**Annex No 1: Application**

[form of the Tenderer's company]

\_\_\_ \_\_\_\_\_\_\_2018

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

**APPLICATION FOR PARTICIPATION IN THE PROCUREMENT  
“LEGAL SERVICES”, No RBR 2018/9**

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 2018/9.
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 2.1.1-2.1.4 of the Technical specification) and this Proposal for the following hourly rate (excluding VAT):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EUR/h

|  |  |  |  |
| --- | --- | --- | --- |
| Service line | Expert | Country | Name of the expert |
| Public Procurement | Public Procurement expert | Latvia |  |
| Estonia |  |
| Lithuania |  |
| Competition Law and State Aid | Competition law and State Aid expert | Latvia |  |
| Estonia |  |
| Lithuania |  |
| Construction, Real Estate and Environment | Construction law, real estate law and environment law expert | Latvia |  |
| Estonia |  |
| Lithuania |  |
| Corporate Governance/ Employment law | Corporate Governance expert | Latvia |  |
| Estonia |  |
| Lithuania |  |
| Employment law expert | Latvia |  |
| Estonia |  |
| Lithuania |  |

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

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

1. 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. |  |  |
|  |  |  |

1. 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 | Sub-contracted tasks | | | | |
| **Description of the part of the Services to be performed by Subcontractor** | **Service line, country** | **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)** | | | | | |  |  |

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 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.
2. Guarantees that all information and documents provided are true.
3. 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: Expert’s application**

[form of the Tenderer's company]

\_\_\_ \_\_\_\_\_\_\_2018

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

**EXPERT’S APPLICATION**

**TO PARTICIPATE IN THE PROCUREMENT Id. No RBR 2018/9**

**“LEGAL SERVICES”**

**FOR THE SERVICE LINE[[3]](#footnote-3)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Title of the Service line

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Country

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

**Professional experience within last 5 years[[4]](#footnote-4):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Employing organization** | **Employment period (start – finish dates: month/year – month/year)** | **Positions held** | **Activities / Tasks performed** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**English language skills[[5]](#footnote-5):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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.

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*]

| **No** | **Alternative of the large scale project (e.g. 1 or 2[[6]](#footnote-6)), 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[[7]](#footnote-7), excl. VAT)** | **Total billable hours of provided services** |
| --- | --- | --- | --- | --- | --- | --- |
| 1.[[8]](#footnote-8) |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |

**Project experience[[9]](#footnote-9) Corporate Governance expert:**

| **No** | **Alternative of the large scale project (e.g. 1, 2 or 3[[10]](#footnote-10)), 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[[11]](#footnote-11), excl. VAT)** | **Total billable hours of provided services** |
| --- | --- | --- | --- | --- | --- | --- |
| 1.[[12]](#footnote-12) |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |

**Project experience[[13]](#footnote-13) Employment law expert:**

| **No** | **Alternative of the large scale project (e.g. 1 or 2[[14]](#footnote-14)), 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[[15]](#footnote-15), excl. VAT)** | **Total billable hours of provided services** |
| --- | --- | --- | --- | --- | --- | --- |
| 1.[[16]](#footnote-16) |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |

**Project experience[[17]](#footnote-17) construction, real estate and/or environment law expert:**

FIDIC standards[[18]](#footnote-18)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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. |  |  |  |  |

**Project experience[[19]](#footnote-19) Procurement law expert:**

| **No** | **Alternative of the large scale project (e.g. 1 or 2[[20]](#footnote-20)), 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[[21]](#footnote-21), excl. VAT)** |
| --- | --- | --- | --- | --- | --- | --- |
| 1.[[22]](#footnote-22) |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |

**Project experience[[23]](#footnote-23) competition law and state aid expert:**

| **No** | **Alternative of the large scale project (e.g. 1, 2 or 3[[24]](#footnote-24)), 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[[25]](#footnote-25), excl. VAT)** | **Total billable hours of provided services** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1.[[26]](#footnote-26) |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |  |

1. 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. [↑](#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. Separate expert’s application for every country of every Service line shall be prepared. [↑](#footnote-ref-3)
4. From 01.01.2013 until submitting the proposal [↑](#footnote-ref-4)
5. 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-5)
6. Experience according description in the Footnote 35 of the Technical Specification of the Regulations. [↑](#footnote-ref-6)
7. 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-7)
8. 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. [↑](#footnote-ref-8)
9. List of projects (max. 5) as well as positions therein **must** be related only to a particular Service line an expert is applying for. [↑](#footnote-ref-9)
10. Experience according description in the Footnote 38 of the Technical Specification of the Regulations. [↑](#footnote-ref-10)
11. 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-11)
12. 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. [↑](#footnote-ref-12)
13. List of projects (max. 5) as well as positions therein **must** relate only to a particular Service line an expert is applying for. [↑](#footnote-ref-13)
14. Experience according description in the Footnote 41 of the Technical Specification of the Regulations. [↑](#footnote-ref-14)
15. 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-15)
16. 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. [↑](#footnote-ref-16)
17. List of projects (max. 5) as well as positions therein **must** relate only to a particular Service line an expert is applying for. [↑](#footnote-ref-17)
18. Only 1 project should be indicated. [↑](#footnote-ref-18)
19. List of projects (max. 5) as well as positions therein **must** be related only to a particular Service line an expert is applying for. [↑](#footnote-ref-19)
20. Experience according description in the Footnote 44 of the Technical Specification of the Regulations. [↑](#footnote-ref-20)
21. 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-21)
22. 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. [↑](#footnote-ref-22)
23. List of projects (max. 5) as well as positions therein **must** be related only to a particular Service line an expert is applying for. [↑](#footnote-ref-23)
24. According experience description in the Footnote 47 of the Technical Specification of the Regulation. [↑](#footnote-ref-24)
25. 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-25)
26. 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. [↑](#footnote-ref-26)