in and signed Expert's application (Annex No 2). - A copy of a diploma proving relevant level of education.
8.3.4.	All experts should have 3 years work experience as Senior lawyer within the period of last 5 years (from 2014 until the submission date of the proposals). Senior lawyer is a lawyer who: - as employee or self-employed person provides his/her services to the law firm or a company in the role of middle or senior manager (for example, a senior lawyer or a manager) or - he/she is holding a management position at state or municipal authority (for example, a head of a unit or department) or - he/she has the rights to pass autonomous decisions or - he/she is in charge of one or several employees or - he/she has right to delegate the tasks to other people or subordinates and to monitor how tasks are performed.	- Filled in and signed Expert's application (Annex No 2).

8.4 Information, provided in the Proposal to prove the compliance with above-mentioned requirements for Economic and financial standing (Section 8.2), Technical and professional ability (Section 8.3) shall be clear and understandable without any additional analysis or external proof of the submitted information. The Contracting authority shall not be obliged to use additional sources of information in order to make a decision regarding Tenderer's compliance with the qualification requirements. The Tenderer shall remain fully responsible for the provision of sufficiently detailed information in the Proposal required to confirm clearly the compliance with qualification requirements set in the Regulation.

8.5 Notices and other documents, except diploma providing relevant level of education, fact of registration supporting documents, copies of ID cards, passports, marriage certificates or documents certifying economic standing of the Tenderer which are issued by Latvian competent institutions, are accepted and recognized by the Procurement commission, if they are issued no earlier than 1 (one) month prior to the date of its submission. Notices and other documents, except diploma providing relevant level of

¹ see <http://europass.cedefop.europa.eu/resources/european-language-levels-cefr>

education, fact of registration supporting documents, copies of ID cards, passports, marriage certificates or documents certifying economic standing of the Tenderer, which are issued by foreign competent institutions, are accepted and recognized by the Procurement commission, if they are issued no earlier than 6 (six) month prior to the date of its submission.

- 8.6 The Tenderer, in order to certify that it complies with the selection criteria for Tenderers, may submit the European single Procurement document (ESPD) as initial proof. This document must be submitted for each person upon whose capabilities the Tenderer relies, and for each of their indicated subcontractors, the share of whose work is equal to or exceeds 10 % (ten per cent) of the value of the Framework agreement, but if the Tenderer is a partnership – for each member thereof. In order to fill in the European single procedure document the Tenderer uses the "ESPD.xml" file at the Internet webpage espd.eis.gov.lv

9 RELIANCE ON THE CAPABILITIES OF OTHER PERSONS

- 9.1 For the fulfilment of the specific contract, in order to comply with the selection requirements for the Tenderers relating to the economic and financial standing and technical and professional ability (including regarding the team of key experts), the Tenderer may rely upon the capabilities of other persons, regardless of the legal nature of their mutual relationship. In this case:
- 9.2 The Tenderer indicates in the Proposal all persons upon whose capabilities it relies by filling in the table which is attached as Annex No 1 and proves to the Contracting authority that the Tenderer shall have available all the necessary resources for the fulfilment of the contracts under the Framework agreement, by submitting a signed confirmation or agreement on cooperation and/or passing of resources to the Tenderer between such persons and the Tenderer. The confirmations and agreements on cooperation and passing of resources can be replaced by the Tenderer with any other type of documents with which the Tenderer is able to prove that the necessary resources will be available to the Tenderer and will be used during the term of fulfilment of the contracts under the Framework agreement.
- 9.3 Documents on cooperation and passing of resources have to be sufficient to prove to the Contracting authority that the Tenderer will have the ability to fulfil the contracts under the Framework agreement, as well as that during the validity of the Framework agreement the Tenderer will in fact use the resources of such person upon whose capabilities the Tenderer relies.
- 9.4 The Contracting authority shall require joint and several liability for the execution of the Contract between the:
- 9.4.1 Tenderer and a person on whose capabilities the Tenderer is relying to certify it's financial and economic performance and who will be financially and economically responsible for fulfilment of the procurement contract;
- 9.4.2 each member of the partnership (if the Tenderer is a partnership) on whose capabilities partnership is relying and who will be financially and economically responsible for fulfilment of the procurement contract.

10 SUBCONTRACTING

- 10.1 The Tenderer shall indicate in the Proposal all subcontractors of the Tenderer and indicate the experts involved by each such subcontractor or person on which capability it relies by filling in the table which is attached as Annex No 1.

11 FINANCIAL PROPOSAL

- 11.1 The Financial proposal shall be submitted as part of Annex No 1:
- 11.1.1. Tenderer shall specify one blended hourly rate as remuneration for provided services on all Service lines.
- 11.1.2. The proposed blended hourly rate shall be set in euro without VAT.

- 11.2 The proposed blended hourly rate is to be calculated and indicated with an accuracy of 2 (two) decimal places after comma. If more than 2 (two) decimal places after comma are indicated, then only the first two decimal places will be taken into account.
- 11.3 The proposed blended hourly rate shall include all taxes, fees and payments, and all costs related to the fulfilment of the specific work that can be reasonably estimated, except VAT, including but not limited to:
 - 11.3.1 visits to the Contracting authority (cost of business trips, time of consultants and daily allowance) (except costs to be reimbursed as specified in Section 4 of the Terms of Reference (Annex No 3)),
 - 11.3.2 field research,
 - 11.3.3 purchase of external materials and researches,
 - 11.3.4 purchase of external experts if applicable.
- 11.4 the prices are fixed for all the term of the fulfilment of the Framework agreement and are not recalculated, except in cases stipulated in the Framework agreement (if any).

12 TECHNICAL PROPOSAL

- 12.1 Tenderers shall submit the analysis of the case study and the proposal for effectiveness of legal service provisions to the Contracting authority in accordance with Terms of Reference (Annex No 3).

13 CONTENTS AND FORM OF THE PROPOSAL

- 13.1 Proposal must be submitted electronically in E-Tenders subsystem of the Electronic Procurement System in accordance with the following options for the Tenderer:
 - 13.1.1 by using the available tools of E-Tender subsystem, filling the attached forms of the E-Tender subsystem for Procurement procedure;
 - 13.1.2 by preparing and filling the necessary electronic documents outside the E-Tenders subsystem and attaching them to relevant requirements (in this situation the Tenderer takes responsibility for the correctness and compliance of the forms to requirements of documentation and form samples);
 - 13.1.3 by encrypting electronically prepared Proposal outside subsystem of E-Tenders with data protection tools provided by third parties, and protection with electronic key and password (in this situation, the Tenderer takes responsibility for the correctness and compliance of the forms to requirements of documentation and form samples as well as ensuring capability to open and read the document by the Contracting authority);
- 13.2 During preparation of the Proposal, the Tenderer shall respect the following requirements:
 - 13.2.1 Each document mentioned in Section 13.3 of the Regulations must be filled separately, each in a separate electronic document in line with forms attached to procurement process of E-Tenders subsystem in a Microsoft Office 2010 (or later) format and attached to the designated part of the Procurement;
 - 13.2.2 Upon submission, the Tenderer signs the Proposal with secure electronic signature and time-seal or with electronic signature provided by Electronic Procurement System. The Tenderer can use secure electronic signature and time-seal and sign Application form, Financial proposal and other documents separately. Proposal (its parts, if signed separately) are signed by authorized person, including authorization document (e.g. power of attorney).
- 13.3 Documents to be included in the Proposal:
 - 13.3.1 Application (including financial proposal) in accordance with Annex No 1.
 - 13.3.2 Information and documents confirming compliance of the Tenderer with the selection criteria for the Tenderers (Section 8), or the corresponding European single Procurement documents.
 - 13.3.3 Information and documents relating to entities on whose capabilities the Tenderer is relying (Section 9), or the corresponding European single Procurement documents.

- 13.3.4 Information and documents relating to subcontractors (Section 10) and/or or the corresponding European single Procurement documents.
- 13.3.5 Technical proposal prepared in accordance with Section 12.
- 13.4 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. In order for the document to gain legal force it has to be issued and formatted in accordance with the Latvian 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 Latvian Document Legalization Law (<https://likumi.lv/ta/id/301436-dokumentu-izstradasanas-un-noformesanas-kartiba>). 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.
- 13.5 The Proposal must be signed by a person who is legally representing the Tenderer or is authorized to represent the Tenderer in this Procurement procedure.
- 13.6 The Tenderer shall prepare Proposal in electronic form using the E-Tenders system available at <https://www.eis.gov.lv/EKEIS/Supplier>.
- 13.7 The Proposal must be submitted in a written form in English or Latvian (if submitted in Latvian, translation in English of the Proposal must be provided together with the Proposal). Upon request by the Procurement commission the Tenderer shall provide a translation in Latvian within the deadline requested by the Procurement commission.

14 ENCRYPTION OF THE PROPOSAL INFORMATION

- 14.1 E-Tender system which is a subsystem of the Electronic Procurement System ensures first level encryption of the information provided in the Proposal documents.
- 14.2 If the Tenderer applied additional encryption to the information in the Proposal (according to Section 13.1.3 of the Regulations), Tender must provide the Procurement commission with the electronic key with the password to unlock the information not later than in 15 (fifteen) minutes after the deadline of the Proposal submission.

15 SUBMISSION OF A PROPOSAL

- 15.1 The Proposal (documents referred to in the Section 13.3 of the Regulations) shall be submitted electronically using the E-Tenders system available at <https://www.eis.gov.lv/EKEIS/Supplier> by:

26 November 2019 till 15:00 o'clock.

- 15.2 The Tenderer may recall or amend its submitted Proposal before the expiry of the deadline for the submission of Proposals by using the E-Tenders system.
- 15.3 Only Proposals submitted via the E-Tenders system will be accepted and evaluated for participation in the procurement procedure. Any Proposal submitted outside the E-Tenders system will be declared as submitted in a non-compliant manner and will not participate in the Procurement procedure.

16 OPENING OF PROPOSALS

- 16.1 The Proposals will be opened in the E-Tenders system **26 November 2019** starting at 15:00 (Time Zone EEST (Eastern European Winter Time), Riga (Latvia)) during the opening session. It is possible to follow the opening of submitted Proposals online in the E-Tenders system.
- 16.2 The Proposals are opened by using the tools offered by E-Tenders system. The proposed prices and other information that characterizes the Proposal (excluding confidential information) shall be published in the E-Tenders system.

- 16.3 The information regarding the Tenderer, the time of Proposal submission, the proposed price and other information that characterizes the Proposal is generated at the opening of the Proposals by E-Tenders system and written down in the Proposal opening sheet which shall be published in E-Tenders system and Contracting authority's webpage.

17 VERIFICATION OF PROPOSAL

- 17.1 Procurement Commission verifies whether the submitted Proposals comply with the requirements stipulated in in The Regulation (including Section 13, but not only) and whether all required information and documents is submitted and selects for further evaluation the compliant Proposals.

18 SELECTION OF THE TENDERERS

- 17.2 Procurement Commission verifies whether the Tenderers comply with the selection criteria stipulated in Section 8 and selects conformable Tenderers.

19 VERIFICATION OF TECHNICAL PROPOSAL

- 19.1 The Procurement commission verifies whether the submitted Technical proposals comply with the requirements stipulated in Terms of Reference (Annex No 3) and selects for further evaluation the compliant Technical proposals.

20 VERIFICATION OF FINANCIAL PROPOSALS

- 20.1 The Procurement commission verifies whether Tenderers have completed Annex No 1 "Application" in accordance with the requirements.
- 20.2 The Procurement commission verifies whether there are any arithmetical errors, whether an abnormally low Proposal has been received, as well as assesses and compares the blended rates proposed.
- 20.3 The Procurement commission informs the Tenderer whose mathematical errors have been corrected about the correction of mathematical errors and the corrected financial proposal.
- 20.4 When evaluating the financial proposal, the Procurement commission takes corrections into account.
- 20.5 The Procurement commission has the right to demand that the Tenderer explains the calculation upon which the financial proposal is based and other related aspects in order to ascertain the objectivity of the financial proposal and whether an abnormally low Proposal has been submitted.
- 20.6 The Procurement commission further evaluates the compliant Proposals which have not been declared as abnormally low proposals.

21 FRAMEWORK AGREEMENT AWARD CRITERIA

- 21.1 The Proposal selection criterion is the most economically advantageous proposal, according to the evaluation methodology described in this Section below.
- 21.2 The economically most advantageous proposal shall be the Proposal which will receive the highest sum of scores for the following criteria:

Evaluation criteria:		Maximum points:
21.2.1	Financial proposal , which will be evaluated in accordance with Section 21.7	40
21.2.2	Quality of the Technical proposal , which will be evaluated in accordance with Section 21.8 and 21.9:	19
	a) <i>Effectiveness of legal service provisions to the Contracting authority</i>	10
	b) <i>Case study</i>	9

21.2.3	Quality of the proposed team of experts (experts' experience) above minimum qualification, which will be evaluated in accordance with Section 21.10	41
	Total	100

21.3 The procedure described below is applied for the Proposals of those Tenderers who have been acknowledged eligible during the Tenderers' selection and whose all experts included in the Proposals have been acknowledged as meeting minimal qualification requirements defined for corresponding Service line experts applying for, and blended hourly rate of proposal has not been acknowledged as abnormally low.

21.4 Every expert shall be evaluated based on his/her experience. For every particular Service line separate evaluation shall be implemented by carrying out experience evaluation.

21.5 The Procurement commission shall sum up the points obtained by each Tenderer and the Framework agreement shall be awarded up to the 3 (three) Tenderers whose Proposal obtains the highest score.

21.6 In case several Tenderers will obtain equal number of points, the Procurement commission shall award the right to conclude the Framework agreement to the Tenderer which will obtain higher score for its technical proposal. If also this score will be equal, then the Procurement commission will invite representatives of those particular Tenderers and organize a draw. In situation, when representatives of Tenderers chose to not be present at the draw, Procurement commission will carry out the draw without representatives of Tenderers present.

21.7 Evaluation of the Financial proposal

21.7.1 The Procurement commission shall award the maximum available points for the Financial proposal to the Financial proposal with the lowest proposed **hourly rate**.

21.7.2 Other Financial proposals shall receive score in accordance with the following formula:

$$\text{points} = \frac{\text{lowest proposed hourly rate from the compliant proposals}}{\text{Tenderer's proposed hourly rate}} \times 40$$

21.8 Evaluation of the quality of the Technical proposal

21.8.1 **Quality of the proposals for effectiveness of legal service provisions to the Contracting authority** (hereinafter – Proposal for effectiveness) will be evaluated by comparing the proposals for effectiveness of legal service provisions according to the following criteria:

Level No	Criteria	Points
1	Outstanding level of detail The content of the Proposal for effectiveness conforms with the Technical Specification, highly detailed, well-structured and extended description of methods of improvement of effectiveness of the Contracting authority's work, the description of proposed methods of effectiveness offers several types (>3) of efficiency improvements, which has been clearly and comprehensively described, the Tenderer has proved his previous experience by clearly and detailed description of his previous experience in improving all above mentioned methods of effectiveness.	10
2	High level of detail The content of the Proposal for effectiveness conforms with the Technical Specification, highly detailed, well-structured and extended description of methods of effectiveness has been provided, the description of proposed methods of effectiveness offers some types (1 - 3) of efficiency improvements, which has been clearly and comprehensively described, the Tenderer has proved his previous experience by clearly and detailed description of his his previous experience by clearly and detailed description of his previous experience in improving all above mentioned methods of effectiveness.	5

Level No	Criteria	Points
3	Low level of details The content of the Proposal for effectiveness conforms with the Technical Specification, but low detailed and/or not well structured methods of effectiveness, only basic description of methods of effectiveness is provided, the description of proposed methods of effectiveness offers 1 – 3 types of efficiency improvements and which has not been clearly and comprehensively described, the Tenderer has proved his previous experience in improving some of above mentioned methods of effectiveness.	2

21.8.1.1 If at least one of conditions mentioned under description of criterium No 1 listed above is not met, Procurement commission shall evaluate and score the Proposal according to the methodology (description) of next (lower) level continuing till the level No 3. If the proposal doesn't meet all conditions under the level No 3, proposal doesn't receive any additional points under sub - criterium "Quality of the proposals for effectiveness of legal service provisions to the Contracting authority".

21.8.1.2 The Procurement commission shall obtain the final score for each Technical proposal in this criterion by summing up all points obtained by the particular Technical proposal in this criterion and dividing the sum with the number of members of the Procurement commission which participated in the evaluation of the Technical proposals. The result shall be used as the points for the particular Technical proposal for the purposes of Section 21.5.

21.8.2 **Quality of the performance of the case study will be evaluated by comparing the case study analysis according to the following criteria:**

Level No	Criteria	Points
1	Outstanding level of detail The Tenderer has offered well structured and detailed solutions, the solutions are based on corresponding legal acts and case law.	9
2	High level of detail The Tenderer has offered well-structured and detailed solutions, the solutions are based on corresponding legal acts.	5
3	Low level of details The Tenderer has provided structured, but not sufficiently detailed solutions, the solutions are based on some corresponding legal acts and/or case law, and/or it exceeds required length.	2

21.8.2.1 If at least one of conditions mentioned under description of criterium No 1 listed above is not met, Procurement commission shall evaluate and score the Proposal according to the methodology (description) of next (lower) level continuing till the level No 3. . If the proposal doesn't meet all conditions under the level No 3, proposal doesn't receive any additional points under sub - criterium "Case study".

21.8.2.2 The Procurement commission shall obtain the final score for each case study analysis in this criterion by summing up all points obtained by the particular case study analysis in this criterion and dividing the sum with the number of members of the Procurement commission which participated in the evaluation of the case study analysis. The result shall be used as the points for the particular case study analysis for the purposes of Section 21.5.

21.9 **Evaluation of the quality of the proposed team of experts**

21.9.1 Only the following experience, which exceeds the minimum experience which is requested in Section 8.3 and Section 3.1 of the Terms of Reference (Annex No 3), shall be awarded with points according to the following sub-criteria and methodology:

Criteria	Points
a) For expert's experience in every additional completed project satisfying the minimal qualification requirements set in a column "Project experience" for a corresponding Service line as stated in the Table of Section 3.1. of the Terms of Reference (Annex No 3).	1
b) Maximum Experience score Tenderer in one service line per country can receive	2
c) Maximum Experience score Tenderer in one service line can receive	6
<u>Additional points:</u>	
d) If at least one " Construction, Real Estate and Environmental law expert " has completed "Construction, Real estate and Environmental" project set in a column "Project experience" for a corresponding Service line as stated in the Table of Section 3.1. of the Terms of Reference (Annex No 3) which involved FIDIC standards.	3
e) if at least one expert has an Arbitration expert experience as described in Section 3.2. of the Terms of Reference (Annex No 3).	2
f) Maximum Experience score all experts from one proposal can receive	41

21.9.2 All information regarding experience of the experts shall be evaluated and scores shall be given based on their qualification and experience in particular Service line expert applied;

21.9.3 The Procurement commission shall obtain the final score for each Technical proposal in this criterion by summing up all points obtained by the particular Technical proposal in this criterion and dividing the sum with the number of members of the Procurement commission which participated in the evaluation of the Technical proposals. The result shall be used as the points for the particular Technical proposal for the purposes of Section.

22 TENDERER CHECK PRIOR TO MAKING THE DECISION REGARDING THE CONCLUSION OF THE FRAMEWORK AGREEMENT

22.1 Prior to making the decision about assigning rights to conclude the Framework agreement, the Procurement commission performs a check regarding the existence of grounds of exclusion according with Section 11.¹ of the Law on International Sanctions and National Sanctions of the Republic of Latvia. The Tenderer should provide all the necessary information (documents) upon the Procurement Commission request regarding check of exclusion grounds mentioned above.

23 DECISION MAKING, ANNOUNCEMENT OF RESULTS AND ENTERING INTO A FRAMEWORK AGREEMENT

23.1 The Procurement commission selects the Tenderers in accordance with the set selection criteria for Tenderers, verifies the compliance of the Proposals with the requirements stipulated in the Regulation and chooses the Proposal in accordance with the Framework agreement award criteria as described in Section 21. Up to the 3 (three) Tenderers whose Proposals shall receive the best score shall be selected.

23.2 Within 3 (three) business days from the date of decision about the Procurement results the Procurement commission informs all the Tenderers about the decision made by sending the information by post or electronically (including through the E-Tenders system) and keeping the evidence of the date and means of sending the information. The Procurement commission announces the name of the chosen Tenderer/-s, indicating:

23.2.1 to the refused Tenderer the reasons for refusing its Proposal;

23.2.2 to the Tenderer who has submitted an eligible Proposal, the characterization of the chosen proposal/s and the relative advantages;

- 23.2.3 the deadline by which the Tenderer may submit a complaint to the Procurement Monitoring Bureau regarding violations of the public Procurement procedure.
- 23.3 If the public Procurement procedure is terminated, the Procurement commission within 3 (three) business days simultaneously informs all Tenderers about all the reasons because of which the Procurement procedure is terminated, and informs about the deadline within which a Tenderer may submit an application regarding the violations of the public Procurement procedure to the Procurement Monitoring Bureau.
- 23.4 The Procurement commission, when informing of the results, has the right not to disclose specific information, if it may infringe upon public interests or if the Tenderer's legal commercial interests or the conditions of competition would be violated.
- 23.5 The selected Tenderer upon receiving the notification about the Procurement results must:
 - 23.5.1 within 5 (five) business days submit cooperation or partnership agreement if required pursuant to requirements under Section 7.1.12 (a);
 - 23.5.2 within 5 (five) business days submit a copy of a valid Professional risk indemnity insurance with limit of liability of at least 1 000 000,00 EUR (one million euro) per claim and in the aggregate for the policy period covering all experts mentioned in Proposal with extended reporting period 3 (three) years.
 - 23.5.3 within 10 (ten) days from receiving the invitation, to sign the Framework agreement.
- 23.6 The Framework agreement is concluded on the basis of the Tenderer's Proposal and in accordance with Annex No 4.
- 23.7 The Procurement commission has the right to choose the next most economically advantageous Proposal, if the Tenderer in the time stipulated by the Regulation:
 - 23.7.1 refuses to conclude a partnership contract in the cases and deadlines defined by the Regulation, or in the cases and deadlines defined by the Regulation does not submit a copy of the partnership contract or does not inform of the founding of a partnership company;
 - 23.7.2 refuses to conclude the Framework agreement or does not submit a signed Framework agreement;
 - 23.7.3 refuses to submit valid professional risk indemnity insurance as stipulated in Section 23.5.2 of the Regulations.
- 23.8 In such a case the Procurement commission is entitled to terminate this Procurement without selecting any Proposal, or to select the Proposal with the next best score. For either of these decisions a written decision must be made.
- 23.9 Prior to making the decision regarding the conclusion of the Framework agreement with the next Tenderer, the Procurement commission assesses whether the next Tenderer is one market participant together with the initially selected Tenderer. If the next selected Tenderer is found to be one market participant together with the initially selected Tenderer, the Procurement commission makes a decision to terminate the Procurement without selecting any Proposal. If the next chosen Tenderer also refuses to conclude the Framework agreement or does not submit a signed Framework agreement within the deadline set by the Procurement commission, the Procurement commission makes the decision to terminate the Procurement without selecting any Proposal.

24 ANNEXES

- Annex No 1 – Tenderer's application forms on 3 (three) pages;
- Annex No 2 – Expert's application form 11 (eleven) pages;
- Annex No 3 – Terms of Reference (Technical specification) on 11 (eleven) pages;
- Annex No 4 – Draft Framework agreement on 17 (seventeen) pages.

ANNEX NO 1: APPLICATION

[form of the Tenderer's company]

_____ 2019

No _____

APPLICATION FOR PARTICIPATION IN THE PROCUREMENT "LEGAL SERVICES", NO RBR 2019/22

Tenderer [*name of the Tenderer or members of the partnership*], reg. No [*registration No of the Tenderer or members of the partnership*], represented by [*name, last name and position of the representative of the Tenderer*], by submitting this application:

1. Confirms participation in the Procurement "Legal Services" No RBR 2019/22.
2. Offers following experts to deliver services in accordance with the conditions specified in Terms of Reference and Framework agreement for the Service lines (as indicated in the Section 2.1.1-2.1.6 of the Technical specification) and this Proposal for the following hourly rate (excluding VAT):

_____ EUR/h

No	Service line	Expert	Country	Name of the expert
1	Corporate Governance	Corporate Governance expert	Latvia	
			Estonia	
			Lithuania	
2	Employment law	Employment law expert	Latvia	
			Estonia	
			Lithuania	
3	Construction, Real Estate and Environment	Construction, real estate and environment law expert	Latvia	
			Estonia	
			Lithuania	
4	Public Procurement	Public Procurement law expert	Latvia	
			Estonia	
			Lithuania	
5	Competition Law and State Aid	Competition law and State Aid expert	Latvia	
			Estonia	
			Lithuania	
6	Dispute resolution	Dispute resolution expert	Latvia	
			Estonia	
			Lithuania	

Optional

Arbitration expert	{Name of the expert}
--------------------	----------------------

3. (If applicable): Informs that the following persons fulfil the following exclusion grounds:

Name of the entity (person)	Exclusion ground and brief description of the violation
[•]	
[•]	
[•]	

4. declares that for the purposes of qualifying for the Procurement we rely on the capabilities of the following entities:

No	Name, registration number and registered address of the entity	Capabilities on which the Tenderer relies
1.		
2.		
3.		

5. declares that during the execution of the Framework agreement we will have sub-contractors as stated below and confirm that the list is complete:

No	Name of the sub-contractor, registration number and registered address	Description of the part of the Services to be performed by Subcontract or	Service line, country	Sub-contracted tasks		
				Name of expert	Amount, EUR (without VAT)	% from the proposed price
I	Total amount of the sub-contracted tasks is equal to or exceeds 10% from the proposed framework agreement price					
1						
2						
n+1						
Total:						

II	Total amount of the sub-contracted tasks is smaller than 10% from the proposed framework agreement price
1	
2	
n+1	
	Total:
	Total (I+II)

6. Confirms that the Regulation is clear and understandable, that it does not have any objections and complaints and that in the case of granting the right to enter into a Framework agreement it shall fulfil all conditions of the Regulation as well as enter into a Framework agreement in accordance with the draft Framework agreement enclosed with the Regulation.
7. Guarantees that all information and documents provided are true.
8. We meet the criteria of (*please mark*):
- ☐ a small ☐ medium ☐ other
- sized enterprise² as defined in the Article 2 of the Commission Recommendation of 6 May 2003 concerning the definition of micro, small and medium-sized enterprise.³

Date: [date of signing]
Name: [name of the representative of the Tenderer]
Position: [position of the representative of the Tenderer]

² The information on the size of the Tenderer is used solely for statistical purposes and is not in any way whatsoever used in the evaluation of the Tenderer or the Proposal.

³ Available here - http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv:OJ.L_.2003.124.01.0036.01.ENG&toc=OJ:L:2003:124:TOC

ANNEX NO 2: EXPERT'S APPLICATION

[form of the Tenderer's company]

_____ 2019

No _____

**EXPERT'S APPLICATION
TO PARTICIPATE IN THE PROCUREMENT Id. No RBR 2019/22**

**"LEGAL SERVICES"
FOR THE SERVICE LINE⁴**

Title of the Service line

Country

Name of Expert:	
Date of Birth:	
Residence address	
Education	
Obtained degree	
Personal contact information (phone and e-mail)	

⁴ Separate expert's application for every country of every Service line shall be prepared.

Professional experience within last 5 years⁵:

No	Employing organization	Employment period (start – finish dates: month/year – month/year)	Positions held	Activities / Tasks performed
1.				
2.				
3.				

English language skills⁶:

Understanding		Speaking		Writing
Listening	Reading	Spoken interaction	Spoken production	
<i>Enter level</i>	<i>Enter level</i>	<i>Enter level</i>	<i>Enter level</i>	<i>Enter level</i>

Levels: A1/A2 - Basic user; B1/B2 - Independent user; C1/C2 - Proficient user.

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, the data provided herein correctly describe myself, my qualifications, and my experience.

Annexes (diplomas, etc.):

- 1) Project experience
- 2) _____
- 3) _____

Date: [date of signing]
Name: [name of the expert]

⁵ From 01.01.2014 until submitting the proposal

⁶ Language skill level is based on Common European Framework of Reference for Languages (see <http://europass.cedefop.europa.eu/resources/european-language-levels-cefr>)

Project experience⁷ Corporate Governance expert:

No	Large scale project criteria (e.g. 1)(a,b) or 2)(a,b) ⁸), title of project	Start / end date of the providing services; (month/year – month/year)	Client and contact details (phone, email), e.g. project manager in charge and contact information for references (phone, email)	Position in the project and description of the role and responsibilities, e.g. relevant experience related to the particular Service line	Total legal fee of provided services (EUR ⁹ , excl. VAT)	Total billable hours of provided services ¹⁰
1. ¹¹						
2.						
3.						
4.						
5.						

⁷ List of projects (max. 5) as well as positions therein **must** be related only to a particular Service line an expert is applying for.

⁸ Specify experience and criteria of large scale project according to description in the table of Section 3.1 of the Technical Specification of the Regulations.

⁹ If value is in different currency than EUR, the Tenderer shall recalculate the price in EUR in accordance with the currency exchange rate of the European Central Bank on the day of signing the Proposal. For project experience 1(a,b) indicate fee amount per each year of project.

¹⁰ For project experience 1(a,b) indicate hours per each year of project

¹¹ Up to 5 projects which Tenderer considers in line with project experience requirements shall be indicated in the table, Procurement commission will evaluate only first five projects if more projects will be provided.

Project experience¹² **Employment law expert:**

No	Large scale project criteria (e.g. 1)(a,b), 2) (a,b) or 3)(a,b) ¹³ , title of project	Start / end date of the providing services; (month/year – month/year)	Client and contact details (phone, email), e.g. project manager in charge and contact information for references (phone, email) (for alternative 1 – details for each of company)	Position in the project; description of the role and responsibilities, e.g. ,relevant experience related to the particular Service line (for alternative 1 – details for each of company)	Total legal fee of provided services (EUR ¹⁴ , excl. VAT)	Total billable hours of provided services ¹⁵
1. ¹⁶						
2.						
3.						
4.						
5.						

¹² List of projects (max. 5) as well as positions therein **must** relate only to a particular Service line an expert is applying for.

¹³ Specify experience and criteria of large scale project according to description in the table of Section 3.1 of the Technical Specification of the Regulations.

¹⁴ If value is in different currency than EUR, the Tenderer shall recalculate the price in EUR in accordance with the currency exchange rate of the European Central Bank on the day of signing the Proposal. For project experience 1(a,b) indicate fee amount per each year of project.

¹⁵ For project experience 1(a,b) indicate hours per each year of project

¹⁶ Up to 5 projects which Tenderer considers in line with project experience requirements shall be indicated in the table, Procurement commission will evaluate only first five projects if more projects will be provided.

Project experience¹⁷ construction, real estate and environment law expert:

No	Large scale project criteria (e.g. 1)(a,b) and 2)(a,b) ¹⁸ , title of project	Start / end date of the providing services; (month/year – month/year)	Client and contact details (phone, email), e.g. project manager in charge and contact information for references (phone, email)	Position in the project; description of the role and responsibilities, e.g. ,relevant experience related to the particular Service line	Total legal fee of provided services (EUR ¹⁹ , excl. VAT)	Total billable hours of provided services
1. ²⁰						
2.						
3.						
4.						
5.						

FIDIC standards²¹

No	Project title	Start/end date of the providing services (month/year-month/year)	Client and contact details(phone, e-mail), e.g. project manager in charge and contact information for references (phone, email)	Position in the project; description of the role and responsibilities
1.				

¹⁷ List of projects (max. 5) as well as positions therein **must** relate only to a particular Service line an expert is applying for.

¹⁸ Specify experience and criteria of large scale project according to description in the table of Section 3.1 of the Technical Specification of the Regulations.

¹⁹ If value is in different currency than EUR, the Tenderer shall recalculate the price in EUR in accordance with the currency exchange rate of the European Central Bank on the day of signing the Proposal.

²⁰ Up to 5 projects which Tenderer considers in line with project experience requirements shall be indicated in the table. The Procurement commission will evaluate only first five projects if more projects will be provided.

²¹ Only 1 project should be indicated.

Project experience²² Procurement law expert:

No	Large scale project criteria (e.g. 1) or 2) ²³ , title of project	Start / end date of the providing services; (month/year – month/year)	Client and contact details (phone, email), e.g. project manager in charge and contact information for references (phone, email)	Position in the project; description of the role and responsibilities, e.g., relevant experience related to the particular Service line	Link to Procurement and/or Procurement dispute publication, Procurement Id No	Total legal fee of provided services (EUR ²⁴ , excl. VAT)
1. ²⁵						
2.						
3.						
4.						
5.						

²² List of projects (max. 5) as well as positions therein **must** be related only to a particular Service line an expert is applying for.

²³ Specify experience and criteria of large scale project according to description in the table of Section 3.1 of the Technical Specification of the Regulations.

²⁴ If value is in different currency than EUR, the Tenderer shall recalculate the price in EUR in accordance with the currency exchange rate of the European Central Bank on the day of signing the Proposal.

²⁵ Up to 5 projects which Tenderer considers in line with project experience requirements shall be indicated in the table. The Procurement commission will evaluate only first five projects if more projects will be provided.

Project experience²⁶ competition law and state aid expert:

No	Large scale project criteria (e.g. 1)(a,b) or 2)(a,b) or 3) ²⁷ , title of project	Start / end date of the providing services; (month/year – month/year)	Client and contact details (phone, email), e.g. project manager in charge and contact information for references (phone, email) (for alternative 3– details for each of merger)	Position in the project; description of the role and responsibilities, e.g., relevant experience related to the particular Service line (for alternative 3– details for each of merger)	Link to the state authority's final decisions	Total legal fee of provided services (EUR ²⁸ , excl. VAT)	Total billable hours of provided services
1. ²⁹							
2.							
3.							
4.							
5.							

²⁶ List of projects (max. 5) as well as positions therein **must** be related only to a particular Service line an expert is applying for.

²⁷ Specify experience and criteria of large scale project according to description in the table of Section 3.1 of the Technical Specification of the Regulations.

²⁸ If value is in different currency than EUR, the Tenderer shall recalculate the price in EUR in accordance with the currency exchange rate of the European Central Bank on the day of signing the Proposal.

²⁹ Up to 5 projects which Tenderer considers in line with project experience requirements shall be indicated in the table, Procurement commission will evaluate only first five projects if more projects will be provided.

Project experience³⁰ Dispute Resolutions expert:

No	Large scale project criteria (e.g. 1) or 2)(a,b) ³¹ , title of project	Start / end date of the providing services; (month/year – month/year)	Client and contact details (phone, email), e.g. project manager in charge and contact information for references (phone, email) (for alternative 3– details for each of merger)	Position in the project; description of the role and responsibilities, e.g., relevant experience related to the particular Service line (for alternative 3– details for each of merger)	Link to the state authority's final decisions	Total legal fee of provided services (EUR ³² , excl. VAT)	Total billable hours of provided services
1. ³³							
2.							
3.							
4.							
5.							

³⁰ List of projects (max. 5) as well as positions therein **must** be related only to a particular Service line an expert is applying for.

³¹ Specify experience and criteria of large scale project according to description in the table of Section 3.1 of the Technical Specification of the Regulations.

³² If value is in different currency than EUR, the Tenderer shall recalculate the price in EUR in accordance with the currency exchange rate of the European Central Bank on the day of signing the Proposal.

³³ Up to 5 projects which Tenderer considers in line with project experience requirements shall be indicated in the table, Procurement commission will evaluate only first five projects if more projects will be provided.

[form of the Tenderer's company]

_____ 2019

No _____

**ARBITRATION EXPERT'S APPLICATION
TO PARTICIPATE IN THE PROCUREMENT Id. No RBR 2019/22**

"LEGAL SERVICES"

Name of Expert:	
Date of Birth:	
Residence address	
Education	
Obtained degree	
Personal contact information (phone and e-mail)	

Professional experience within last 5 years³⁴:

No	Employing organization	Employment period (start – finish dates: month/year – month/year)	Positions held	Activities / Tasks performed
1.				
2.				
3.				

English language skills³⁵:

Understanding		Speaking		Writing
Listening	Reading	Spoken interaction	Spoken production	
<i>Enter level</i>	<i>Enter level</i>	<i>Enter level</i>	<i>Enter level</i>	<i>Enter level</i>

Levels: A1/A2 - Basic user; B1/B2 - Independent user; C1/C2 - Proficient user.

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, the data provided herein correctly describe myself, my qualifications, and my experience.

Annexes (diplomas, etc.):

- 1) Project experience
- 2) _____
- 3) _____

Date: [date of signing]
Name: [name of the expert]

³⁴ From 01.01.2014 until submitting the proposal

³⁵ Language skill level is based on Common European Framework of Reference for Languages (see <http://europass.cedefop.europa.eu/resources/european-language-levels-cefr>)

No	Experience ³⁶ , Project title	Start/end date of the providing services (month/year- month/year)	Client and contact details(phone, e-mail), e.g. project manager in charge and contact information for references (phone, email)	Position in the project; description of the role and responsibilities
1.				

³⁶ Experience according to the requirements in the table of Section 3.3 of the Technical Specification of the Regulations.

ANNEX NO 3: TERMS OF REFERENCE (TECHNICAL SPECIFICATION)

**TERMS OF REFERENCE
(TECHNICAL SPECIFICATION)**

**FOR PROCUREMENT
“LEGAL SERVICES”**



Co-financed by the European Union
Connecting Europe Facility

Riga, 2019

CONTENT

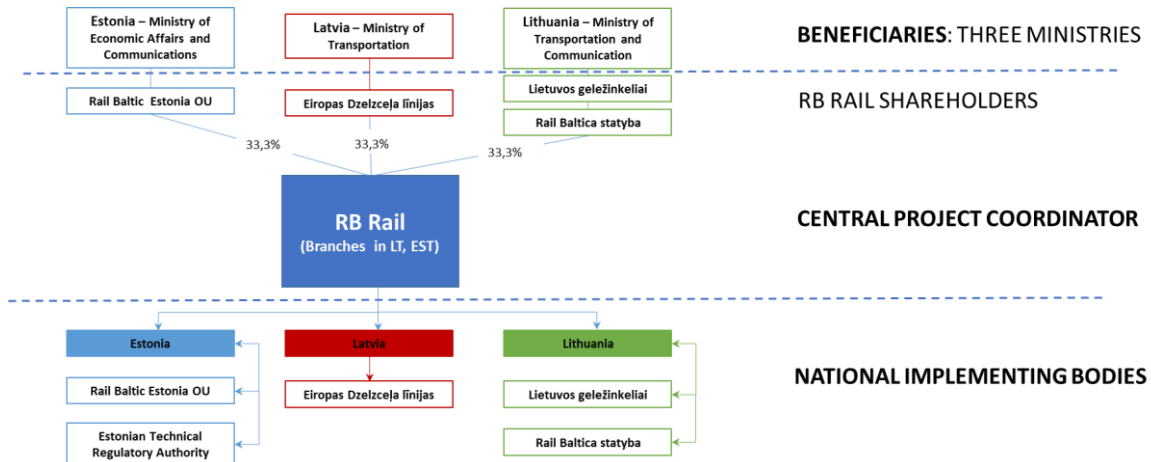
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1. INTRODUCTION

Rail Baltica is a joint project of three EU Member States – Estonia, Latvia and Lithuania – and concerns the building of a fast conventional double-track 1435 mm gauge electrified and ERTMS equipped mixed use railway line on the route from Tallinn through Pärnu (EE), Riga (LV), Panevėžys (LT), Kaunas (LT) to the Lithuania/Poland state border (including a Kaunas – Vilnius spur) with a design speed of 249km/h. In the longer term, the railway line could potentially be extended to include a fixed link between Helsinki and Tallinn, as well as integrate the railway link to Warsaw and beyond.

The indicative timeline and phasing of the project implementation can be found here: <http://www.railbaltica.org/about-rail-baltica/project-timeline/>.

The Contracting authority RB Rail AS was established by the Republics of Estonia, Latvia and Lithuania, via state-owned holding companies, to coordinate the development and construction of Rail Baltica.



RBR together with governments of Estonia, Latvia and Lithuania (represented by the ministries in charge of transport policy) have applied for the CEF co-financing in 2015, 2016 and 2017 (three applications in total). The first three applications were successful and INEA grants are available to support the Global Project expenses with up to 85% of co-financing in amount of 743 mln EUR.

2 SUPPORT FROM EXPERTS

2.1 The Contracting authority is seeking to establish a list of experienced legal advisors ("Panel of law firms") to provide legal services to the Contracting authority on various legal matters in Estonia, Latvia and Lithuania. All legal services are to be delivered in English as a primary language and in Latvian and/or Lithuanian and/or Estonian. Please see below a detailed list of services required by service lines ("Service lines"):

No	Service line	Description of the services
1	Corporate governance /	<ul style="list-style-type: none"> - Advising on company formation, winding-up/dissolution and liquidation - Advising on disposals, mergers and reorganizations - Advising on management buyouts and leveraged buyouts - Advising on joint ventures and partnership related issues - Corporate governance - Advising on the responsibilities of the Management Board - Due Diligence (corporate law matters) - Corporate dispute resolution
2	Employment law	<ul style="list-style-type: none"> - Employment contracts - Collective agreements and Trade unions - Executive compensation and benefits

		<ul style="list-style-type: none"> - Outsourcing - Labour dispute resolution - Employment of foreign nationals
3	Construction, Real Estate and Environment	<ul style="list-style-type: none"> - Advising on construction project development and detailed planning - Advising on construction contracts - Construction supervision - Advising on real estate matters - Advising on planning, zoning and building rights - Advising on regulatory compliance - Advising on commercial lease - Advising on mortgages and other encumbrances - Real Estate Due Diligence - Advising on legal compliance with environment law - Construction, real estate and environment dispute resolution
4	Public Procurement	<ul style="list-style-type: none"> - Legal advice on Project structuring - Legal advice for the organizing public Procurement procedures - Legal support for drafting of Procurement bylaws (legal support for regulations, terms of reference and contracts) - Legal advice on collateral and guaranties structures - Advising and representation of procuring entities for procurement law and/or other legal matters related to procurement procedures - Advising and representation of the Contracting authority for procurement law and/or other legal matters related to procurement procedures - Legal assistance with organizing public Procurement procedures - Public Procurement disputes legal support - Drafting legal opinions regarding public procurement issues - Advice on Public Procurement Law implementation.
5	Competition Law and State Aid	<ul style="list-style-type: none"> - Advising on horizontal and vertical agreements - Advising on abuse of dominance - Advising on compliance - Advising on State Aid - Competition dispute resolution
6	Dispute resolution	<ul style="list-style-type: none"> - Administrative disputes and proceedings; - Civil disputes and proceedings; - International arbitration proceedings; - Representation in the prejudicial proceeding.

3 EXPERTS FOR SERVICE LINES

3.1 The entrusted assignments shall be carried out by experts from Latvia, Estonia and Lithuania who comply with the qualifications stipulated in Section 8.3 of the Procurement Regulation and the minimal requirements listed in the table below. Tenderer shall indicate one expert for each country (Latvia, Lithuania, Estonia) in each Service line. Minimal expert's professional experience period is specified as a requirement. By submitting a Proposal, the Tenderer confirms that expert has the required professional experience and participated in projects, that complies with the requirements of table below. In submitted Proposal the Tenderer should name the projects where the expert has participated as a lead expert of a corresponding Service line during the specified period. Participation of the expert in a project means full responsibility (*any kind of assisting role shall not be considered as sufficient to satisfy project experience requirements*) throughout the full project implementation period on important matters directly related to a Service line the expert is applying for. The Contracting authority reserves the right to request copies of documentation of the particular project proving the expert's role in a project and the responsibilities covered.

The Tenderer shall ensure the availability of at least the following experts in each of the given Service lines:

1	Corporate governance
	<u>corporate governance expert</u> meeting the following minimal project experience requirements:
	<p>within the last five years (from <u>2014</u> until the Tenderer's proposal submission date) has gained experience in 3 large-scale projects, which meet one of the <u>following criteria</u>:</p> <ol style="list-style-type: none"> 1) the expert as lead corporate law expert has provided regular services on corporate governance issues for a period of at least <u>one calendar year</u> at least 150 (one hundred fifty) billable hours during the mentioned time period or legal fee for this period was equal to or higher than 15 000 EUR, excluding VAT, and services was provided for: <ol style="list-style-type: none"> a) a joint stock company (<i>for expert for Latvia and Estonia</i>) or b) limited liability company with the supervisory board (<i>for expert for Lithuania</i>). 2) the expert as lead corporate law expert has provided legal services in cases of cross-border mergers, demergers, spin-offs and/or reorganizations and: <ol style="list-style-type: none"> a) the legal fee for case of cross-border mergers, demergers, spin-offs and/or reorganizations was equal to or higher than 30 000 EUR, excluding VAT or b) legal services for case of cross-border mergers, demergers, spin-offs and/or reorganizations, including but not limited with corporate law services, were provided for at least 300 (three hundred) billable hours. Cross-border means that at least two of involved legal persons are registered in two different countries and at least one is registered in the European Union.
2	Employment law
	<u>employment law expert</u> meeting the following minimal project experience requirements:
	<p>within the last five years (from <u>2014</u> until the Tenderer's proposal submission date) has gained experience in 3 large-scale projects, which meet one of the <u>following criteria</u>:</p> <ol style="list-style-type: none"> 1) the expert as a lead employment law expert has provided regular employment law advice during <u>one calendar year</u> to <u>3</u> companies, and <ol style="list-style-type: none"> a) legal fees for the provided services for all 3 companies together were equal to or higher than 20 000 EUR, excluding VAT (every twelve months) or b) employment law advice was provided for at least 200 (two hundred) billable hours for all 3 companies together (every twelve month). 2) the expert as a lead employment law expert has represented the client in the employment law dispute and <ol style="list-style-type: none"> a) legal fee for the provided services was equal to or higher than 10 000 EUR, excluding VAT or b) services were provided for at least 100 (one hundred) billable hours. 3) the experts as a lead employment law expert has provided legal services in case of company formation, winding-up and liquidation, company disposals, mergers and reorganizations and <ol style="list-style-type: none"> a) the legal fee for each case mentioned before (included but not limited with employment law services) was equal to or higher than 30 000 EUR, excluding VAT or

	b) legal services in each case of company formation, winding-up and liquidation, company disposals, mergers and reorganizations, including but not limited with employment law services, were provided for at least 300 (three hundred) billable hours.
3	Construction, Real Estate and Environment
	<u>Construction, Real Estate and Environment law expert</u> meeting the following minimal project experience requirements:
	<p>within the last five years (from <u>2014</u> until the Tenderer's proposal submission date) has gained experience as lead construction, real estate and/or environment law expert in 3 large-scale projects, which meet both of the following criteria:</p> <ol style="list-style-type: none"> 1) has advised in construction and/or design contract drafting and/or negotiation or <ol style="list-style-type: none"> a) legal services were provided for not less than 200 (two hundred) billable hours for the case or b) legal fee for the provided services in the case was equal or higher than 20 000 EUR, excluding VAT. 2) has been representative of the client in the construction and/or design contract claims or litigation/arbitration process and <ol style="list-style-type: none"> a) legal services were provided for not less than 200 (two hundred) billable hours for the case or b) legal fee for the provided services in the case was equal or higher than 20 000 EUR, excluding VAT. <p><i>Tenderer can receive 3 points if at least one Construction, Real Estate and Environment expert as lead expert has experience on drafting construction contract based on FIDIC standards (regardless if the project is Large-scale project. It is not a minimum qualification requirement for expert's).</i></p>
4	Public Procurement
	<u>Public procurement law expert</u> meeting the following minimal project experience requirements:
	<p>within the last five years (from <u>2014</u> until the Tenderer's proposal submission date) the expert as a lead public procurement expert has gained experience in 3 large-scale projects, which meet one of the following criteria:</p> <ol style="list-style-type: none"> 1) has provided consultations for drafting or has drafted public procurement documents (regulations and/or technical specification) and/or has ensured activities of the procurement commission for a tender published according to the national law and: <ol style="list-style-type: none"> a) a procurement contract price for such procurement must be equal or higher than 750,000 EUR, excluding VAT, b) tender should be finished with the procurement commission decision to award a contract (the Decision), c) an appeal time of the Decision has expired, d) if the Decision has been appealed, the appeal has been rejected. 2) has represented a contracting authority or a tenderer in the public procurement dispute in the national Procurement Monitoring Bureau and/or court and: <ol style="list-style-type: none"> a) a dispute decision has been taken in favour of a client, b) a decision came into force, <p>a procurement contract price for such procurement must be equal or higher than 750,000 EUR, excluding VAT.</p>
5	Competition Law and State Aid
	<u>Competition Law and State Aid expert</u> meeting the following minimal project experience requirements:
	<p>within the last five years (from <u>2014</u> until the Tenderer's proposal submission date) the expert as lead competition and/or state aid expert has gained experience in 3 large-scale projects, which meet one of the following criteria:</p>

	<p>1) has advised the client on state aid and:</p> <ul style="list-style-type: none"> a) services were provided for no less than 50 billable hours for the case or b) legal fee for the provided services in the case was equal or higher than 5 000 EUR, excluding VAT. <p>2) has advised and represented the client in the competition law dispute in Competition Counsel and/or court and:</p> <ul style="list-style-type: none"> a) legal services were provided for no less than 100 billable hours for the case or b) legal fee for the provided services in the case was equal or higher than EUR 10 000, excluding VAT. <p>3) has prepared 2 (two) separate notifications to the Competition Council on the merger and the Competition Council has allowed to merge companies in both cases.</p>
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6 Dispute Resolution

Dispute Resolution expert meeting the following minimal project experience requirements:

	<p>within the last five years (from <u>2014</u> until the Tenderer's proposal submission date) the expert as lead representative of the client has gained experience in 3 large-scale projects, which meet <u>one</u> of the following criteria:</p> <ul style="list-style-type: none"> 1) has represented client for no less than 100 billable hours for the civil proceeding in the court or legal fee for the provided services and the case was equal or higher than 10 000 EUR, excluding VAT; 2) has advised and represented the client in the administrative proceeding in court and: <ul style="list-style-type: none"> a) legal services were provided for no less than 50 billable hours for the case or b) legal fee for the provided services in the case was equal or higher than 5 000 EUR, excluding VAT. <p>The expert should have at least one experience in each of criteria.</p>
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3.2. Tenderer can receive 2 points if he ensure the availability of at least one *Arbitration expert* who:

- 3.3.1 has acted as a lead counsel ("*Lead counsel*" is an expert who has (a) drafted and submitted written position or (b) orally represented the client in the hearing) in at least one dispute resolution under the Rules of the Leading International Arbitration Institutions or
- 3.3.2 is/was acting as arbitrator in at least one arbitration proceedings heard under the Rules of the Leading International Arbitration Institutions or
- 3.3.3 has acted as a lead representative of the client during recognition and enforcement of at least three (3) awards (judgments) of a Leading International Arbitration Institution in Latvia according to the 1958 New York Convention within the last 5 years.

"Leading International Arbitration Institution" means major arbitration institutions e.g. ICC (Paris), SCC (Stockholm), LCIA (London). It is not a minimum qualification requirement for experts. This Arbitration expert is not required to have a Dispute Resolution practice area as his/her key practice area.

3.3 The Tenderer is not allowed to change its experts during the execution of the Procurement contract without the prior written approval of the Contracting authority. The Contracting authority is only allowed to grant an approval for such a change if the new expert meets all the same qualification criteria as the expert to be substituted.

3.4 The Contracting authority reserves the right to request the Tenderer to replace a team member in case of any of the following reasons:

- 3.4.1 repeated careless performance of duties;
- 3.4.2 incompetence or negligence;
- 3.4.3 non-fulfilment of obligations or duties stipulated in the Framework agreement;

3.4.4 poor knowledge of English language (unsatisfactory presentation, writing skills in English);

3.4.5 termination of employment relations or cooperation agreement with the Tenderer.

3.5 Failure of the Tenderer to propose another expert with equivalent or better qualifications might lead to the termination of the Framework agreement.

4 REIMBURSEMENT OF TRAVEL EXPENSES

4.1 In case the Contracting authority for the implementation of a particular Assignment order requires an expert to travel from his/her place of residence or Tenderer's office (whatever is applicable) for more than 200 km one way, the Contracting authority shall reimburse incurred travel³⁷ expenses and pay for accommodation (only when the implementation of the Assignment requires overnight stay and the hotel will be chosen by the Contracting authority) for every Expert included in a particular Assignment order.

4.1 For the implementation of a particular Assignment order where traveling is included, the Expert shall ensure average level economical travel and accommodation expenses.

4.2 The following travel expenses are subject to reimbursement:

4.2.1 Bus travel - for a distance of less than 400 km one way;

4.2.2 Second-class rail travel - for a distance of less than 400 km one way;

4.2.3 Economy class air travel - for a distance of more than 400 km one way;

4.2.4 A travel expense (a return ticket) shall not exceed 500 EUR. Travel expense exceeding 500 EUR on return ticket will be reimbursed at 500 EUR max.

4.3 The Contracting authority does not cover other expenditure, including but not limited to daily allowance, meals, local transport, sundry expenses, as well as accident insurance.

5 OBLIGATIONS OF TENDERER AND EXPERTS INCLUDED IN THE PROPOSAL

5.1 By accepting to be included in the Proposals, each expert confirms his/her availability and intention to perform the necessary occasional, short-term assignments defined by the Contracting authority in a fully professional manner.

5.2 Tenderers (including their corresponding Experts) shall remain fully responsible for the results of their services after the completion of an Assignment. Any additional expenses arisen due to the correction of the unacceptable results shall be covered solely by the Tenderer concerned. On reasonable grounds the Contracting authority reserves the right to request a particular Tenderer (including their corresponding Experts) to correct the results of its services regardless of whether it is necessary during the implementation of a particular Assignment or after it was completed and approved.

5.3 During the provision of the services Tenderer is not allowed to appoint another expert (even included in the Proposal's another Service line) as a lead expert to implement the Assignment. During the provision of the services Tenderer is allowed to appoint another expert as expert to implement the Assignment with prior approval of the Contracting authority.

5.4 If the Contracting authority finds (at any time of Procurement process or during the implementation of the Framework agreement) that provided information on education, experience on a particular expert is false, the concerned Expert shall be eliminated from the Procurement process or from the Framework agreement and must be replaced in accordance with Framework agreement and Public Procurement Law (whatever is applicable).

6 CONFIDENTIALITY, INDEPENDENCE AND ABSENCE OF CONFLICT OF INTEREST

6.1 All Tenderers (including their corresponding Experts) are expected to ensure that their contractual and professional obligations in particular with regard to confidentiality, independence and absence of conflict of interests are well understood and upheld throughout and after the implementation of any assignment.

6.2 Experts shall remain independent from any activities of other parties, companies, or organisations whatsoever directly acting against the Contracting authority (including but not limited to litigation and procedures for examination of complaints according to the Public Procurement Law) and shall avoid any legally binding relations or any other kind of relations with such parties.

³⁷ The point of departure shall be limited to the location in Europe.

7 DURATION OF THE FRAMEWORK AGREEMENT

7.1 The Framework agreement at present is expected to enter into force in the first quarter of 2020. The Framework agreement term will have following conditions: the Framework agreement shall be signed for 24 months from the commencement date or until the maximum contract amount is reached. The volume of work under Framework agreement is not precisely predictable and cannot be quantified reliably.

7.2 The Contracting authority reserves the right to terminate the Framework agreement at any time in the event of a Tenderers' failure to meet the obligations of legal services and legal services quality stated in order form and generally expected for ready to use documents or when services of the Tenderer are no longer required.

8 RANKING AND AWARD OF ASSIGNMENTS

8.1 The contracts offered will be multiple framework agreements. After completion of the tender, the Contracting authority will choose 3 (three) Tenderers to the Panel of law firms that will be offered to sign a standard Framework agreement. A list of the Tenderers will be drawn up in descending order according to the marks obtained on the basis of award criteria.

8.2 The shortlisted Tenderers (Panel of law firms) will not have an exclusive right to provide legal services to the Contracting authority under the Framework agreement. The Contracting authority reserves the right either to hold a mini-competition between the selected Tenderers or to award a assignment directly to a selected Tenderer.

8.3 In case of direct award, the Contracting authority shall invite one Tenderer to implement an assignment by sending an Assignment order (as specified in Draft Framework agreement - Annex No 4).

8.4 If the invited Tenderer does not reply within one business day, the Contracting authority may offer the work to the other Tenderer from Panel of law firms.

8.5 In case of mini-competition, the Contracting authority shall invite (by sending an Assignment order as specified in Draft Framework agreement - Annex No 4) all Tenderers to participate in a mini-competition and provide proposals for the implementation of a particular assignment. The most economically advantageous proposal shall be selected to implement the assignment.

8.6 The Contracting authority will regularly review the quality of delivered assignments and the cooperation with the Tenderers. Please see Section "Quality Requirements of the Completed Assignments". In cases mentioned in "Quality Requirements of the Completed Assignments", the Contracting authority reserves the right to not invite a Tenderer to participate in a mini-competition or do not award an assignment directly. This is done to ensure a high degree of quality and consistency.

8.7 The selection between the direct award or conduct of mini-competition shall remain within the discretion of the Contracting authority considering the specifics and urgency of a particular assignment to be implemented.

9 QUALITY REQUIREMENTS OF THE COMPLETED ASSIGNMENTS

9.1 All completed and delivered assignments must be of such quality as to require no further correction by the Contracting authority. The Tenderer must ensure, inter alia, that all specific instructions from the Contracting authority are followed, that the assignment is complete, accurate and consistent and that the agreed deadline is respected scrupulously. Each assignment may be assessed by the Contracting authority. This assessment in no way diminishes the Tenderer's obligation to ensure that all assignments can be used as sent, without any further revision or correction by the Contracting authority.

9.2 The Contracting authority shall measure all completed assignments by using following Key Performance Indicators:

9.2.1 QUALITY if the quality of the assignment is assessed as being of an:

9.2.1.1 high standard (+3),

9.2.1.2 good standards (+2),

9.2.1.3 poor standard (+1);

9.2.2 DEADLINES:

9.2.2.1 clearly set timescale for fulfilment of assignment by Tenderer and the agreed deadline is respected scrupulously by Tenderer (+3),

9.2.2.2 the timescale for fulfilment of assignment is not clearly set by Tenderer and/or agreed deadline is not respected by Tenderer (+1);

9.2.3 COOPERATION if cooperation is:

9.2.3.1 very good (+3),

9.2.3.2 good, but not in all matters (+2),

9.2.3.3 poor cooperation (+1).

(when evaluating the cooperation matters following issues could be taken into account - timely response as set in the Assignment order (as specified in Annex No 4), Tenders understanding of the assignment, timely submission of the Assignment order and/or invoices to the Contracting authority);

9.2.4 The Contracting authority shall calculate the final score for each assignment by summing up all points obtained for the particular assignment and dividing the sum with 3 (three). The Contracting authority records the resulting KPI. If a Tenderer receives twice 2,5 points or less, the Contracting authority has rights not to invite the Tenderer to the next 3 (three) mini-competitions and/or not to award next 3 (three) direct assignments (in total for 3 (three) assignments).

10 EFFECTIVENESS OF LEGAL SERVICE DELIVERY TO THE CONTRACTING AUTHORITY

10.1 The Tenderer shall prepare a Proposal for free of charge improvements of effectiveness of legal service provisions to the Contracting authority, innovation in Service delivering and cooperation between the Tenderer and the Contracting Authority. Length of a Proposal shall not exceed one A4 page, font size: 11 pt.

10.2 The Tenderer's proposal shall include the following information:

10.2.1 Work with other panel firms: A recommendation of how the Tenderer will work with other Panel law firms for the benefit of the Contracting authority.

10.2.2 Cooperation with the Contracting authority:

10.2.2.1 a description of how the Tenderer will share best practice (including, but not limited to training (seminars), know-how transfer, procedure efficiency) with the Contracting authority. Examples of previous cooperation with clients where the Tenderer shared best practice.

10.2.2.2 suggestion how the Tenderer envisages a partnership with the Contracting authority. Please refer to previous experience.

10.2.2.3 a description of past successes and learnings from collaboration with clients and how it increased effectiveness of the Contracting authority.

11 CASE STUDY

11.1 The Tenderer shall prepare a short and high-level legal opinion regarding the legal issue mention below. The case study shall be based on EU legislations, EU case law and national (Latvian, Estonian and Lithuanian) legislation. Length of an analysis shall not exceed one A4 page, font size 11 pt.

Facts

1. Design contract requirements and geological surveys

RB Rail AS contracted Rail Baltica railway line design contractor (the **Contractor**) is tasked *inter alia* to carry out geological surveys (soil drillings) every 100 meters within 100 kilometers long design section in Latvia. As per design contract requirements all drillings have to be completed within 7 months from the commencement date. Thus, guaranteeing preparation of design documentation within 24 months. Design contracts for the whole Rail Baltica line are procured by RB Rail AS on the basis of Public Procurement Law of the Republic of Latvia. At the same time contracts are governed by national (in this case - Latvian) construction law.

2. Design contract implementation issues

During performance of soil drillings, the Contractor has experienced two issues:

2.1 First issue – broken drilling equipment

After three (3) months from the commencement date the Contractor informed RB Rail AS on the drilling accident resulting in broken drilling machine. Leased heavy-duty rotary drill was damaged after the device stumbled on one (1) empty and non-operational steel pipe randomly buried underground by unknown person. RB Rail AS project manager verified this fact and recognized that the steel pipe was not marked in the topographical plans and any other available

documentation. The Contractor referred to this accident as *force-majeure* under Latvian contract law and demanded two (2) months extension of soil drillings deadline in order to arrange replacement of the broken device.

2.2 Second issue – partial suspension of soil drillings

After five (5) months from the commencement date the Contractor requested RB Rail AS to extend execution of 200 soil drillings for two (2) months due to complex soil conditions (including significant amount of steel objects) found within last twenty (20) kilometres drilling path. In the Contractor's view two (2) months extension is sufficient in order to inspect soil and to complete drillings. RB Rail AS project manager was not sure how to proceed with this case, because the Contractor had a chance to carry out all inspections, ask any questions and foresee all risks during tendering stage. RB Rail AS project manager is looking for legal advice regarding this case.

Questions to be answered

1. Regarding Item 2.1:

– Should RB Rail AS accept the Contractor's request to extend deadline for all soil drillings for two (2) months?

2. Regarding Item 2.2:

– Should RB Rail AS accept the Contractor's request to extend execution of 200 drilling operations for two (2) months?

– Please shortly describe main risks (possible claims and possible claimants) regarding both cases:

(a) if the Contractor's extension request regarding remaining drillings is rejected;

(b) if the Contractor's extension request regarding remaining drillings is approved.

3. Regarding both items: If RB Rail AS accepts the extension, should the Agreement be amended? If yes, could the amendment be regarded as being "material" according to applicable Public Procurement Law and why?

4. Please indicate if and how would the answers change, if the event would happen in Lithuania or Estonia?

Please justify your answers and, if possible, refer to applicable legislative provisions and/or case law.

ANNEX NO 4: DRAFT FRAMEWORK AGREEMENT

**FRAMEWORK AGREEMENT
ON
LEGAL SERVICES**

between

RB Rail AS

and

[•]

No [•]

Dated [•] [•] 2019

FRAMEWORK AGREEMENT NO [●]
FOR THE PROVISION OF LEGAL SERVICES

This Framework agreement ("**Agreement**") between:

RB Rail AS (a joint stock company registered in the Latvian Commercial Register, uniform registration No 40103845025, legal address at K.Valdemāra iela 8-7, Riga, LV 1010, Latvia ("**Client**"), represented by Chairperson of the Management Board [●], Management Board Member [●], acting on the basis of the Company's Regulations on Representation Rights dated 25 May 2018, on the one side

and

[●], registration No [●], legal address at [●] ("**Firm**"), represented by [●] acting on the basis of [●], on the other side, ("**Service Provider**")

who are collectively referred to as the "**Parties**" and separately – as "**Party**".

WHEREAS:

- (A) Client This Agreement is entered into under the Global Project which includes all activities undertaken by the respective beneficiaries and implementing bodies of the Republic of Estonia, the Republic of Latvia and the Republic of Lithuania in order to build, render operational and commercialise the Rail Baltica railway – a new fast conventional double track electrified railway line according to TSI INF P2-F1 criteria and European standard gauge (1435mm) on the route from Tallinn through Pärnu-Riga-Panevėžys-Kaunas to Lithuanian-Polish border, with the connection of Kaunas – Vilnius, and related railway infrastructure in accordance with the agreed route, technical parameters and time schedule.
- (B) On [date] [month] 2019 the Client has announced an procurement entitled "Legal Services" (Identification No. RBR 2019/22) ("**Procurement**").
- (C) On [date] [month] 2019 the Service Provider submitted proposal in response to the tender announced by the Company ("**Proposal**") and committed to provide the legal services.
- (D) In the Procurement up to 2 (two) of other providers ("**Other Providers**") and the Service Provider (hereinafter jointly referred as **Service Providers**) proposals were selected for entering into framework agreement for procurement "Legal services";
- (E) This Agreement is co-financed from the Connecting Europe Facility (CEF), CEF Contract No INEA/CEF/TRAN/ M2014/1045990, Activity 34, Action No: A5.1.1: "Project implementation support measures (RBR)", CEF Contract No INEA/CEF/TRAN/ M2015/1129482, Activity 18, Action: "Global project management" and CEF Contract No INEA/CEF/TRAN/ M2016/1360716, Activity 9, Action No: C5.1.2: "Global project and Action project implementation support measures (RB Rail, EE, LV, LT)",
- (2) NOW, THEREFORE, the Parties hereby enter into this Framework agreement ("**Agreement**") on the following terms and conditions:

1. SUBJECT OF THE AGREEMENT

- 1.1. This Agreement sets out the rights and obligations, terms and conditions that apply to the Parties of the Agreement where the Service Provider (definition "Service Provider" applies also to Expert unless it is specified otherwise) is contracted by the Client to provide legal services for the Client for the successful implementation of the Rail Baltica project.
- 1.2. The range of legal services to be provided by the Service Provider to the Client is described in Annex 3 of the Procurement (Annex A of this Agreement) and includes, but is not limited to, counselling, preparation of documents, litigation, representation and training (**Legal Services**). The procedure for the provision of Legal Services is provided in Clause 3 of this Agreement.
- 1.3. The purpose of the Agreement is to define the terms and conditions under which the Service Provider shall provide Legal Services to the Client **on-demand** basis. The Agreement is framework-based and does not impose an obligation on the Client to appoint the Service Provider to provide services and does not guarantee any exclusive right to the Service Provider to provide Legal Services to the Client. This Agreement entitles the Service Provider to participate in mini-competitions and/or to be awarded the provision of the assignment directly by the Client at the full discretion of the latter. The Service Provider is solely responsible for its costs and expenses incurred in connection with participation in the mini-competitions.
- 1.4. For every assignment, a separate assignment order (based on Draft for Assignment Order included in Annex C of this Agreement) ("**Assignment Order**") shall be issued by the Client and confirmed by the Service Provider.
- 1.5. The Service Provider shall provide services only on basis of a confirmed Assignment Order, the conditions thereof become binding on both parties: the Service Provider and the Client.
- 1.6. If the Service Provider refuses or fails to duly complete the assignment after the Assignment Order has been confirmed between the Parties, the Service Provider is obligated to pay a contractual penalty to the Client at the Client's request of the amount corresponding to the double (2x) of the total sum of the legal fee according to the Assignment Order.
- 1.7. All Assignment Orders and this Agreement shall form a single agreement between the Parties. The provisions of this Agreement constitute an integral part of each Assignment Order. In the event of any inconsistency between the provisions of this Agreement and Assignment Order, the Assignment Order shall prevail.

2. FRAMEWORK AGREEMENT VALUE AND PERIOD

- 2.1. The Framework agreements with Service Providers are on-demand based with no fixed work-load and/or fixed overall value.
- 2.2. The total allocated amount for the procurement of Legal Services for all Framework agreements concluded as a result of the Procurement is: 510 000 EUR (five hundred ten thousand *euros*).
- 2.3. However, this does not bind the Client to purchase legal services through the Framework agreement for the estimated amount.
- 2.4. The Agreement period is 24 months starting from the Commencement date.
- 2.5. The Agreement terminates after Agreement period expires or when the maximum Agreement amount is reached and after the all Assignment Orders are fully completed by the Service Provider and approved by the Client.

3. APPOINTMENT OF AN ASSIGNMENT

- 3.1. In order to receive legal services the Client shall select the Service Provider and conclude an Assignment Order. The Assignment shall be allocated through a direct award to the Service Provider or by conducting a mini-competition between all Service Providers. The Assignment Order can be issued electronically.
- 3.2. The selection between the direct award or conduction of mini-competition shall remain within the discretion of the Client considering the specifics, urgency, nature and complexity of the particular assignment to be implemented and the budget for the likely legal fees for providing the particular assignment, other interests of the Client, etc.

3.3. Direct award

- 3.3.1. The Client invites the Service Provider to implement an assignment by sending an Assignment Order;

- 3.3.2. After receiving an invitation, as soon as possible but not later than within the 1 (one) business day the Service Provider shall respond by stating its Expert's availability to implement the assignment. In case the Service Provider rejects the invitation or fails to respond within the required time period, the Client reserves the right to invite another Service Provider. In case of a Conflict of Interests (Clause 16), the Service Provider is obligated to notify the Client immediately about its Conflict of Interests and refrain from providing the particular assignment;
- 3.3.3. After the corresponding Assignment Order is accepted by the Service Provider, the conditions set in the Assignment Order become binding upon the Parties.
- 3.4. **Mini-competition**
 - 3.4.1. The Client invites all Service Providers to implement an assignment by sending an Assignment Order specifying the task, interests of the Client, timeline, and other information it deems relevant;
 - 3.4.2. The Service Provider is prohibited from participating in the mini-competition in case of Conflict of Interests (Clause 16);
 - 3.4.3. After receiving such invitation, within 1 (one) business day or before the deadline specified in Assignment Order the Service Provider shall respond by sending its proposal to implement an Assignment. Failing to respond to the invitation within the required time period shall be considered as rejection to participate in a mini-competition;
 - 3.4.4. Mini-competition proposals received from all Service Providers are evaluated and ranked. The most economically advantageous proposal shall be awarded for the implementation of an assignment;
 - 3.4.5. The Client will choose the winner(s) of the mini-competition for the provision of the particular assignment by comparing the proposals based on the following criteria (listed in no particular order and containing no specific value):
 - (a) amount of legal fees and time necessary for providing the particular assignment;
 - (b) credibility and experience of the Service Provider and its staff for providing the particular assignment, including Expert legal knowledge and know-how in specific fields of law applicable;
 - (c) potential quality of providing the particular assignment by the Service Provider, taking into account among others the potential workload to be invested for the provision of the particular assignment;
 - (d) cooperation experience with the provider in previous provision of Legal Services based on KPI mentioned in the Section 9 of Terms of reference / Technical specification of the Procurement (Annex A) ("**Terms of Reference**").
 - 3.4.6. The Client shall inform all Service Providers on the results of the mini-competition;
 - 3.4.7. The Service Provider with most economically advantageous proposal shall be invited to sign the Assignment Order. After this invitation to implement an assignment (including corresponding Assignment Order) is accepted by the Service Provider, the conditions set in the Assignment Order and the proposal of mini-competition become binding upon the Parties. The Service Provider first signs the Assignment Order. Parties can sign the Assignment Order digitally with digitally signature and time stamp.
- 3.5. The Assignment Order shall include details of the Legal Services to be carried out by the Service Provider (as specified in Draft Assignment Order - Annex No. 3), i.e. required Service line, estimated workload, starting date, deadline etc.
- 3.6. The Client reserves the right not to directly award the Service Provider with Assignment Order nor to invite the Service Provider to participate in a mini-competition based on results of KPI. The Client will regularly review the quality of completed assignment and the cooperation with the Service Provider according to Section 9 of the Terms of Reference. The Client shall not invite the Service Provider to the next 3 (three) mini-competitions and/or shall not award next 3 (three) direct tasks, if the conditions stipulated in Section 9 of the Terms of Reference occur.
- 3.7. The Service Provider has a right to reject Client's invitation to implement an assignment only in exceptional cases related to the availability involved Experts, or when the Service Provider envisages that the implementation of a particular Assignment Order would result in a conflict with requirements set in the Framework agreement, or in case of a Conflict of Interests (Clause 16). The decision of the Service Provider to reject the Client's invitation to implement an assignment shall be provided in writing by stating the actual reasons for such decision.

- 3.8. The Service Provider has the right to request reasonable explanatory information from the Client regarding the specifics of provision of an assignment via email. If the Client finds it necessary to respond, the Client has the right to disclose information provided to the Service Provider also to Other Providers.

4. PERFORMANCE OF THE AGREEMENT

- 4.1. The Service Provider must perform the Agreement in compliance with its provisions, the instructions given by the Client, under the specific terms agreed in an Assignment Order and all legal obligations applicable under EU, international and national law.
- 4.2. The Service Provider and the Expert providing the Legal Services to the Client must comply with the relevant professional diligence and applicable legislation governing the activities of legal advisers (in case of attorneys, in addition to the respective bar association rules and related regulations) and the provision of Legal Services must be of consistently high quality that is necessary to achieve the purpose of the particular Assignment Order agreed between the Parties in particular Assignment Order. The Service Provider acknowledges the Client's premises is included in the list of a critical infrastructure. Hence the Service Provider confirms that it shall not involve employee and/or staff who have a criminal record, in the performance of the Agreement. The Client has the rights to request and the Service Provider without a delay shall submit to the Client the name, surname, personal code of a natural person involved in implementation of any Assignment and the Service Provider should inform the employee that his/her data will be provided to the Principal for purpose of data processing by the Principal for implementation of Assignment. The Client has a right to demand dismissal of such a natural person non-compliant with the security clearance requirements at the Client's sole discretion based on the Client's written request for dismissal.
- 4.3. The Service Provider shall, within reason and in the scope of Legal Services, endeavour to carry out all activities that would reasonably assist and aid the Client, always act in the best interests of the Client and use its best endeavours to engage all legal means reasonably available in achieving the result of the particular assignment specified in the particular Assignment Order.
- 4.4. The Client shall deliver to the Service Provider relevant essential information necessary for the provision of Legal Services. The Client understands that the proper provision of Legal Services requires the Client to give to the Service Provider all the information relevant to the particular assignment, and to inform the Service Provider of any changes to that information.
- 4.5. The Client shall provide the Service Provider or Service Provider's nominated legal advisers (Experts) with a respective power of attorney at the request of the Service Provider, if necessary for implementation of the particular assignment.
- 4.6. The Client shall have the final and exclusive right in the negotiations, terms, decisions, agreements, etc. and in any and all matters related to Legal Services, including but not limited to the final right to decide whether or not to conclude any agreement(s), litigate, submit documents etc.
- 4.7. The Service Provider shall provide the Client with all and any information and documentation in its possession or control relating to the Legal Services provided to the Client. The Service Provider shall return original documents to the Client immediately at the Client's request.
- 4.8. The Service Provider shall carry out the tasks, prepare and provide all documents, reports, minutes of the meetings and any other information material (i.e. provide Deliverables¹) specified in an Assignment Order.
- 4.9. The Client reserves the right to ask the Service Provider (or its corresponding Expert) to provide intermediate results (deliverables) of an Assignment Order in short notice, in order to check the progress of the implementation of an Assignment Order. The Service Provider (or its corresponding Expert) shall provide the Client with the information, status of the progress including proof thereof, such as intermediate documentation, reports, etc. within the short notice period. This confirmation does not imply the implementation of any additional assignments (reports etc.), but confirms progress of the implementation of the Assignment Order. Failing to do so within the short notice period or by providing information that shows that the assignment will not be completed within specified time in

¹ Definition "Deliverables" shall include all tasks (including, but not limiting to, actions and information material, agreements, procedural and other documents) to be carried out by the Service provider in order to fully implement the corresponding Assignment order.

the Assignment Order, the Client reserves the right to cancel the implementation of the Assignment Order and to proceed with the procedures for terminating the Agreement.

- 4.10. As a part of the Deliverables, the Service Provider shall prepare information material in a fully comprehensive and understandable² way, by providing explicit and full source details (initial information, evidences etc.) used for the analysis and provision of Deliverables.
- 4.11. The Client shall have no responsibility over any content of Deliverables provided by the Service Provider.
- 4.12. Approval by the Client of the Deliverables of the corresponding Assignment Order shall not mean the approval of the outcome results (reports, agreements, procedural documents, summary, advice, decisions etc.) delivered by the Service Provider. Service Provider shall bear full responsibility of the Deliverables provided.

5. RIGHTS AND OBLIGATIONS

- 5.1. The Service Provider shall be responsible for the availability of its Experts implementing particular Assignment Orders.
- 5.2. The Service Provider shall be responsible for ensuring that its Experts included in the Agreement fulfil the requirements thereof as long as it comes to Experts' responsibility.
- 5.3. The Service Provider shall remain fully responsible for the results (including Client's losses incurred due to such results) of its services after the completion of an Assignment Order. Any additional expenses arisen due to the correction of unacceptable outcome results shall be covered solely by the Service Provider. The Client reserves the right to request the Service Provider to correct the results of its services regardless whether it is necessary during the implementation of an Assignment Order or after it was completed and approved.
- 5.4. Only the Expert specified in an Assignment Order is allowed to implement the tasks defined therein. No subcontracting (excluding Experts) or staff in any kind or form is allowed for implementation of the Assignment Order without the Client prior approval according to Clause 62 of the Public Procurement Law and Clause 4.2 of the Agreement.
- 5.5. The Service Provider must keep records and other supporting documentation (original supporting documents) as evidence that the Assignment Order is correctly performed and the expenses were actually incurred. These must be available for review upon the Client's request.
- 5.6. The Client is obliged to pay for the services of the Service Provider in accordance with the Assignment Order and based on the approved Deliverables of the Service Provider pursuant to the payment request.
- 5.7. The Service Provider is obliged to ensure a valid professional risk indemnity insurance agreement with limit of liability in the amount of at least 1 000 000,00 EUR (one million *euro*) for any insurance claim covering all period of validity of the Agreement. The Service Provider is obliged to submit to the Client a copy of a renewed insurance agreement or a new insurance agreement including the above-mentioned provisions within five (5) working days before the date of expiry of the previous insurance agreement.

6. PAYMENTS

- 6.1. Service Provider must make a request for payment to obtain its remuneration for services and reimbursement of expenses agreed in the Agreement. Following signing of the delivery-acceptance deed by both Parties, which can be also digitally signed with time stamp, Client, the Service Provider must submit the invoice within 30 (thirty) calendar days or at another time agreed between the Parties in the Assignment Order.
- 6.2. Invoices should be sent to the e-mail invoices@railbaltica.org and should include the following details about the Agreement: Identification number RBR 2019/[●], the Assignment Order and name of the contact person Ģirts Rūda. The Parties agree that in accordance with the Law on Accounting and Value Added Tax Law of the Republic of Latvia the invoices may be issued without the requisite "signature".
- 6.3. The Client shall make the payment after 15 (fifteen) days from the date on which the Client receives properly prepared payment request (invoice) on the accepted Deliverable.

² The information provided in the Deliverables shall be understandable to the average-level lawyer or manager with no particular experience in a specific topic concerned.

- 6.4. The Client may suspend the payment at any time if:
- 6.4.1. the Deliverable is not accepted by the Client;
 - 6.4.2. invoice supporting documents are missing;
 - 6.4.3. the invoice is incorrect;
 - 6.4.4. the Client has to make further checks to verify details of invoice.
- 6.5. The Client shall reject the invoice (parts of) if it does not fulfil the conditions of the Agreement and particular Assignment Order.
- 6.6. The Client may reduce the fee if the Service Provider is in breach of any of its other obligations under the Agreement (including unsatisfactory implementation of any Assignment Orders). The Client must formally notify the Service Provider of its intention, include the reasons why, and invite the Service Provider to submit any observations within 15 days of receiving notification. If the Client does not accept these observations, it will formally notify confirmation of the rejection or reduction.
- 6.7. Payments are subject to the Client's approval of Deliverable(s) and of the invoice(s). Approval does not mean recognition of compliance, authenticity, completeness or correctness of content.
- 6.8. The Client may at any point suspend the payment deadline, if an invoice cannot be processed because it does not comply with the Agreement's provisions. The Client must formally notify the Service Provider of the suspension and the reasons for it. After the condition for suspending the payment deadline is mitigated, the suspension will be lifted — and the remaining payment period will resume.
- 6.9. If the payment deadline has been suspended due to the non-compliance with the Agreement's conditions and the Service Provider fails to rectify the outcome of the corresponding Assignment Order within the reasonable period of time, the Client may also terminate the Agreement.
- 6.10. In the event of failure by the Service Provider to meet any deadline and/or supply any Deliverable by the date stipulated in the particular Assignment Order, the amount of fee payable by the Client to the Service Provider under the corresponding Assignment Order with respect to the relevant time period shall be reduced by 0.1 % of the amount of such fee for each day of delay.
- 6.11. Payments will be made in euros.
- 6.12. The Client shall pay the amounts shown on the invoice by bank transfer to the bank account of the Service Provider. Each Party bears its own bank charges.
- 6.13. The legal fees described in Proposal (Annex B of this Agreement) and in the Assignment Order are exclusive of VAT. The VAT treatment for the supply of Legal Services under an Assignment Order shall be determined pursuant to the VAT laws of the jurisdiction where a taxable transaction for the VAT purposes is deemed to take place. If VAT is payable on any contractual amounts, the Client shall pay to the Service Provider an amount equal to the VAT at the rate applicable from time to time, provided that such amount shall only be required to be paid after the Service Provider provides the Client with a valid VAT invoice in relation to that amount. Each Party shall, on request, provide the other Party with any additional VAT invoices or other documentation required for VAT purposes.
- 7. LEGAL FEES**
- 7.1. The Service Provider shall act as an independent contractor on its own cost and for its own account and the Client shall not be obliged to pay to the Service Provider any royalties or fees other than the fees and/or rates expressly agreed upon in the Assignment Order or to compensate any other kind of costs or expenses of the Service Provider. The Client shall remunerate to the Service Provider the fees and costs stated in the Assignment Order.
- 7.2. The applicable legal fees of the Service Provider are included in the Proposal. The legal fees offered by the Service Provider in mini-competitions or directly at the request of the Client for providing a particular Assignment may not be higher than the legal fees offered by the Service Provider in the Proposal and the offered fees are final. If the Service Provider is in breach of the previous sentence, the Client refuses the Service Provider's proposal for providing of an assignment.
- 8. REIMBURSEMENT OF TRAVEL EXPENSES**
- 8.1. The Client shall reimburse the travel expenses incurred by the Service Provider during the provision of services only in the following cases:
- 8.1.1. travel expenses are indicated and agreed in the corresponding Assignment Order;
 - 8.1.2. travel expenses incurred for the implementation of the corresponding Assignment Order;

- 8.1.3. travel expenses are justified by documents.
- 8.2. In case the Principal for the implementation of a particular Assignment Order requires the Expert to travel from his/her place of residence or Service Provider's office (whatever is applicable) for more than 200 km one way, the Client shall reimburse incurred travel³ expenses for the Expert included in a particular Assignment Order.
- 8.3. For the implementation of a particular Assignment Order where traveling is included, Expert shall ensure average level economical travel and accommodation expenses. The Client reserves the right to choose the accommodation.
- 8.4. The following travel expenses are subject to reimbursement:
- 8.4.1. Bus travel expenses if distance of less than 400 km one-way;
- 8.4.2. Second-class rail travel expenses if distance of less than 400 km one-way;
- 8.4.3. Economy class air travel expenses if distance of more than 400 km one-way;
- 8.4.4. A travel expense (a return ticket) shall not exceed 500 EUR. Travel expense exceeding 500 EUR on return ticket will be reimbursed at 500 EUR max.
- 9. OWNERSHIP AND USE OF THE RESULTS (INCLUDING INTELLECTUAL PROPERTY RIGHTS)**
- 9.1. The Client will fully and irrevocably acquire the ownership of the results under this Agreement including any rights in any of the results listed in this Agreement, including copyright and other intellectual or industrial property rights, and all technological solutions and information contained therein, produced in performance of the Agreement.
- 9.2. The Client will acquire all rights and obligations under this Agreement from the moment the Deliverables (results) are delivered by the Service Provider and are not limited in time and will be valid after the expiry of the Agreement and/or the individual Assignment Order.
- 9.3. The copyright fee has been included in the legal fee (Clause 7). The transfer of copyright shall also remain valid if the Agreement is prematurely terminated for any reason and/or terminated without the complete delivery of the Deliverables.
- 9.4. The Client has the right to publish material submitted by the Service Provider without the Service Provider's permission, as well as to require the Service Provider to change it, to redo it, to divide it into parts. If the Service Provider and the Client cannot agree on the execution of this work, the Client is entitled to involve another Service Provider in carrying out the said task.
- 9.5. The Service Provider shall undertake to ensure that the Services, the execution of Services or the use of the any of the Deliverables not violate the rights, including copyright, of third persons.
- 9.6. If the Services, the execution of the Services or the use of the Deliverables or other deliverables produced while rendering the Services violate the rights of third persons, the Service Provider shall be liable for the violation. The Service Provider shall be obliged to compensate the damage caused to third persons and satisfy any claims for the compensation of damage filed against the Client by third persons.
- 10. ON-THE-SPOT VISITS**
- 10.1. By virtue of Council Regulation (Euratom, EC) No 2185/961 of 11 November 1996 concerning on-the-spot checks and inspections carried out by the Commission in order to protect the European Communities' financial interests against fraud and other irregularities and Regulation (EU) No 883/20132 of the European Parliament and the Council of 11 September 2013 concerning investigations conducted by the European Anti-Fraud Office (OLAF), OLAF may also carry out on-the-spot checks and inspections in accordance with the procedures laid down by Union law for the protection of the financial interests of the Union against fraud and other irregularities.
- 10.2. By giving a written notice 5 (five) business days in advance, but in case of an unannounced check without an advance notice, the Client may carry out independent on-the-spot visits to the sites and premises where the activities implemented within the Agreement are or were carried out.
- 10.3. On-the-spot visits may be carried out either directly by the authorised staff of the Client or by any other outside body authorised to do so on behalf of the Client. Information provided in the framework of

³ The point of departure shall be limited to the location in Europe.

on-the-spot visits shall be treated on confidential basis. The Client shall ensure that any outside body authorised shall be bound by the confidentiality obligation.

- 10.4. The Service Provider shall ensure that the performer of the on-the-spot visit or any other outside body authorised has access to all the information and documents, including information and documents in electronic format, which is requested by the authorised staff of the performer of the on-the-spot visit or any other outside body authorised for the performance of an on-the-spot visit and which relates to the implementation of the Agreement, as well as shall allow the authorised staff of the performer of the on-the-spot visit or any other outside body authorised copying of the information and documents, with due respect to the confidentiality obligation.

11. AMENDING THE AGREEMENT; TERMINATION OF THE AGREEMENT

- 11.1. The Agreement can be amended in compliance with the provisions of Article 61 of the Public Procurement Law including but not limited to the provisions of point 5 of Section 2 of Article 61.
- 11.2. If after the conclusion of the Agreement amendments are made to the existing laws and regulations and in consequence the costs of Service Provider's Legal Services increase or decrease and when a prior warning has been given, then, after a mutual agreement by the Parties, the Fee is amended.
- 11.3. Amendments to the Agreement are proposed by the Party who sees a need for the amendments by submitting a justification for the proposal of amendments.
- 11.4. Amendments and supplements to the Agreement shall be valid only when they have been prepared in writing and signed by the Parties; they shall be enclosed to this Agreement and become an integral part of it.
- 11.5. When deciding on amending the Agreement, compliance with Public Procurement Law of the Republic of Latvia, Procurement and requirements under its Regulation must be ensured.
- 11.6. This Agreement may be terminated by a Party by giving the other Party sixty (60) days prior written notice of termination ("**Regular Termination**"). In the event of Regular Termination, the Agreement shall remain legally binding on the Parties until, but only in respect of, all rights and obligations already created or existing prior to the date of the Regular Termination are fully performed by both Parties.
- 11.7. The Client reserves the right to terminate the Agreement within 10 (ten) business days after sending a written notice to the Service Provider due to the following reasons:
- 11.7.1. The Service Provider has committed substantial errors, irregularities or fraud, or is in serious breach of its obligations under the procurement procedure or under the Agreement, including false declarations and obligations relating;
- 11.7.2. The Service Provider breaches conditions of the Agreement and does not cure the breach within 20 (twenty) business days of written notice of same;
- 11.7.3. Service Provider and/or its Expert poorly performs his/her tasks defined in the corresponding Assignment Order.
- 11.8. The Parties reserve the right to terminate the Agreement at any time after sending a written notice if:
- 11.8.1. the Client fails to make a payment where such failure has not been eliminated within thirty (30) calendar days after receipt of a written notice of failure to pay from the Service Provider;
- 11.8.2. a Party is dissolved, declares bankruptcy, becomes insolvent or is unable to pay its debts or fails or admits in writing its inability generally to pay its debts as they become due;
- 11.8.3. a breach of confidentiality (Clause 15) occurs;
- 11.8.4. a breach of obligation to avoid Conflict of Interests (Clause 16) occurs;
- 11.8.5. The Service Provider fails to submit a valid professional risk indemnity insurance agreement within a time mentioned in Clause 5.7.
- 11.9. The Client reserves the right to terminate the Agreement if services of the Service Provider are no longer required or the Service Provider has not participated in the last 3 (three) mini-competitions or has rejected the last 3 (three) Client's invitation to implement an assignment without the reasons mentioned in Clause 3.7.
- 11.10. The Client reserves the right to terminate a particular Assignment Order if:
- 11.10.1. the services specified thereof are no longer required;
- 11.10.2. CEF Co-financing for further financing of the Service are not available to the Client fully or partly;

- 11.10.3. it is not possible to execute the Agreement due to the application of international or national sanctions, or European Union or North Atlantic Treaty Organization applied sanctions significantly affecting interests of financial or capital market.

In a case of termination under Clause 11.10.1-11.10.2, the costs incurred by the Service Provider up to the notification of the termination of an Assignment Order are subject to the reimbursement by the Client.

- 11.11. If the Client has unilaterally terminated the Agreement due to non-fulfilment of the obligations undertaken in the Agreement by the Service Provider, the Client has the right to disqualify the Service Provider from participation in any tenders organized by the Client during 12 (twelve) months from the date of the termination of the Agreement.

12. FORCE MAJEURE

- 12.1. 'Force majeure' means any situation or event that:

- 12.1.1. prevents either Party from fulfilling their obligations under the Agreement;
- 12.1.2. was unforeseeable, exceptional and beyond the Parties' control;
- 12.1.3. was not due to error or negligence on their part; and
- 12.1.4. proves to be inevitable in spite of exercising due diligence.

- 12.2. A force majeure must be immediately and formally notified to the other Party.

- 12.3. Notification must include details of the situation's nature, likely duration and expected effects.

- 12.4. The Party faced with a force majeure will not be held in breach of its Agreement obligations if the force majeure has prevented it from fulfilling them.

13. COMMUNICATION BETWEEN THE PARTIES

- 13.1. Communication under the Agreement (e.g. information, requests, submissions, formal notifications, etc.) must:

- 13.1.1. be carried out in English;
- 13.1.2. be carried out between the contact persons specified in the corresponding Assignment Order;
- 13.1.3. be made in writing (including electronic form); and
- 13.1.4. bear the Agreement's and Assignment Order's number.

- 13.2. During the implementation of the Assignment Order, the communication via e-mail shall be executed between the persons indicated in the corresponding Assignment Order. Additionally, all copies of those e-mail messages shall be sent also to Parties' e-mail addresses specified in the Agreement.

- 13.3. Communications by e-mail are deemed made when they are sent by the sending Party and receipt is confirmed by the receiving Party, unless the sending Party receives a message of non-delivery. Sending Party is responsible to get the confirmation that a message (with all its contents) sent via e-mail was received.

- 13.4. Assignment Orders, notices, declarations and invoices shall be deemed received:

- 13.4.1. if delivered by hand, on the first business day following the delivery day;
- 13.4.2. if sent by post, on the fifth (5th) business day after the date of posting;

- 13.4.3. if sent by email and received "out of office reply" or similar on the day of sending if sent before 17:00 on a business day, or otherwise at 09:00 on the first business day following such sending (Latvian time applies).

- 13.5. If the final day of a time period referred to in this Agreement is Saturday, Sunday or a holiday prescribed by law, the following working day shall be considered the final day of the time period.

- 13.6. The Parties agree that information may be exchanged electronically over the internet.

14. EXPERT CHANGE

- 14.1. Only in exceptional cases Experts included in the Agreement can be replaced and by signing an amendment to the Agreement.

- 14.2. The proposed Expert's qualifications must be equivalent to or higher than those of the replaced Expert. The qualifications must be proven by submitting the same qualification documents/information as for the selected Expert within the procurement process.
- 14.3. The Client reserves the right to request the Service Provider to replace an Expert in case of any of the following reasons:
- 14.3.1. repeated careless performance of duties;
 - 14.3.2. incompetence or negligence;
 - 14.3.3. non-fulfilment of obligations or duties stipulated in the Agreement;
 - 14.3.4. poor knowledge of English language (unsatisfactory presentation, writing skills in English);
 - 14.3.5. termination of employment relations or cooperation agreement with the Service Provider.
- 14.4. Failing of the Service Provider to propose another Expert with equivalent or better qualifications within 10 (ten) business days period might lead to the termination of the Agreement by the Client at any time after sending a written notice.
- 14.5. The Client shall approve or reject the replacement of an Expert as soon as possible, but no later than within 5 (five) business days after the receipt of all information and documents necessary for a decision in accordance with the provisions in this Agreement.

15. CONFIDENTIALITY

- 15.1. Each Party undertakes to keep confidential the terms and conditions of the Agreement and Assignment Order(s) and not to use or disclose any and all information of any kind or nature whatsoever, whether written or oral or whatsoever form, including, but not limited to, financial information, trade secrets, customer lists, any and all information and documents related to the negotiations and the subsequent performance of the Agreement between the Parties, which is not known to the general public ("**Confidential Information**").
- 15.2. The Service Provider and Experts (including but not limited to attorneys) of the Service Provider shall maintain confidentiality of the fact that the Client has requested the Service Provider to provide Legal Services as well as of the information that has become known to the Service Provider in the provision of Legal Services. The Service Provider shall use the Confidential Information only for the provision of the Legal Services agreed between the Parties in the Assignment Order or to perform its other obligations under the Agreement and to restrict disclosure of the Confidential Information solely to those representatives who have to know the Confidential Information in order to carry out the Legal Services or perform Service Provider's obligations under the Agreement.
- 15.3. A Party has the right to disclose Confidential Information only if it is explicitly required to do so by law or pursuant to any order of court or other competent authority or tribunal or if such disclosure has been agreed by the other Party in writing.
- 15.4. The Client reserves the right to request the Service Provider and/or Expert to sign a confidentiality agreement for the implementation of a particular Assignment Order.
- 15.5. The confidentiality obligation shall not expire in time.
- 15.6. If the Service Provider violates its confidentiality obligation, then it shall be liable to pay to the Client a contractual penalty in the amount corresponding to thrice (3x) the total sum of legal fee according to the Assignment Orders if the breach took place in relation with the performance of the assignment, but not less than 10 000 EUR (ten thousand euros) for each breach of such obligation.

16. SERVICE PROVIDER AND EXPERTS' INDEPENDENCE AND ABSENCE OF CONFLICT OF INTEREST

- 16.1. If the Service Provider provides or will provide legal services to any person whose interests are or probably will be in conflict with the interests of the Client in relation with providing the assignment (in the past, in the present and in the foreseeable future) to the Client, or in case of any circumstances, which harm or may harm the possibility of the Service Provider to act solely in the interests of the Client ("**Conflict of Interests**"), the Service Provider has the obligation to refrain from providing the assignment to the Client. For example, if the assignment involves the drafting of documentation for a procurement, the Service Provider would have to refrain from providing the assignment to the Client if the Service Provider provides or probably will provide legal services to persons that have an interest in that procurement.

- 16.2. As part of the obligation of the Service Provider to avoid Conflict of Interest, the Service Provider must also refrain from providing legal services to any person whose interests are or probably will be in conflict with the interests of the Client in relation with providing the Assignment (in the past, in the present and in the foreseeable future) to the Client. For example, if the assignment provided by the Service Provider involves the drafting of documentation for a procurement, the Service Provider would have to refrain from providing the legal services to persons that have an interest in that procurement.
- 16.3. The Service Provider immediately has to notify the Client before taking up any assignments, if there can be doubts whether such are permissible pursuant to the obligation to avoid Conflict of Interests set forth in this Agreement. In case of doubt, the Client has the right to decide whether a Conflict of Interests situation occurs or not.
- 16.4. If the Service Provider violates its obligation to avoid Conflict of Interests or fails to comply with it, it shall be liable to pay to the Client a contractual penalty in the amount corresponding to thrice (3x) the total sum of legal fee according to the Assignment Order if the breach took place in relation with the performance of the assignment, but not less than 10 000 EUR (ten thousand euros) for each breach of such obligation.

17. VISIBILITY REQUIREMENTS

- 17.1. The Service Provider is obliged to comply with the following visibility requirements:
- 17.1.1. Any reports, brochures, other documents or information connected with Deliverables which the Service Provider produces and submits to the Client or makes publicly available must include the following:
- (i) a funding statement stating that the Client is the recipient of the funding from the CEF: "Rail Baltica is co-financed by the European Union's Connecting Europe Facility";
 - (ii) (for printed materials) a disclaimer releasing the European Union from any liability in terms of the content of the dissemination materials: "The sole responsibility of this publication lies with the author. The European Union is not responsible for any use that may be made of the information contained therein." This disclaimer in all European Union official languages can be seen at the website: <https://ec.europa.eu/inea/connecting-europe-facility/cef-energy/beneficiaries-info-point/publicity-guidelines-logos>;
 - (iii) the European Union flag.
- 17.1.2. Requirements set in Clauses 17.1.1(i) - 17.1.1(iii) can be fulfilled by using the following logo:



**Co-financed by the Connecting Europe
Facility of the European Union**

If the Service Provider shall use this logo, the Service Provider shall ensure that elements of the logo will not be separated (the logo will be used as one whole unit) and enough free space around the logo shall be ensured;

- 17.1.3. The Service Provider is obliged to comply with the latest visibility requirements set by the European Union. For that purpose, the Service Provider shall follow the changes in the visibility requirements on its own. On the date of conclusion of this Agreement the visibility requirements are published on the following website: <https://ec.europa.eu/inea/connecting-europe-facility/cef-energy/beneficiaries-info-point/publicity-guidelines-logos>.
- 18. TECHNICAL, LEGAL AND FINANCIAL CHECKS AND AUDITS**
- 18.1. By giving a written notice 5 (five) working days in advance, but in case of an unannounced check or audit without an advance notice, the Client may carry out technical, legal and financial checks and audits in relation to the implementation of the Contract.
- 18.2. Checks and audits may be carried out either directly by the authorized staff of the Client or by any other outside body authorised to do so on Client's behalf.
- 18.3. Information and documents obtained in the framework of checks or audits shall be treated on a confidential basis. Client shall ensure that its staff and any outside body authorised by the Client be bound by the confidentiality obligation.

- 18.4. The Service Provider shall ensure that the performer of the check or audit or any other outside body authorised has access to all the information and documents, including information in electronic format, which is requested by the performer of the check or audit or any other outside body authorised for the performance of the check or audit and which relates to the implementation of the contract, as well as shall allow the performer of the check or audit or any other outside body authorised by it copying of the information and documents with due respect to the confidentiality obligation.

19. GOVERNING LAW; RESOLUTION OF DISPUTES

- 19.1. The rights of the Parties hereto and the validity, interpretation and implementation of this Agreement shall be governed by and construed and interpreted in accordance with the laws of the Republic of Latvia. In the event of any dispute, controversy, or claim arising out of or relating to this Agreement, or the breach, termination or invalidity hereof or thereof, the disputing Party shall provide written notice thereof to the other Party. The Parties shall attempt in the first instance to resolve such dispute through amicable consultations.
- 19.2. When any dispute occurs, and is the subject of amicable consultations, the Parties shall continue to exercise their remaining respective rights, and fulfil their remaining respective obligations, under this Agreement.
- 19.3. If the dispute is not resolved by amicable consultation within thirty (30) days after notice of a dispute is given by a Party, then any Party may submit the dispute for final resolution by a competent court of the Republic of Latvia.

20. MISCELLANEOUS

- 20.1. The Agreement is done in two copies in English.
- 20.2. The payment of any contractual penalty hereunder shall not relieve either Party from the responsibility to perform any of the obligations of such Party set forth in the Agreement or deriving from the applicable law.
- 20.3. Any amendments to the Agreement shall be valid if made in writing and signed by the respective authorized persons of both Parties. Any amendments must not make changes to the Agreement that might alter the initial conditions of the procurement procedure or result in unequal treatment of tenderers participated in this procurement.
- 20.4. If at any time, any clause of the Agreement becomes illegal, invalid or unenforceable, in any respect, under the applicable law, neither the legality, validity nor enforceability of the remaining provisions of the Agreement shall in any way be affected or impaired thereby. The Parties shall, in good faith, utilize their best efforts to replace any illegal, invalid or unenforceable clause with such that is legal, valid and enforceable and comes as close as possible to the invalid clause as regards its economic intent.
- 20.5. The Client cannot be held liable for any damage caused or sustained by the Service Provider or a third party during or as a consequence of performing the Agreement, except in the event of the Client's wilful misconduct or gross negligence.
- 20.6. For the purpose of execution of the Agreement, the Parties might transfer to each other certain personal data, such as data on employees of the Parties, data on suppliers, project stakeholders and their employees etc. The Parties acknowledge that for the purpose of the Agreement each of the Parties shall act as a controller.

The Party shall transfer the personal data to the other Party and such other Party shall process the personal data only for the purposes of execution of the Agreement and other such purposes as required by applicable laws.

The Parties agree that except where the Party has a separate legal basis for processing the personal data referred to in the applicable laws governing the protection of personal data, the Party shall not process the personal data for any other purpose.

Besides other obligations provided for in the Agreement, each of the Parties undertakes:

20.6.1 to process the personal data to the minimum extent necessary;

20.6.2 not to infringe any rights of the data subjects;

20.6.3 to implement and apply proper organizational and technical measures ensuring the compliance with the requirements of the law;

20.6.4 to ensure the compliance with other requirements of the law governing the protection of personal data.

- 20.7. The authorised representative by the Client for Agreement fulfilment issues is [●], e-mail [●], phone [●].
- 20.8. The authorised representative by the Service Provider for Agreement fulfilment issues is [●], e-mail [●], phone [●].
- 20.9. In the event of any inconsistency between the terms of this Agreement and any of the Annexes, the text of this Agreement shall take precedence over any term set forth in any of the Annexes. In the event of any inconsistency between the terms of any of the Annexes, the order of precedence of the text of such Annexes (including any calculation) shall be established according to the sequence of listing in Clause 21.
- 20.10. The Agreement is concluded in 2 (two) copies, one for each, all having the same legal effect.

21. ANNEXES

(to be added after procurement results)

Annex A – Terms of Reference/Technical specification of the Procurement on [●] pages;

Annex B – Tenderers' Proposal on [●] pages;

Annex C – Draft Assignment Order on [●] pages;

Annex D – Service Provider's declaration on [●] pages.

SIGNATURES

For the Service Provider:

For the Client:

ANNEX C: ASSIGNMENT ORDER

ASSIGNMENT ORDER (CONTRACT) NO. [●]

Date [●]

FOR THE PROVISION OF LEGAL SERVICES

This Assignment Order has been entered into pursuant to the Framework Agreement No [●], for the provision of legal services between

RB Rail AS, a company organized and existing under the laws of Republic of Latvia, registry code 40103845025, registered address Krišjāņa Valdemāra iela 8-7, Rīga LV-1010, Republic of Latvia (the **Client**), represented by [position] [name], and

a company [●] organized and existing under the laws of [country], registry code [●], registered address [●] (**Service Provider**), represented by [position] [name],

for providing of the Assignment Order by the Service Provider to the Client on the following conditions:

1. Name of the Expert to implement Assignment Order: [●]
2. Assignment Order is covered in the following Service line: [●]
3. Description of the Assignment Order and the desired result: [●].
4. Form/output of the deliverables: [●].
5. Timeline/deadline for implementing the Assignment Order: [●].
6. Contact person(s) for the Client: [●].
7. Contact person(s) for the Service Provider: [●].
8. Work load (in hours) and sum of fee in total (exclusive of VAT) for implementing legal services of Assignment Order: [●].
9. Out-of-pocket costs: [●].
10. Reimbursement of additional expenses: [●].
11. Payment: According to the Framework Agreement for Legal services.
12. No Conflict of Interest: Service Provider and Expert appointed to implement Assignment Order confirms having no Conflict of Interests in the meaning of the requirements specified in Section 16 of the Agreement for the provision of legal services regarding the above described Assignment Order.
13. Governance: This Assignment Order supplements, forms part of and is subject to the Agreement for the provision of legal services. All provisions contained in the Agreement thereof govern this Assignment Order. In the event of any inconsistency between the provisions of the Agreement for the provision of legal services and this Assignment Order, this Assignment Order shall prevail.
14. Other terms: [●].

RB Rail AS

[Service Provider]

[Expert]

ANNEX D: SERVICE PROVIDER'S DECLARATION

I, the undersigned duly authorised representative, on behalf of [*name of the Service Provider*] undertake:

1. To respect the freely-exercised right of workers, without distinction, to organize, further and defend their interests and to bargain collectively, as well as to protect those workers from any action or other form of discrimination related to the exercise of their right to organize, to carry out trade union activities and to bargain collectively;
2. Not to use forced or compulsory labour in all its forms, including but not limited to not employ people against their own free will, nor to require people to lodge 'deposits' or identity papers upon commencing employment;
3. Not to employ: (a) children below 14 years of age or, if higher than that age, the minimum age of employment permitted by the law of the country or countries where the performance, in whole or in part, of a contract takes place, or the age of the end of compulsory schooling in that country or countries, whichever is higher; and (b) persons under the age of 18 for work that, by its nature or the circumstances in which it is carried out, is likely to harm the health, safety or morals of such persons;
4. To ensure equality of opportunity and treatment in respect of employment and occupation without discrimination on grounds of race, colour, sex, religion, political opinion, national extraction or social origin and such other ground as may be recognized under the national law of the country or countries where the performance, in whole or in part, of a contract takes place;
5. To ensure the payment of wages in legal fashion, at regular intervals no longer than one month, in full and directly to the workers concerned; to keep an appropriate record of such payments. Deductions from wages will be conducted only under conditions and to the extent prescribed by the applicable law, regulations or collective Contract, and the workers concerned shall be informed of such deductions at the time of each payment. The wages, hours of work and other conditions of work shall be not less favourable than the best conditions prevailing locally (i.e., as contained in: (i) collective Contracts covering a substantial proportion of employers and workers; (ii) arbitration awards; or (iii) applicable laws or regulations), for work of the same character performed in the trade or industry concerned in the area where work is carried out;
6. To ensure, so far as is reasonably practicable, that: (a) the workplaces, machinery, equipment and processes under their control are safe and without risk to health; (b) the chemical, physical and biological substances and agents under their control are without risk to health when the appropriate measures of protection are taken; and (c) where necessary, adequate protective clothing and protective equipment are provided to prevent, so far as is reasonably practicable, risk of accidents or of adverse effects to health;
7. To support and respect the protection of internationally proclaimed human rights and not to become complicit in human rights abuses;
8. To create and maintain an environment that treats all employees with dignity and respect and will not use any threats of violence, sexual exploitation or abuse, verbal or psychological harassment or abuse. No harsh or inhumane treatment coercion or corporal punishment of any kind is tolerated, nor is there to be the threat of any such treatment;
9. To have an effective environmental policy and to comply with existing legislation and regulations regarding the protection of the environment; wherever possible support a precautionary approach to environmental matters, undertake initiatives to promote greater environmental responsibility and encourage the diffusion of environmentally friendly technologies implementing sound life-cycle practices;
10. To identify and manage chemical and other materials posing a hazard if released to the environment to ensure their safe handling, movement, storage, recycling or reuse and disposal;
11. To monitor, control and treat as required prior to discharge or disposal wastewater and solid waste generated from operations, industrial processes and sanitation facilities;
12. To characterize, monitor, control and treat as required prior to discharge or disposal air emissions of volatile organic chemicals, aerosols, corrosives, particulates, ozone depleting chemicals and combustion by-products generated from operations;
13. To reduce or eliminate at the source or by practices, such as modifying production, maintenance and facility processes, materials substitution, conservation, recycling and re-using materials, waste of all types, including water and energy;
14. To adhere to the highest standards of moral and ethical conduct, to respect local laws and not engage in any form of corrupt practices, including but not limited to extortion, fraud, or bribery;
15. To disclose (a) any situation that may appear as a conflict of interest, such as but not limited to: where a Service Provider or an undertaking related to the Service Provider has advised a Beneficiary or Implementing Body or

has otherwise been involved in the preparation of the procurement procedure; and (b) if any Beneficiaries' or Implementing Bodies' official, professional under contract with Beneficiary or Implementing Body or sub-contractor may have a direct or indirect interest of any kind in the Service Provider's business or any kind of economic ties with the Service Provider;

16. Not to offer any benefit such as free goods or services, employment or sales opportunity to a Beneficiary's and Implementing Body's staff member in order to facilitate the Service Providers' business with Beneficiaries or Implementing Bodies;
17. Within a period set in the applicable national legislation following separation from service or award of a contract, as the case may be, to refrain from offering employment to any Beneficiaries' and Implementing Bodies' staff in service and former Beneficiaries' and Implementing Bodies' staff members who participated in the procurement process and to whom a legal restriction to receive material benefits from or be employed by a Service Provider which participated in a procurement procedure or restrictions with similar effect applies;
18. To promote the adoption of the principles set forth in this Service Provider's Declaration by my potential business partners and promote the implementation of the principles set forth in this document towards own Service Providers;
19. Not procure goods, works and services from other Service Providers:
 - a. Who, or its member of the Management Board or the Supervisory Board or procurator of such Service Provider, or a person having the right to represent such Service Provider in activities related to a subsidiary, has been found guilty in any of the following criminal offences by a such punishment prescription of prosecutor or a judgement of a court that has entered into effect and is non-disputable and not subject to appeal:
 - i. bribetaking, bribery, bribe misappropriation, intermediation in bribery, taking of prohibited benefit or commercial bribing;
 - ii. fraud, misappropriation or laundering;
 - iii. evading payment of taxes and payments equivalent thereto,
 - iv. terrorism, financing of terrorism, invitation to terrorism, terrorism threats or recruiting and training of a person for performance of terror acts;
 - b. who, by such a decision of a competent authority or a judgment of a court which has entered into effect and has become non-disputable and not subject to appeal, has been found guilty of an infringement of employment rights which means:
 - i. employment of such one or more citizens or nationals of countries, which are not citizens or nationals of the European Union Member States, if they reside in the territory of the European Union Member States illegally;
 - ii. employment of one person without entering into a written employment contract, not submitting an informative declaration regarding employees in respect of such person within a time period laid down in the laws and regulations, which is to be submitted regarding persons who commence work;
 - c. who, by such a decision of a competent authority or a judgment of a court which has entered into effect and has become non-disputable and not subject to appeal, has been found guilty of infringement of competition rights manifested as a vertical Contract aimed at restricting the opportunity of a purchaser to determine the resale price, or horizontal cartel Contract, except for the case when the relevant authority, upon determining infringement of competition rights, has released the candidate or tenderer from a fine or reduced fine within the framework of the co-operation leniency programme;
 - d. whose insolvency proceedings have been announced (except the case where a bailout or similar set of measures is applied within insolvency proceedings oriented towards prevention of possible bankruptcy and restoration of solvency of the debtor, in which case I shall evaluate the possibility of such Service Provider to participate in the tender), economic activity of such Service Provider has been suspended or discontinued, proceedings regarding bankruptcy of such Service Provider have been initiated or such Service Provider will be liquidated;
 - e. who has tax debts in the country where the procurement is organised or a country where such Service Provider is registered or permanently residing, including debts of State social insurance contributions, in total exceeding an amount which is common threshold in public procurements in the respective country.

[signature] [name, last name] [position] [date]