

**Atklāta konkursa "Darbinieku atlases pakalpojumi"
1.daļas „Darbinieku atlases pakalpojumi Baltijas valstīs – Latvijā, Lietuvā, Igaunijā”
identifikācijas numurs: RBR 2019/17,**

**Part No 1 „Recruitment Services in the Baltic states – Latvia, Lithuania, Estonia”,
identification number: RBR 2019/17,**

ZIŅOJUMS / REPORT

Rīgā / Riga

2019. gada 6.decembrī

6 December 2019

Pasūtītājs: RB Rail AS, reģistrācijas numurs: 40103845025, juridiskā adrese: Krišjāņa Valdemāra iela 8-7, Rīga, LV-1010, Latvija.

Contracting authority: RB Rail AS, registration number 40103845025, registered address: Krišjāņa Valdemāra iela 8-7, Riga, LV-1010, Latvia.

Iepirkuma procedūra un identifikācijas numurs: atklāts konkurss „Darbinieku atlases pakalpojumi”, identifikācijas numurs: RBR 2019/17.

Procurement procedure and identification number: open competition “Recruitment Services”, identification number: RBR 2019/17.

Datums, kad paziņojums par līgumu publicēts iepirkumu uzraudzības biroja tīmekļvietnē: 2019. gada 28.septembrī.

Contract notice publication date on website of Procurement Monitoring Bureau: 28 September 2019.

Iepirkuma komisija: tās sastāvs apstiprināts ar RB Rail AS valdes 2019. gada 3.septembra rīkojumu Nr. 11/2019-65 šādā sastāvā:

Procurement commission: composition of which has been approved by the Management Board of RB Rail AS with order No 11/2019-65 dated 3 September 2019, consisting of:

Iepirkuma komisijas priekšsēdētāja/sekretāre L.Kalniņa – Iepirkumu speciāliste – juriste;
Iepirkuma komisijas priekšsēdētājas vietniece V.Vītola – HRM, IT and Administrācijas vadītāja;
Iepirkuma komisijas locekle L.Luca – Personāla speciāliste.

Procurement commission chairperson/secretary L.Kalniņa – Procurement Specialist – Lawyer;
Procurement commission vice-chairperson V.Vītola – Head of HRM, IT and Administration;
Procurement commission member L.Luca – HR Specialist.

Pretendentiem noteiktās kvalifikācijas prasības: noteiktas atklāta konkursa „Darbinieku atlases pakalpojumi” nolikumā.

Qualification requirements for the Tenderers: stipulated in regulations of the open competition “Recruitment Services”.

Piedāvājuma izvēles kritērijs: saimnieciski visizdevīgākais piedāvājums.

Selection criteria: the most economically advantageous proposal.

Piedāvājumu iesniegšanas termiņš: 2019. gada 29. oktobris, līdz plkst. 15:00.

Submission date of Proposals: 29 October 2019, till 15:00.

Iesniegtie piedāvājumi un piedāvātās līgumcenas:

Proposals submitted and the proposed prices:

Iesniegti trīs (3) piedāvājumi iepirkuma priekšmeta 1.daļā (1.pielikums).

Submitted three (3) proposals in the Part No 1 (Annex No 1).

Paredzētā piedāvājumu atvēršanas vieta, datums un laiks: Elektronisko iepirkumu sistēmas E-konkursu apakšsistēma, 2019. gada 29. oktobris, plkst. 15:00.

The planned place, date and time for the opening of Proposals: E-Tender subsystem of Electronic Procurement System, 29 October 2019, at 15:00.

Iepirkuma komisija iesniegto piedāvājumu vērtēšanu cita starpā veica saskaņā ar atklāta konkursa nolikuma 18.1., 18.2., 18.7. un 18.8.punktu.

Procurement commission has, *inter alia*, evaluated the submitted proposals in accordance with Section 18.1., 18.2., 18.7. and 18.8 of the open competition regulations.

Pretendents, ar kuru tiks slēgts līgums 1.daļā, un pamatojums lēmumam piešķirt līguma slēgšanas tiesības:

The Tenderer awarded the contract rights in the Part No 1 and justification for the decision to award the contract rights:

Pamatojoties uz Iepirkuma nolikuma 18.2. un 20.1. punktu, Iepirkuma komisija nolēma līguma slēgšanas tiesības piešķirt piegādātāju apvienībai, kas sastāv no SIA „Arista Executive Search Latvia”, reģ.nr.40203075122, OÜ „ARISTA HRS”, reģ.nr. EE100986121, UAB Arista Executive Search Lithuania, reģ.nr. LT10008501017 par kopējo līguma summu EUR 79 000,00 (septiņdesmit deviņi tūkstoši euro nulle centi) bez PVN.

In accordance with Section 18.2 and 20.1 of the Procurement regulations Procurement commission decided to award the contract rights to partnership, consisting of SIA „Arista Executive Search Latvia”, Reg.No 40203075122, OÜ „ARISTA HRS”, Reg.No EE100986121, UAB Arista Executive Search Lithuania, Reg.No LT10008501017 with total contract price EUR 79 000,00 (seventy-nine thousand euros zero cents) excluding VAT.

Pretendenta, ar kuru tiks slēgts līgums, piesaistītie apakšuzņēmēji un tiem nododamo darbu apraksts: nav.

Subcontractors of Tenderer awarded the contract rights and description of the services assigned to them: none.

Izslēgtie pretendenti vai noraidītie piedāvājumi iepirkuma priekšmeta 1.daļā:

Excluded tenderers or rejected proposals in the Part No 1:

Pretendenta SAS „Manpower Lit” filiāle „Manpower Lit” iesniegtais piedāvājums neatbilst atklāta konkursa nolikuma 8.4.1.4.punkta (a), (b), (c) punktā noteiktajām prasībām, t.i., pretendenta SAS „Manpower Lit” filiāle „Manpower Lit” iesniegtais piedāvājums nav sagatavots atbilstoši visām būtiskajām saturu un noformējuma prasībām, t.i. pretendents SAS „Manpower Lit” filiāle „Manpower Lit” piedāvājums nav sagatavots atbilstoši visām Nolikuma 8.4.1.4.punkta (a), (b), (c) prasībām, pievienotajā Speciālistu pieredzes aprakstā nav norādīti speciālistu vārdi, uzvārdi, kā

Proposal submitted by the tenderer SAS „Manpower Lit” filiāle „Manpower Lit” does not comply with the requirements set in Clause 8.4.1.4 (a), (b), (c) of open competition Regulations. Evaluating the Tenderer SAS „Manpower Lit” filiāle „Manpower Lit” proposal Commission conclude that proposal does not comply with all requirements set in Section 8.4.1.4 (a), (b), (c) of the Regulations, the names, surnames of Specialists (for each country – Latvia, Lithuania, Estonia) is not indicated in the attached Annex No 5 „Experience of Specialist”, not attached copy’s of diploma and not signed declaration (Annex No 5) of Specialists

arī nav personīgi parakstīts apliecinājums (Nolikuma 5.pielikums), ka pretendenta iespējamās uzvaras gadījumā tas būs pieejams līguma izpildes laikā konkrētai speciālista lomai (katrai valstij – Latvijai, Lietuvai, Igaunijai) paredzēto pienākumu izpildei.

availability during the fulfilment of the contract, if the Tenderer will be selected as a winner.

Iepirkuma komisijas priekšsēdētāja/sekretāre
Procurement commission chairperson/secretary

A handwritten signature in blue ink, appearing to be 'L. Kalniņa', written in a cursive style.

L.Kalniņa

No	Service	Tenderers		
		„CVO Recruitment Latvia” SIA	Partnership consisting of „ARISTA Executive Search Latvia” SIA, OÜ „ARISTA HRS”, UAB Arista Executive Search Lithuania	SAS „Manpower Lit” filiāle „Manpower Lit”
1.	P1 Candidate: Level of experience 2-5 years. Junior level positions in administration, accounting, procurement, project management and engineering.	4000,00	3000,00	3000,00
2.	P2 Candidate: Level of experience 5-10 years. Mid-level positions: senior accountant, finance control, cost engineers, logistics and technical experts, project management coordinators, stakeholder management.	6000,00	4500,00	5000,00
3.	P3 Candidate: Level of experience 10+years. Senior level positions: infrastructure project engineers, technical experts, stakeholder management, professional project managers, Intermodal Logistics expert, Procurement Managers	8000,00	6200,00	8000,00
4.	P4 Candidate: Level of experience 10+years. Senior level positions: infrastructure project engineers, technical experts, stakeholder management, professional project managers, Intermodal Logistics expert,	8000,00	6800,00	10 000,00

	Procurement Managers.			
5.	P5 Consultations related to the human resource management.	2000,00	1800,00	1000,00

Evaluation summary for open competition „Recruitment Services” for Part No 1 „Recruitment Services in the Baltic states – Latvia, Lithuania, Estonia”
(ID NO RBR 2019/17)

18.7. Evaluation of the quality of the Technical proposal (relevant for both procurement parts).

18.7.1. The Quality of the Technical Proposal will be evaluated against the following criteria

No	Criteria	Points	CVO Recruitment Latvia SIA	Partnership consisting of SIA „ARISTA Executive Search Latvia”, OU „ARISTA HRS”, UAB Arista Executive Search Lithuania
1.	<p>Outstanding level of detail</p> <p>The Tenderer has produced a clear, structured and well-argued description of their technical proposal. It includes the necessary information as described in Section 18.3 and proposes application of in-depth candidate assessment methods. The Tenderer proposes an innovative approach to the recruitment process in line with the best industry practices.</p> <p>The technical proposal includes a clear description of the planned cooperation and communication with the Company as well as reporting process.</p> <p>The technical proposal provides clear description and evidence of the Tenderer's conformity to each of the requirements and their ability to perform all tasks contained within the role. Demonstrates professional ability and experience to provide search in the designated search area.</p>	40	<p>Procurement commission member 1 – 40 points;</p> <p>Procurement commission member 2 – 40 points;</p> <p>Procurement commission member 3 – 40 points.</p>	<p>Procurement commission member 1 – 40 points;</p> <p>Procurement commission member 2 – 40 points;</p> <p>Procurement commission member 3 – 40 points.</p>
2.	<p>Good level of detail</p> <p>The Tenderer has produced a clear, structured and reasonable description of their proposal, including the necessary information contained in Section 18.3 and provides adequate candidate assessment methods.</p> <p>The Tenderer has provided an overall description of the planned cooperation and communication with the Company.</p>	30		

No	Criteria	Points	CVO Recruitment Latvia SIA	Partnership consisting of SIA „ARISTA Executive Search Latvia”, OU „ARISTA HRS”, UAB Arista Executive Search Lithuania
	<p>The technical proposal provides clear description and evidence of the Tenderer's conformity to each of the requirements and their ability to perform all tasks contained within the role. Demonstrates professional ability and experience to provide search in the designated search area.</p>			
3.	<p>Low level of detail</p> <p>The Tenderer description of technical proposal and proposed approach for working with the Contracting Authority in it is vague and unclear, but includes the necessary information contained in Section 18.3.</p> <p>The Tenderer has produced a minimum description of recruitment process without any details. Key milestones are described very general and time line consist of only few most important stages of recruitment process. Recruitment stages, channels and methods are only indicated but not described.</p> <p>There is no clear plan how communications with the Company will be carried out.</p>	20		
4.	<p>Insufficient¹ level of details</p> <p>The Tenderer has failed to produce sufficient information and evidence to demonstrate its understanding of the requirements of the Technical Specification.</p> <p>The Tenderers technical proposal doesn't include the necessary information contained in Section 18.3 or includes it partly fails to clearly describe the process, milestones and</p>	0		

¹ **Insufficient** here and elsewhere means a description, which partly meets the required quality and performance set out in the Regulations in some areas but with some major issues negatively deviating from the Technical specification and very limited or no additional analysis or substantiation including by considering the tasks of this project.

No	Criteria	Points		
	employed methods and methodology. There is no plan as to how communications with the Company will be carried out. If Tenderers technical proposal shall obtain Insufficient level of details proposal shall be considered as incompliant and will be rejected.			
	Total:	40	40	40

18.7.2. The Procurement Commission shall obtain the final score for each Technical Proposal in this criterion by summing up all points scored by the Procurement Commission members for the 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 comprise the points for the Technical Proposal for the purposes of Section 18.3.

18.8. Evaluation of the Financial Proposal (relevant for procurement Part No. 1 „Recruitment Services in the Baltic states - Latvia, Lithuania, Estonia”)

18.8.1. The Proposal selection criterion is the most economically advantageous proposal, according to the evaluation methodology described in this Section below.

18.8.2. The economically most advantageous proposal shall be the Proposal which will receive the highest sum of scores for the following criteria:

No	Criteria	Maximal amount of points	Calculation methodology
1.	P1	12	$Score = \frac{Lowest\ proposed\ price}{Proposed\ price\ under\ evaluation} \times 12$
2.	P2	12	$Score = \frac{Lowest\ proposed\ price}{Proposed\ price\ under\ evaluation} \times 12$
3.	P3	12	$Score = \frac{Lowest\ proposed\ price}{Proposed\ price\ under\ evaluation} \times 12$
4.	P4	12	$Score = \frac{Lowest\ proposed\ price}{Proposed\ price\ under\ evaluation} \times 12$

5.	P5	12	$Score = \frac{Lowest\ proposed\ price}{Proposed\ price\ under\ evaluation} \times 12$
	Total	60	

18.8.3. The procurement commission shall estimate the final score for each financial proposal by summing up all points received for the financial proposal.

18.8.4. The Contract shall be awarded to the Tenderer whose Proposal receives the highest score.

Total Scoring for Financial Proposal

No	Service	Tenderers	
		„CVO Recruitment Latvia” SIA	Partnership consisting of SIA „ARISTA Executive Search Latvia”, OÜ „ARISTA HRS”, UAB Arista Executive Search Lithuania
1.	P1 Candidate: Level of experience 2-5 years. Junior level positions in administration, accounting, procurement, project management and engineering.	9	12
2.	P2 Candidate: Level of experience 5-10 years. Mid-level positions: senior accountant, finance control, cost engineers, logistics and technical experts, project management coordinators, stakeholder management.	9	12
3.	P3 Candidate: Level of experience 10+years. Senior level positions: infrastructure project engineers, technical experts, stakeholder management, professional project managers, Intermodal Logistics expert, Procurement Managers	9,30	12

	<p>P4 Candidate: Level of experience 10+years. Senior level positions: infrastructure project engineers, technical experts, stakeholder management, professional project managers, Intermodal Logistics expert, Procurement Managers.</p>	<p>10,20</p>	<p>12</p>
<p>5.</p>	<p>P5 Consultations related to the human resource management.</p>	<p>10,80</p>	<p>12</p>
<p>TOTAL:</p>		<p>48,30</p>	<p>60</p>
<p>TOTAL FOT TECHNICAL PROPOSAL + FINANCIAL PROPOSAL</p>		<p>40+48,30=88,30</p>	<p>40+60=100</p>