Annex No 1: Application

[form of the Tenderer's company]

2017.\_\_\_.\_\_\_\_\_\_\_

No\_\_\_\_\_\_\_\_\_\_\_\_

APPLICATION FOR PARTICIPATION IN THE OPEN COMPETITION  
“Preparation of the operational plan of the railway”, No RBR 2017/19

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 open competition “Preparation of the operational plan of the railway” No RBR 2017/19.
2. Proposes to deliver services in accordance with the Technical specification and this Proposal for the following total price (excluding VAT):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. (If applicable): Informs that the following persons comply with the following exclusion grounds:

|  |  |
| --- | --- |
| Name of the entity (person) | Exclusion ground and brief description of the violation |
| [●] |  |
| [●] |  |
| [●] |  |

1. 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 contract it shall fulfil all conditions of the Regulation as well as enter into a procurement contract in accordance with the draft contract enclosed with the Regulation.
2. Confirms the period of validity of its Proposal for 3 (three) month from the day of opening of the Proposal.
3. Guarantees that all information and documents provided are true.
4. **We meet the criteria of (*please mark*):**

🞏 a small 🞏 medium 🞏 other

sized enterprise[[1]](#footnote-1) as defined in the Article 2 of the Commission Recommendation of 6 May 2003 concerning the definition of micro, small and medium-sized enterprise;[[2]](#footnote-2)

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

Annex No 2: Detailed Financial Proposal

[form of the Tenderer's company]

Financial Proposal

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Inception report** | | | | | |
| No | Position | Name | Hourly rate (excl. Vat), EUR | No of hours | Total fee (excl. VAT), EUR |
| Proposed experts: | | | | | |
| 1 | Project manager |  |  |  |  |
| 2 | Operation expert |  |  |  |  |
| 3 | Operation modelling expert |  |  |  |  |
| 4 | Maintenance expert |  |  |  |  |
| 5 | Traffic modelling Expert |  |  |  |  |
| 6 | Rolling Stock Expert |  |  |  |  |
| 7 | Financial expert |  |  |  |  |
| Other experts (indicate all other experts which will be involved in the execution of the Contract, if any) | | | | | |
| 8 |  |  |  |  |  |
| ... |  |  |  |  |  |
| Other costs | | | | | |
| No. | Cost | Unit | Amount | Price per unit (excl. VAT), EUR | Total costs (excl. VAT), EUR |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **First interim report** | | | | | |
| No | Position | Name | Hourly rate (excl. Vat), EUR | No of hours | Total fee (excl. VAT), EUR |
| Proposed experts: | | | | | |
| 1 | Project manager |  |  |  |  |
| 2 | Operation expert |  |  |  |  |
| 3 | Operation modelling expert |  |  |  |  |
| 4 | Maintenance expert |  |  |  |  |
| 5 | Traffic modelling Expert |  |  |  |  |
| 6 | Rolling Stock Expert |  |  |  |  |
| 7 | Financial expert |  |  |  |  |
| Other experts (indicate all other experts which will be involved in the execution of the Contract, if any) | | | | | |
| 8 |  |  |  |  |  |
| ... |  |  |  |  |  |
| Other costs | | | | | |
| No. | Cost | Unit | Amount | Price per unit (excl. VAT), EUR | Total costs (excl. VAT), EUR |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Second interim report** | | | | | |
| No | Position | Name | Hourly rate (excl. Vat), EUR | No of hours | Total fee (excl. VAT), EUR |
| Proposed experts: | | | | | |
| 1 | Project manager |  |  |  |  |
| 2 | Operation expert |  |  |  |  |
| 3 | Operation modelling expert |  |  |  |  |
| 4 | Maintenance expert |  |  |  |  |
| 5 | Traffic modelling Expert |  |  |  |  |
| 6 | Rolling Stock Expert |  |  |  |  |
| 7 | Financial expert |  |  |  |  |
| Other experts (indicate all other experts which will be involved in the execution of the Contract, if any) | | | | | |
| 8 |  |  |  |  |  |
| ... |  |  |  |  |  |
| Other costs | | | | | |
| No. | Cost | Unit | Amount | Price per unit (excl. VAT), EUR | Total costs (excl. VAT), EUR |
|  |  |  |  |  |  |
| **Preliminary study report** | | | | | |
| No | Position | Name | Hourly rate (excl. Vat), EUR | No of hours | Total fee (excl. VAT), EUR |
| Proposed experts: | | | | | |
| 1 | Project manager |  |  |  |  |
| 2 | Operation expert |  |  |  |  |
| 3 | Operation modelling expert |  |  |  |  |
| 4 | Maintenance expert |  |  |  |  |
| 5 | Traffic modelling Expert |  |  |  |  |
| 6 | Rolling Stock Expert |  |  |  |  |
| 7 | Financial expert |  |  |  |  |
| Other experts (indicate all other experts which will be involved in the execution of the Contract, if any) | | | | | |
| 8 |  |  |  |  |  |
| ... |  |  |  |  |  |
| Other costs | | | | | |
| No. | Cost | Unit | Amount | Price per unit (excl. VAT), EUR | Total costs (excl. VAT), EUR |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Final study report** | | | | | |
| No | Position | Name | Hourly rate (excl. Vat), EUR | No of hours | Total fee (excl. VAT), EUR |
| Proposed experts: | | | | | |
| 1 | Project manager |  |  |  |  |
| 2 | Operation expert |  |  |  |  |
| 3 | Operation modelling expert |  |  |  |  |
| 4 | Maintenance expert |  |  |  |  |
| 5 | Traffic modelling Expert |  |  |  |  |
| 6 | Rolling Stock Expert |  |  |  |  |
| 7 | Financial expert |  |  |  |  |
| Other experts (indicate all other experts which will be involved in the execution of the Contract, if any) | | | | | |
| 8 |  |  |  |  |  |
| ... |  |  |  |  |  |
| Other costs | | | | | |
| No. | Cost | Unit | Amount | Price per unit (excl. VAT), EUR | Total costs (excl. VAT), EUR |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Final completion report** | | | | | |
| No | Position | Name | Hourly rate (excl. Vat), EUR | No of hours | Total fee (excl. VAT), EUR |
| Proposed experts: | | | | | |
| 1 | Project manager |  |  |  |  |
| 2 | Operation expert |  |  |  |  |
| 3 | Operation modelling expert |  |  |  |  |
| 4 | Maintenance expert |  |  |  |  |
| 5 | Traffic modelling Expert |  |  |  |  |
| 6 | Rolling Stock Expert |  |  |  |  |
| 7 | Financial expert |  |  |  |  |
| Other experts (indicate all other experts which will be involved in the execution of the Contract, if any) | | | | | |
| 8 |  |  |  |  |  |
| ... |  |  |  |  |  |
| Other costs | | | | | |
| No. | Cost | Unit | Amount | Price per unit (excl. VAT), EUR | Total costs (excl. VAT), EUR |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Total fee (excl. VAT) | | | | |  |

On the basis of the calculation above we hereby propose to perform the Services in accordance with the Technical Specification and the Contract for the contract price:

|  |  |  |
| --- | --- | --- |
| **Proposed contract price (excl. VAT), EUR** | **VAT,**  **EUR** | **Total proposed contract price EUR (including VAT)** |
|  |  |  |

1. We confirm that this Financial Proposal includes all fees and costs related to the performance of the Services in accordance with the Technical Specification and the Contract. We confirm that fees and costs which are not indicated separately are included in one or another of the indicated fees and costs.

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

Annex No 4: Entities on whose capabilities the tenderer relies

|  |  |  |
| --- | --- | --- |
| No | Name | Description of the capabilities |
| 1 |  |  |
| 2 |  |  |
| n+1 |  |  |

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

Annex No 5: Subcontractors

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No | Name of the sub-contractor | Sub-contracted tasks | | |
| **Description of the sub-contracted task** | **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 contract price** |  |  |  |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| n+1 |  |  |  |  |
|  |  |  |  |  |
| **Total:** | | |  |  |
| **II** | **Total amount of the sub-contracted tasks is smaller than 10% from the proposed contract price** |  |  |  |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| n+1 |  |  |  |  |
|  |  |  |  |  |
| **Total:** | | |  |  |
| **Total (I+II)** | | |  |  |

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

Annex No 6: Experience of Tenderer

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No | Description of the services which characterize the required experience | Date of completion of the services | Contract price (thousand EUR\*, excl. VAT) | Contracting authority | Contact information for references |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| n+1 |  |  |  |  |  |
|  |  |  |  |  |  |

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

\* If the value of the contract is in another currency than euro, for the purposes of this proposal it should be recalculated in euro in accordance with the currency exchange rate published by the European Central Bank on the date of signing of this document.

Annex No 7: Experience of key expert

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| No | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Expert’s role in team Name, Surname | | | | | | |
| 1. | **Education**  (Educational institution) | | | Period of studies  (month/year – month/year) | | Obtained degree (-s) | |
| 1.1. |  | | |  | |  | |
| … |  | | |  | |  | |
|  | **Professional experience:** | | | | | | |
| 2. | Employer | Period of employment | Positions held | | Responsibilities and tasks performed related to corresponding qualification requirements in Section 7.5 in procurement Regulation | | |
| 2.1. |  |  |  | |  | | |
| 2.2. |  |  |  | |  | | |
| .. |  |  |  | |  | | |
|  | **Project experience:** | | | | | | |
| 3. | Title of the project, location (project’s description related to corresponding qualification requirements in Section 7.5 in procurement Regulation | Start / end date of the project | Contracting authority (or Client) and contact details (phone, email), e.g. project manager in charge and general contractor and contact details (phone, email) | | Position in the project and description of the role and responsibilities related to corresponding qualification requirements in Section 7.5 in procurement Regulation | | Total value of the investments in the project (in EUR[[3]](#footnote-3), excluding VAT) |
| 3.1. |  |  |  | |  | |  |
| 3.2. |  |  |  | |  | |  |
| .. |  |  |  | |  | |  |

**English language skills[[4]](#footnote-4):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Understanding | | Speaking | | Writing |
| Listening | Reading | Spoken interaction | Spoken production |
| *Enter level* | *Enter level* | *Enter level* | *Enter level* | *Enter level* |

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

I confirm that I have consented that my candidature is proposed in the open competition “Operation Plan Concept for Rail Baltica Railway”, No RBR 2017/19. I confirm that in case the Tenderer [*name of the tenderer or members of the partnership*] will conclude the contract as the result of the open competition, I will participate in the execution of the contract.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: [*date of signing*]  
Name: [*name of the expert]*

1. The information on the size of the Candidate is used solely for statistical purposes and is not in any way whatsoever used in the evaluation of the Tenderer or the Proposal. [↑](#footnote-ref-1)
2. 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> [↑](#footnote-ref-2)
3. *\** 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 [↑](#footnote-ref-3)
4. Language skill level is based on Common European Framework of Reference for Languages (see <http://europass.cedefop.europa.eu/resources/european-language-levels-cefr>) [↑](#footnote-ref-4)