

## **REGULATIONS**

### **FOR THE OPEN COMPETITION**

**“SUPPLY OF OFFICE GOODS, FULL-SERVICE RENTAL OF COFFEE MACHINES AND RELATED SUPPLIES  
FOR RB RAIL AS IN LATVIA, LITHUANIA AND ESTONIA” (IDENTIFICATION NO RBR 2020/6)**



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## 1. ABBREVIATIONS AND TERMS (REFERS TO BOTH PROCUREMENT PARTS)

- 1.1. **Common procurement vocabulary (CPV)** – a nomenclature approved by the European Union which is applied in public procurement procedures.
- 1.2. **Contract** (also Agreement) - signed agreement between Contracting authority and a Contractor to provide services defined in this agreement;
- 1.3. **Contracting authority** (also the Contracting entity) - the joint stock company RB Rail AS, registration number 40103845025, legal address: Kr. Valdemāra iela 8-7, Riga, LV-1010, Latvia;
- 1.4. **Contractor** - service provider awarded the right to enter into the Contract in Open competition to provide services in accordance with requirements stipulated in Regulations and Contract;
- 1.5. **Identification number** – designation which includes the abbreviation of the name of the Contracting authority (the first capital letters), the relevant year and the procurement sequence number in ascending order (RBR 2020/6);
- 1.6. **Open competition** (also procurement) - a procurement procedure “Supply of office goods, full-service rental of coffee machines and related supplies for RB Rail AS in Latvia, Lithuania and Estonia” (identification number: RBR 2020/6) in which all interested Suppliers are entitled to submit their Proposals;
- 1.7. **Procurement commission** – commission the composition of which has been established by the joint stock company RB Rail AS, order No 1.9/4 dated 30 March 2020, issued by the Management Board of joint stock company RB Rail AS;
- 1.8. **Proposal** - documentation package the Tenderer submits to participate in the Open competition;
- 1.9. **Regulations** – regulations of the Open competition “Supply of office goods, full-service rental of coffee machines and related supplies for RB Rail AS in Latvia, Lithuania and Estonia” (identification number: RBR 2020/6), as well as all the enclosed annexes;
- 1.10. **Supplier** – a natural person 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;
- 1.11. **Tenderer** – a Supplier which has submitted a Proposal.
- 1.12. **The subject-matter of the Open competition:** Supply of office goods, full-service rental of coffee machines and related supplies for RB Rail AS in Latvia, Lithuania and Estonia. The subject-matter is divided in 2 (two) parts. For more detailed description of the subject matter please refer to the Section 6 of the Regulations and Technical specification for each procurement part of the Open competition.

## 2. GENERAL INFORMATION (REFERS TO BOTH PROCUREMENT PARTS)

- 2.1. The identification number of the Open Competition is No RBR 2020/6.
- 2.2. The Open competition is co-financed by the Contracting authority and Connecting Europe Facility (CEF).
- 2.3. This open competition is organised in accordance with the Public Procurement Law of Republic of Latvia in effect on the date of publishing the contract notice and is provided in accordance with order established in Cabinet of Minister Rules No.107 on Conducting procurement procedures and design contests (*Iepirkuma procedūru un metu konkursu norises kārtība*) of 28 February 2017. Requirements in the Technical specification for both procurement parts are established in order with the requirements established in Cabinet of Minister Rules No.353 on requirements for conducting green public procurement (*Prasības zaļajam publiskajam iepirkumam un to piemērošanas kārtība*) of 20 June 2017 (for goods where it is mandatory and as far as it is compatible with the subject-matter and specifics of the procurement).
- 2.4. Open competition is carried out using E-Tenders system (<https://www.eis.gov.lv/EKEIS/Supplier>) which is subsystem of the Electronic Procurement System (<https://www.eis.gov.lv/EIS/>).

- 2.5. The Regulations is available on Contracting authority's profile in the E-Tenders system at webpage <https://www.eis.gov.lv/Procurement/40142> and the webpage of the Contracting authority <http://railbaltica.org/tenders/>.
- 2.6. Amendments to the Regulations and answers to Suppliers' questions must be published on Contracting authority's profile in the E-Tenders system at webpage <https://www.eis.gov.lv/Procurement/40142> 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.
- 2.7. Contact person of the Contracting authority for Open competition is Procurement Specialist, Baiba Ūbele, telephone: +371 26273973, e-mail address: [baiba.ubele@railbaltica.org](mailto:baiba.ubele@railbaltica.org). All questions or additional explanations must be submitted solely through the E-Tenders system. Answers to questions or explanations from the Contracting Authority are also provided through the E-Tenders system.
- 2.8. The exchange of information between the Procurement commission and the Supplier must be in writing (by sending documents electronically via e-mail or using E-Tenders system) in English (if information is submitted in Latvian, it must be accompanied by a translation into English).
- 2.9. If the Supplier does not have access to the E-Tenders system, the Supplier must 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/>.
- 2.10. The Supplier can request additional information regarding the Regulations. Additional information can be requested in writing via the E-Tenders system or (in case the Supplier does not yet have access to the system) by sending it to the Procurement commission electronically via e-mail (to the contact person indicated in Section 2.7 of the Regulations). Any additional information must be requested in a timely fashion, so that the Procurement commission can reply on time - no later than 6 (six) days prior to the deadline of the Proposal submission. The Procurement commission must provide response within 5 (five) Working Days from the day of receipt of the request from the Supplier.
- 2.11. The Supplier covers all expenses which are related to the preparation of the Proposal and its submission to the Contracting authority. Under no circumstances will the Contracting authority be liable for compensation of any costs and damages related to the preparation and submission of the Proposal or the Supplier's participation in the Procurement exercise.

### **3. THE RIGHTS OF THE PROCUREMENT COMMISSION (REFERS TO BOTH PROCUREMENT PARTS)**

- 3.1. The Procurement commission has the right to demand at any stage of the Open competition 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. During proposal assessment, the Procurement Commission has the right to demand that the included information is clarified.
- 3.4. If the Procurement commission determines that the information about the Tenderer, its subcontractors and persons upon whose capacity 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 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. The Procurement commission has the right to reject all Proposals which are found not to comply with the requirements of the Procurement documentation.

#### **4. THE OBLIGATIONS OF THE PROCUREMENT COMMISSION (REFERS TO BOTH PROCUREMENT PARTS)**

- 4.1. The Procurement commission ensures the process documentation of the Open competition.
- 4.2. The Procurement commission ensures free and direct electronic access to the Open competition documents on Contracting authority's profile at the E-Tenders system's webpage <https://www.eis.gov.lv/Procurement/40142> and on the webpage of the Contracting authority <http://railbaltica.org/tenders/>.
- 4.3. If an interested Supplier has in a timely fashion in writing by post or electronically (including via E-Tenders system), or delivering in person requested additional information about the requirements included in Open competition documents regarding the preparation and submission of the Proposal or regarding the selection of Tenderers, the Procurement commission provides a response electronically within 5 (five) Working Days but 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 on Contracting authority's profile in the E-Tenders system's webpage <https://www.eis.gov.lv/Procurement/40142> and on its webpage <http://railbaltica.org/tenders/> where Open competition documents are available, indicating the question asked.
- 4.4. If the Contracting authority has amended the Open competition documents, it publishes this information on Contracting authority's profile in the E-Tenders system's webpage <https://www.eis.gov.lv/Procurement/40142> and on the Contracting authority's webpage <http://railbaltica.org/tenders/> where Open competition documents are available, no later than 1 (one) day after the notification regarding the amendments has been submitted to Procurement Monitoring Bureau for publication. If Supplier wishes to receive relevant updates/notifications by email regarding the Procurement exercise (e.g. when amendments to the procurement package documentation are published), Supplier must register as an interested supplier on the E-Tenders system for the particular Procurement exercise accordingly.
- 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. During the time from the deadline of submission of Proposals until the opening of the Proposals the Contracting authority does not disclose any information regarding the existence of other Proposals, therefore. During the time of Proposal assessment, the Contracting authority does not disclose any information regarding the assessment process until the announcement of the results.
- 4.6. The Procurement commission assesses the Tenderers and their Proposals based on the Public Procurement Law, Open competition documents, as well as other applicable regulatory enactments.
- 4.7. The Procurement commission prepares a report on the Open competition for each procurement part and publishes it on Contracting authority's profile in the E-Tenders system's webpage <https://www.eis.gov.lv/Procurement/40142> and on the Contracting authority's webpage <http://railbaltica.org/tenders/> within 5 (five) Working Days from the day when the decision about the results of the Open competition in each procurement part is made.

#### **5. THE RIGHTS OF THE TENDERER (REFERS TO BOTH PROCUREMENT PARTS)**

- 5.1. The Tenderer has the right to submit registration documents for the Electronic Procurement System (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) Working Days after submitting the request receive a copy of the Proposal opening sheet which is an annex to the Proposal opening session minutes.
- 5.3. If the Contracting authority gets the necessary information about the Tenderer directly from a competent institution, through data bases or other sources and the Tenderer's submitted information differs from information obtained by the Contracting authority, the Tenderer in question has the right to submit evidence to prove the correctness of the information the Tenderer has submitted, if the information obtained by the Contracting authority does not conform to the factual situation.
- 5.4. 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 Public Procurement Law, Article 68, regarding the Tenderer selection requirements, Technical specification or other requirements relating to Open competition, or relating to the activities by the Contracting authority or the Procurement commission during the Open competition.

## 6. SUBJECT-MATTER OF THE OPEN COMPETITION (REFERS TO BOTH PROCUREMENT PARTS)

- 6.1. The procurement is organised to procure supply of office goods for RB Rail AS offices in Latvia, Lithuania and Estonia and full-service rental of coffee machines and supply of related products for RB Rail AS offices in Latvia, Lithuania and Estonia (city Riga, Vilnius, Tallinn). Services shall be provided in accordance with the Technical specification for Part No.1 „Supply of office goods for RB Rail AS in Latvia, Lithuania and Estonia” (Annex No 1.1) and Part No.2 „Full-service rental of coffee machines and related supplies for RB Rail AS in Latvia, Lithuania and Estonia” (Annex No 1.2).
- 6.2. The subject-matter of the Open competition is divided in 2 (two) parts:

No	Subject-matter	CPV codes
Part No.1	„Supply of office goods for RB Rail AS in Latvia, Lithuania and Estonia”	<p>Main procurement subject-matter CPV code: 30000000-9 - Office and computing machinery, equipment and supplies except furniture and software packages.</p> <p>Additional codes: 30192700-8 Stationery, 30199000-0 - Paper stationery and other items, 30190000-7 - Various office equipment and supplies, 30192000-1 - Office supplies, 22816300-6 - Sticky-note pads, 22600000-6 - Ink, 44423810-2 - Rubber stamps, 39000000-2 - Furniture (incl. office furniture), furnishings, domestic appliances (excl. lighting) and cleaning products, e.g. 39832000-3 - Dishwashing products, 39831210-1 - Dishwasher detergents, 39830000-9 - Cleaning products, 15000000-8 - Food, beverages, tobacco and related products, 15864100-3 - Teabags, 15831000-2 - Sugar, 15831200-4 - White sugar, 15981200-0 - Sparkling mineral water, 15981100-9 - Still mineral water.</p>
Part No.2	„Full-service rental of coffee machines and related supplies for	<p>Main procurement subject-matter CPV code: 30000000-9 - Office and computing</p>

No	Subject-matter	CPV codes
	<b>RB Rail AS in Latvia, Lithuania and Estonia"</b>	<p>machinery, equipment and supplies except furniture and software packages.</p> <p>Additional codes: 03131100-9 Coffee beans, 39711310-5 Electric coffee makers, 15511700-0 Milk powder, 39830000-9 - Cleaning products.</p>

- 6.3. **The delivery of the Services (for both, Part No.1 and Part No.2) will take place in Latvia (Riga), Lithuania (Vilnius) and Estonia (Tallinn) (on demand basis)). Exact delivery addresses are indicated in the Draft Contract of the Regulations (Annex No 9.1 for Part No.1 and Annex 9.2 for Part No.2). Addresses may be changed in case location of any of RB Rail AS offices changes during the Contract fulfilment (within the Baltic states boundaries).**
- 6.4. **Estimated contract price:**
- 6.4.1. **Estimated contract price for Part No.1 is 80 000,00 EUR (eighty thousand euros, 00 cents) excluding value added tax (hereinafter-VAT) and shall not be exceeded.** In case the estimated contract price will be exceeded, the Proposal in accordance with Subclause 1), Section 11 of Article 41 of the Public Procurement Law of the Republic of Latvia will be rejected as incompliant. For more detailed requirements please refer to Section 11 of the Regulations.
- 6.4.2. **Estimated contract price for Part No.2 is 42 000,00 EUR (forty-two thousand euros, 00 cents) excl. VAT and shall not be exceeded.** In case the estimated contract price will be exceeded, the Proposal in accordance with Subclause 1), Section 11 of Article 41 of the Public Procurement Law of the Republic of Latvia will be rejected as incompliant. For more detailed requirements please refer to Section 11 of the Regulations.
- 6.5. **The Contracting Authority shall not be obliged to acquire the full estimated contract price indicated in the Clause 6.4.1. and 6.4.2. of the Regulations during the term of the Contract. The Contracting Authority is not bounded by the specific volumes of the order and orders goods according to the actual need and its financial capabilities.**
- 6.6. **The Tenderer must offer all goods listed / services described in the Technical specification (Annex No 1.1 for Part No.1 and Annex No 1.2 for Part No.2 of the Regulations) for both, Part No.1 and Part No.2. If any of goods listed or services described in any of Groups (Category) specified in Technical Specification will not be offered and indicated in the Tenderer's Technical – Detailed Financial proposal, such proposal will be rejected as incompliant.**
- 6.7. **Volumes (amount of units of goods) for both, Part No.1 and Part No.2., indicated in the Technical specification (Annex No 1.1 for Part No.1 and Annex No 1.2 for Part No.2 of the Regulations) are indicative (not binding for the Contracting Authority) and will be used only for calculation of the total price for comparison of the proposals and selection of the economically most advantageous proposal. Volumes are calculated based on the previous experience of the Contracting Authority and such volumes can be changed during the Contract fulfilment.**
- 6.8. **Duration of the Contract (for both, Part No.1 and Part No.2): The Contract for provision of the Services must be valid 36 (thirty-six) months or until the Total Contract value is reached, whichever comes first. In case the Total Contract value has not been reached, yet the initial 36 (thirty-six) month term has passed, then the Contract can be further prolonged for an additional 1 (one) year, or until Total Contract value has been reached, whichever comes first.**
- 6.9. **The Tenderer is not allowed to submit variants of the Proposal in any of the procurement parts. If variants of the Proposal are submitted, then the Proposal will not be reviewed.**

- 6.10. The Tenderer can submit proposal for one part of the procurement (Part No.1 or Part No.2) or for both Open competition parts together. Each procurement part will be evaluated separately.
- 6.11. For more detailed information regarding the subject-matter please refer to the Section 11 of the Regulations and Technical specification of the Open competition (Annex 1.1. and Annex 1.2.).

## 7. TENDERER (REFERS TO BOTH PROCUREMENT PARTS)

- 7.1. The Proposal in any of the procurement parts can be submitted by:
- 7.1.1. A Supplier who is a legal or natural person (hereinafter – the Tenderer) which offers on the market to perform works, supply products or provide services accordingly and who complies with the selection criteria for Tenderers;
- 7.1.2. A group of Suppliers (hereinafter also – the Tenderer, partnership) which offer on the market to perform works, supply products or provide services accordingly and who complies with the selection criteria for Tenderers:
1. A group of Suppliers who have formed a partnership for Open competition. In this case all the members of the partnership must be listed in Annex No 2.1 (for Part No 1) and Annex No 2.2 (for Part No 2) "Application for participating in the Open competition". If it will be decided to award contracting rights to such partnership, then prior to concluding the Contract the partnership must at its discretion either enter into a partnership agreement (within the meaning of the Civil Law of the Republic of Latvia, Sections 2241-2280) and must submit one copy of this agreement to the Contracting authority or establish a general or limited partnership (within the meaning of the Commercial Law of the Republic of Latvia (hereinafter – the Commercial Law), Division IX and X) and notify the Contracting authority in writing;
  2. An established and registered partnership (a general partnership or a limited partnership within the meaning of the Commercial Law, Division IX and X) which complies with the selection criteria for Tenderers.

## 8. SELECTION CRITERIA FOR TENDERERS (REFERS TO BOTH PROCUREMENT PARTS)

### 8.1. Exclusion grounds

Before making the decision to award the contract signing rights, Contracting Authority must verify whether the Tenderer, to whom the contract signing rights should be awarded, is not a subject for exclusion grounds set in the Article 42 of Public Procurement Law of Republic of Latvia. The Contracting Authority must exclude the Tenderer from further participation in the open competition in any of the following circumstances:

No	Requirement	Documents to be submitted <sup>1</sup> (unless documents are specifically requested by the Procurement commission, no obligation to submit any)
1.	Within previous 3 (three) years before submission of the Proposal the Tenderer or a person who is Tenderer's management board or supervisory board member, person with representation rights or a procura holder, or a person who is authorised to represent the Tenderer in operations in	- For a Tenderer and a person who is Tenderer's management board or supervisory board member, person with representation rights or a procura holder, or a person who is authorised to represent the Tenderer in operations in relation to a branch, who is registered or residing in

<sup>1</sup> If the Tenderer submits the European single procurement document as the initial proof, there is no obligation to submit other documents, unless specifically requested by the Procurement commission.

No	Requirement	Documents to be submitted <sup>1</sup> (unless documents are specifically requested by the Procurement commission, no obligation to submit any)
	<p>relation to a branch, has been found guilty of or has been subjected to coercive measures for committing any of the following criminal offences by such a public prosecutor's order regarding punishment or a court judgement that has entered into force and may not be challenged and appealed:</p> <p>a) establishment, management of, involvement in a criminal organization or in an organized group included in the criminal organization or other criminal formation, or participation in criminal offences committed by such an organization,</p> <p>b) bribe-taking, bribery, bribe misappropriation, intermediation in bribery, unauthorized participation in property transactions, taking of prohibited benefit, commercial bribing, unlawful claiming of benefits, accepting or providing of benefits, trading influences,</p> <p>c) fraud, misappropriation or money-laundering,</p> <p>d) terrorism, terrorism funding, creation or organization of a terrorist group, traveling for terrorist purposes, justification of terrorism, calling to terrorism, terrorism threats or recruiting or training a person in performance of acts of terrorism,</p> <p>e) human trafficking,</p> <p>f) evasion from payment of taxes or similar payments.</p>	<p>Latvia, the Contracting authority must verify the information itself in publicly available databases.</p> <ul style="list-style-type: none"> <li>- For a Tenderer and a person who is Tenderer's management board or supervisory board member, person with representation rights or a procura holder, or a person who is authorised to represent the Tenderer in operations in relation to a branch, who is registered or residing outside of Latvia the Tenderer must submit an appropriate statement from the competent authority of the country of registration or residence.</li> </ul>
2.	<p>It has been detected that on the last day of Proposal submission term or on the day when a decision has been made on possible granting of rights to conclude the procurement contract, the Tenderer has tax debts in Latvia or a country where it has been incorporated or is permanently residing, including debts of mandatory state social insurance contributions exceeding 150 euro in total in any of the countries.</p>	<ul style="list-style-type: none"> <li>- For a Tenderer registered or residing in Latvia Contracting authority must verify the information itself in publicly available databases.</li> <li>- For a Tenderer registered or residing outside of Latvia Tenderer must submit an appropriate statement from the competent authority of the country of registration or residence.</li> </ul>
3.	<p>Tenderer's insolvency proceedings have been announced, the Tenderer's business activities have been suspended, the Tenderer is under liquidation.</p>	<ul style="list-style-type: none"> <li>- For a Tenderer registered or residing in Latvia Contracting authority must verify the information itself in publicly available databases.</li> <li>- For a Tenderer registered or residing outside of Latvia Tenderer must submit an appropriate statement from the competent</li> </ul>

No	Requirement	Documents to be submitted <sup>1</sup> (unless documents are specifically requested by the Procurement commission, no obligation to submit any)
		authority of the country of registration or residence.
4.	<p>A person who drafted the procurement procedure documents (Contracting authority's official or employee), Procurement commission member or expert is related to the Tenderer or is interested in selection of some Tenderer and the Contracting authority cannot prevent this situation by measures that cause less restrictions on Tenderer. A person who drafted the procurement procedure documents (Contracting authority's official or employee), Procurement commission member or expert is presumed to be related to the Tenderer in any of the following cases:</p> <p>a) If he or she is a current and/or an ex-employee, official, shareholder, procura holder or member of a Tenderer or a subcontractor which is legal person and if such relationship with the legal person was terminated within the last 24 (twenty-four) months;</p> <p>b) If he or she is the father, mother, grandmother, grandfather, child, grandchild, adoptee, adopter, brother, sister, half-brother, half-sister or spouse (hereinafter – relative) of a Tenderer's or subcontractor's, which is a legal person, shareholder who owns at least 10% of the shares in a joint-stock company, shareholder in a limited liability company, procure holder or an official;</p> <p>c) If he or she is a relative of a Tenderer or a subcontractor which is a natural person.</p> <p>If the Tenderer is a partnership, consisting of natural or legal persons, a relation to the Tenderer is presumed also if a person who drafted the procurement procedure documents (Contracting authority's official or employee), Procurement commission member or expert is related to a member of a partnership in any of the above-mentioned ways.</p>	No obligation to submit documents, unless specifically requested by the Procurement commission.
5.	<p>The Tenderer has an advantage that limits competition in the procurement procedure if it or its related legal person consulted the Contracting authority or otherwise was involved in preparing the Open competition, and the advantage cannot be prevented by less restrictive measures, and the Tenderer</p>	No obligation to submit documents, unless specifically requested by the Procurement commission.



No	Requirement	Documents to be submitted <sup>1</sup> (unless documents are specifically requested by the Procurement commission, no obligation to submit any)
	cannot prove that its or its related legal person's participation in preparing the procurement procedure documents does not restrict competition.	
6.	Within the previous 12 (twelve) months before submission of the Proposals by such a decision of a competent authority or a court judgment which has entered into force and may not be challenged and appealed Tenderer has been found guilty of violating competition laws manifested as a horizontal cartel agreement, except for the case when the relevant authority, upon detecting violation of competition laws, has released the Tenderer from a fine or has decreased the fine for cooperation within a leniency program.	<ul style="list-style-type: none"> <li>- For a Tenderer registered or residing in Latvia Contracting authority must verify the information itself in publicly available databases.</li> <li>- For a Tenderer registered or residing outside of Latvia Tenderer must submit an appropriate statement from the competent authority of the country of registration or residence or other objective proof of good standing. For example, a link to the database of the competent authority's public database (website) listing all its decisions and validity thereof (provided that access to any such database/website is free of charge to the Contracting authority).</li> </ul>
7.	Within the previous 3 (three) years before submission of the Proposals by such a decision of a competent authority, a court judgment or a public prosecutor's order which has entered into force and may not be challenged and appealed Tenderer has been found guilty and is punished for a violation manifested as employment of one or more persons who do not possess the required employment permit or if it is illegal for such persons to reside in a Member State of the European Union.	<ul style="list-style-type: none"> <li>- For a Tenderer registered or residing in Latvia Contracting authority must verify the information itself in publicly available databases.</li> <li>- For a Tenderer registered or residing outside of Latvia Tenderer must submit an appropriate statement from the competent authority of the country of registration or residence.</li> </ul>
8.	Within the previous 12 (twelve) months before submission of the Proposals by such a decision of a competent authority, a court judgment or a public prosecutor's order which has entered into force and may not be challenged and appealed Tenderer has been found guilty and is punished for a violation manifested as employment of a person without a written employment contract, by failing within the term specified in regulatory enactments to submit an informative employee declaration regarding this person, which must be submitted about persons, who start working.	<ul style="list-style-type: none"> <li>- For a Tenderer registered or residing in Latvia Contracting authority must verify the information itself from publicly available databases.</li> <li>- For a Tenderer registered or residing outside of Latvia Tenderer must submit an appropriate statement from the competent authority of the country of registration or residence.</li> </ul>
9.	The Tenderer has provided false information to prove its compliance with provisions of this Section 8.1 of the Regulations or	No obligation to submit documents, unless specifically requested by the Procurement commission.



No	Requirement	Documents to be submitted <sup>1</sup> (unless documents are specifically requested by the Procurement commission, no obligation to submit any)
	qualification criteria or has not provided the required information at all.	
10.	The Tenderer is a registered offshore <sup>2</sup> company (legal person) or offshore association of persons.	<ul style="list-style-type: none"> <li>- For a Tenderer which is registered in Latvia Contracting authority must verify the information itself in publicly available databases.</li> <li>- For the Tenderer and each member of the partnership (if Tenderer is an unregistered partnership) which is a legal person registered 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 wherefrom at least the fact of registration.</li> </ul>
11.	The owner or shareholder (with more than 25% of share capital) of the Tenderer who is registered in Republic of Latvia, is a registered offshore company (legal person) or offshore association of persons.	<ul style="list-style-type: none"> <li>- For a Tenderer which is registered in Latvia: <ul style="list-style-type: none"> <li>• Contracting authority must verify the information itself in publicly available databases;</li> <li>• if such information by publicly available data bases is not provided, Tenderer must submit self – declaration which approves fact that there are no registered owners or shareholders of the Tenderer (with more than 25% of share capital) who are registered offshore.</li> </ul> </li> </ul>
12.	The subcontractors indicated by the Tenderer whose share of services is equal to or exceeds 10% of the Contract price or person on whose capacities Tenderer is relying, is a registered offshore company (legal person) or offshore association of persons.	<ul style="list-style-type: none"> <li>- For a subcontractor whose share of services is equal to or exceeds 10% of the Contract price or person on whose capacities Tenderer is relying which is registered in Latvia Contracting authority must verify the information itself in publicly available databases;</li> <li>- For a subcontractor or person on whose capacities Tenderer is relying 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</li> </ul>

<sup>2</sup> **Offshore:** low tax or tax-free country or territory in accordance with Corporate income tax law of the Republic of Latvia except Member States of EEA (European Economic Area) or its territories, Member States of the World Trade Organization Agreement on State Treaties or territories and such countries and territories with which European Union and Republic of Latvia has international agreements for open market in public procurement area.

No	Requirement	Documents to be submitted <sup>1</sup> (unless documents are specifically requested by the Procurement commission, no obligation to submit any)
		wherefrom at least the fact of registration (country) can be detected.
13.	<p>International or national sanctions or substantial sanctions by the European Union (EU) or the North Atlantic Treaty Organization (NATO) Member State affecting the interests of the financial and capital market has been imposed to the:</p> <p>a) Tenderer or a person who is the Tenderer's management board or supervisory board member, beneficial owner<sup>3</sup>, person with representation rights or a procura holder, or a person who is authorised to represent the Tenderer in operations in relation to a branch,</p> <p>b) member of the partnership or a person who is the partnership's management board or supervisory board member, beneficial owner<sup>4</sup>, person with representation rights or a procura holder (if the Tenderer is a partnership),</p> <p>and such sanctions can affect the execution of the Procurement contract.</p>	<ul style="list-style-type: none"> <li>- For a Tenderer registered or residing in Latvia Contracting authority must verify the information itself from the Register of Enterprises of the Republic of Latvia.</li> <li>- For a Tenderer registered or residing outside of Latvia Tenderer must submit an appropriate statement from the competent authority of the country of registration or residence with all the information necessary for the examination regarding the Tenderer or a member of the partnership (if the Tenderer is a partnership), including but not limited, information about beneficial owner or the fact that there is no possibility to find out the beneficial owner.</li> </ul>

## 8.2. Legal standing and suitability to pursue the professional activity (refers to both procurement parts)

No	Requirement	Documents to be submitted
1.	<p>The Tenderer or all members of the partnership (if the Tenderer is a partnership);</p> <p>- a person on whose abilities a Tenderer relies to certify its compliance;</p>	<ul style="list-style-type: none"> <li>- For a Tenderer which is a legal person (or a member of a partnership, a person on whose abilities a Tenderer relies to certify its compliance, a subcontractor whose share of work is equal to or exceeds 10% of the contract value) registered in Latvia the Contracting authority must verify the information itself in publicly available databases.</li> </ul>

<sup>3</sup> **Beneficial owner** (here and for all other references to "Beneficial owner"): a natural person who is the owner - legal person - or who controls the legal person, or on whose behalf, for whose benefit or in whose interests business relationship is being established or an individual transaction is being executed, and it is at least:

a) regarding legal persons - a natural person who owns, in the form of direct or indirect shareholding, more than 25 per cent of the capital shares or voting stock of the legal person or who directly or indirectly controls it;

b) regarding legal arrangements - a natural person who owns or in whose interests a legal arrangement has been established or operates, or who directly or indirectly exercises control over it, including who is the founder, proxy or supervisor (manager) of such legal arrangement.

<sup>4</sup> Ibid.

No	Requirement	Documents to be submitted
	<p>- a subcontractor whose share of work is equal to or exceeds 10% of the contract value,</p> <p>must be registered, licensed or certified in the Registry of Enterprises or Registry of Inhabitants, or other register in a country where the Tenderer is registered or residing, if the legislation of the respective country requires registration, licensing or certification of natural or legal persons in order to provide respective services.</p>	<ul style="list-style-type: none"> <li>- For a Tenderer which is a natural person (or a member of a partnership, a person on whose abilities a Tenderer relies to certify its compliance, a subcontractor whose share of work is equal to or exceeds 10% of the contract value) – a copy of an identification card or passport and certificate or similar document.</li> <li>- For a Tenderer (or a member of a partnership, a person on whose abilities a Tenderer relies to certify its compliance, a sub-contractor 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) – <b>a copy of a valid registration certificate or a similar document</b> issued by a foreign authority in charge of the registration, licensing or certification of legal persons in the country of their residence and <b>wherefrom at least the fact of registration, licensing or certification, information about shareholders, board or supervisory board members, beneficial owners, officials and procura holders, persons who are authorised to represent the Tenderer in operations in relation to a branch (if any) can be determined.</b></li> <li>- If proposal is submitted by a partnership, the Proposal <b>must include an agreement of cooperation (or letter of intention to enter into such agreement or similar document) signed by all members on the participation in the procurement, which lists responsibilities of each of every partnership member and a commitment to fulfil the procurement contract in the respective area, and which authorises one key member to sign the proposal and other documents, to receive and issue orders on behalf of the partnership members, and with whom all payments will be made.</b></li> <li>- If 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, then a document certifying the rights of the persons who have signed the Proposal or any other documents, to represent the Tenderer is relying or a sub-contractor (powers of attorney, authorization agreements etc.) must be included.</li> </ul>

No	Requirement	Documents to be submitted
2.	The representative of the Tenderer, or a member of a partnership, or a person on whose capacity Tenderer relies 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.	<ul style="list-style-type: none"> <li>- 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 capacity Tenderer relies who signs the Proposal. For a Tenderer (or a member of a partnership), a person on whose capacity Tenderer relies which is a legal person registered in Latvia the Contracting authority must verify the information itself in publicly available databases.</li> <li>- If the Tenderer (or a member of a partnership), or a person on whose capacity Tenderer relies, submits a power of attorney (original or a copy certified by the Tenderer) there must be additionally submitted documents confirming that the issuer of the power of attorney has the right of signature (representation) of the Tenderer.</li> </ul>

### 8.3. Economic and financial standing (refers to both procurement parts)

No	Requirement	Documents to be submitted
1.	<p>Tenderer's or all members of the partnership together (if the Tenderer is a partnership and confirms the average financial turnover jointly) or person's on whose capabilities the Tenderer is relying average financial turnover within the last 3 (three) financial years, i.e. 2017, 2018, 2019 is <b>not less:</b></p> <ol style="list-style-type: none"> <li>1) <b>than 80 000,00 EUR</b> (eighty thousand euros) if the Tenderer applies for <b>procurement Part No.1;</b></li> <li>2) <b>than 42 000,00 EUR</b> (forty-two thousand euros) if the Tenderer applies for <b>procurement Part No.2.</b></li> </ol> <p><b><u>If the Tenderer applies for both procurement parts,</u></b> the Tenderer or all members of the partnership together (if the Tenderer is a partnership), average financial turnover within the last 3 (three) financial years, i.e. 2017, 2018, 2019 is <b><u>not less than 122 000,00 EUR</u></b> (one hundred twenty-two thousand euros).</p>	<ul style="list-style-type: none"> <li>- Filled in and signed Annex 3.1 for Part No.1 and Annex 3.2 for Part No.2 (signed by the Tenderer or each member of the partnership (if the Tenderer is a partnership) or entity on whose capabilities the Tenderer is relying to certify its financial and economic performance).</li> <li>- Audited or self-approved (if the annual financial statement is not required by the law of the country of residence of the Tenderer) annual financial statements for financial years 2017, 2018, 2019 showing the turnover of the Tenderer or each member of the partnership on whose capacity Tenderer is relying to certify its financial and economic performance and who will be financially responsible for the fulfilment of the Contract (if the Tenderer is a partnership), or other entity on whose capacity Tenderer is relying to certify its financial and economic performance.</li> <li>- 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</li> </ul>

No	Requirement	Documents to be submitted
	<p>If the previous 3 (three) reporting years of the Tenderer differ from the years specified in this Section 8.3. 1 of the Regulations (2017, 2018, 2019), the financial turnover must be indicated for the Tenderer's previous 3 (three) reporting years.</p> <p>In the event the Tenderer or a member of a partnership (if the Tenderer is a partnership) or entity on whose capabilities the Tenderer is relying to certify it's financial and economic performance has operated in the market for less than 3 (three) financial years, the requirement must be met during the Tenderer's actual operation period.</p> <p>In the event the average 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 financial turnover must be recognised in the amount of the investment in the limited partnership.</p> <p>In case the Tenderer relies on financial and economic capabilities of one member of the Tenderer (if the Tenderer is a partnership) or on other entity in order to certify it's financial and economic performance such member / person and the Tenderer shall have joint and several liability for fulfilment of the procurement contract.</p>	<p>document with a similarly binding legal effect).</p> <ul style="list-style-type: none"> <li>- If annual financial statement for financial year 2019 is not available yet, or previous 3 (three) reporting years of the Tenderer differ from the years specified in this Section 8.3. 1 of the Regulations (2017, 2018, 2019), the Tenderer must submit other documents showing the annual financial turnover of the Tenderer for the financial year 2019 or for the last available audited / reported financial year.</li> <li>- If proposal is submitted by a partnership or in case the Tenderer is relying on capabilities of one member or other entity to certify it's financial and economic performance, the Tenderer <b>must indicate the member of the partnership or such entity on whose capabilities the Tenderer is relying to certify it's financial and economic performance and to whom all payments will be made, by including this information in the Agreement of cooperation (or letter of intention to enter into such agreement or other similar document) and in addition indicate it in the Annex 3.1 for Part No.1 and Annex 3.2 for Part No.2.</b></li> <li>- In addition, in case the Tenderer is relying to capabilities of other entity to certify it's financial and economic performance, the Tenderer must prove to the Contracting authority that it will have all the necessary resources to fulfil the Contract and how such resources will be transferred (the Tenderer shall include Agreement of cooperation or any other similar document evidencing passing of the resources).</li> </ul>
2.	<p>The Tenderer or a member of the partnership (if the Tenderer is a partnership) or a person on whose financial and economic capabilities the Tenderer is relying to certify it's financial and economic performance must have stable financial and economic performance, namely, in the last audited financial year liquidity ratio (<i>Current Assets divided by Short-term Liabilities</i>) must be equal to or exceed 1 and must have</p>	<ul style="list-style-type: none"> <li>- Filled in and signed Annex 3.1 for Part No.1 and Annex 3.2 for Part No.2 (signed by the Tenderer or each member of the partnership (if the Tenderer is a partnership) or entity on whose capabilities the Tenderer is relying to certify it's financial and economic performance).</li> <li>- Audited or self-approved (if the audited annual financial statement is not required by the law of the country of residence of the</li> </ul>

No	Requirement	Documents to be submitted
	<p>positive equity capital (<i>Total Assets minus Total Liabilities</i>).</p> <p>In case the Tenderer relies on financial and economic capabilities of one member of the Tenderer (if the Tenderer is a partnership) or on other entity in order to certify it's financial and economic performance such member / person and the Tenderer shall have joint and several liability for fulfilment of the procurement contract.</p>	<p>Tenderer) annual financial statement for the last audited financial year 2019, showing the relevant financial values (e.g. current and total assets, short-term and total liabilities) that proves liquidity ratio and positive equity.</p> <ul style="list-style-type: none"> <li>- If annual financial statement for financial year 2019 is not available yet, or previous 3 (three) reporting years of the Tenderer differ from the years specified in this Section 7.3. 1 of the Regulations (2017, 2018, 2019), the Tenderer must submit other documents showing the relevant financial values of the Tenderer for the financial year 2019 or for the last available audited / reporting financial year.</li> <li>- If proposal is submitted by a partnership or in case the Tenderer is relying on capabilities of one member or other entity to certify it's financial and economic performance, the Tenderer <b>must indicate the member of the partnership or such entity on whose capabilities the Tenderer is relying to certify it's financial and economic performance and to whom all payments will be made, by including this information in the Agreement of cooperation (or Letter of intention to enter into such agreement or other similar document) and in addition indicate it in the Annex 3.1 for Part No.1 and Annex 3.2 for Part No.2.</b></li> <li>- In addition, in case the Tenderer is relying to capabilities of other entity to certify it's financial and economic performance, the Tenderer must prove to the Contracting authority that it will have all the necessary resources to fulfil the Contract and how such resources will be transferred (the Tenderer shall include Agreement of cooperation or any other similar document evidencing passing of the resources).</li> </ul>

#### 8.4. Technical and professional ability

##### 8.4.1. Requirements for the Part No.1

No	Requirement	Documents to be submitted
1	<p>The Tenderer within the previous 5 (five) years (2015, 2016, 2017, 2018, 2019 including 2020 until the date of submission of the Proposal), has performed:</p> <p>at least 1 (one) supply (contract etc.) of office goods with similar nature as for goods stated in the Technical specification for Part No 1 (office supplies) of this procurement for an amount not less than 80 000,00 EUR (eighty thousand euros)<sup>5</sup>.</p>	<ol style="list-style-type: none"> <li>1. Filled and signed Annex 4.1 for Part No.1 „Experience of the Tenderer”;</li> <li>2. Written copies of references or similar documents (copies of deeds of conveyance or other proofs) evidencing the experience.</li> </ol>
2	<p>The Tenderer within the previous 3 (three) years (2017, 2018, 2019 including 2020 until the date of submission of the Proposal), has not breached any of supply contracts concluded by applying green public procurement requirements established in Cabinet of Minister Rules No.353 on requirements for conducting green public procurement (Prasības zaļajam publiskajam iepirkumam un to piemērošanas kārtība) of 20 June 2017.</p>	<p>Filled and signed Annex No 4.1 „Experience of the Tenderer”.</p>
3	<p>The Tenderer must ensure the availability of the Catalogue where the Tenderer provides direct trade and such Catalogue is online available public source, available to any interested person (free and direct access to such Catalogue shall be ensured).</p> <p>The Tenderer must ensure that the Catalogue will be available in Latvian and Lithuanian and Estonian or in English (if not available in Latvian and Lithuanian and Estonian) <u>during the Contract fulfilment</u>.</p> <p>The Tenderer must ensure that the Catalogue is available in Latvian or in English <u>during the procurement process</u>.</p>	<p>Filled and signed Annex No 1.1 „Application”.</p>

#### 8.4.2. Requirements for procurement Part No.2

No	Requirement	Documents to be submitted
1	<p>The Tenderer within the previous 5 (five) years (2015, 2016, 2017, 2018, 2019 including 2020 until the date of submission of</p>	<ol style="list-style-type: none"> <li>1. Filled and signed Annex No 4.2 „Experience of the Tenderer”;</li> </ol>

<sup>5</sup> Experience requirement for Part No.1 can be met within several separate contracts / projects.



No	Requirement	Documents to be submitted
	the Proposal), has provided at least 1 (one) full-service coffee machine rental service <sup>6</sup> , including delivery of the related goods (coffee beans and/or dried milk and/or cleaning tablets for coffee machine) for the total amount not less than 42 000,00 EUR (forty-two thousand euros) <sup>7</sup> .	2. Written copies of references or similar documents (copies of deeds of conveyance or other proofs) evidencing the experience.
2	The Tenderer within the previous 3 (three) years (2017, 2018, 2019 including 2020 until the date of submission of the Proposal), has not breached any of supply contracts concluded by applying green public procurement requirements established in Cabinet of Minister Rules No.353 on requirements for conducting green public procurement (Prasības zaļajam publiskajam iepirkumam un to piemērošanas kārtība) of 20 June 2017.	Filled and signed Annex No 4.2 „Experience of the Tenderer”.

8.4.3. If the Tenderer submits proposal for both procurement parts (Part No.1 and Part No.2) the Tenderer **must fulfil requirements for both procurement parts** (requirement set in Clause 8.4.1. and 8.4.2. of the Regulations).

8.4.4. The Tenderer may rely on capabilities of other persons (entities) to certify it's technical and professional ability. In case the Tenderer is relying on capabilities of other entities to certify it's technical and professional ability, the Tenderer must prove to the Contracting authority that it will have all the necessary resources to fulfil the Contract and how such resources will be transferred (the Tenderer shall include Agreement of cooperation or any other similar document evidencing passing of the resources).

8.5. Information, provided in the Proposal to prove the compliance with above-mentioned requirements for Economic and financial standing (Section 8.3 of the Regulations), Technical and professional ability (Section 8.4 of the Regulations) must be clear and understandable without any additional analysis or external proof of the submitted information. The Contracting authority must not be obliged to use additional sources of information to decide regarding Tenderer's compliance with the qualification requirements. The Tenderer must 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 Regulations.

8.6. Notices and other documents mentioned in the Section 8.1 of the Regulations 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 submission of the respective notices and documents. Notices and other documents mentioned in the Section 8.1 of the Regulations 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 submission of notices and documents, if the issuer of the notice or document has not set shorter period of validity.

<sup>6</sup> With definition "full-service coffee machine rental service" the Contracting Authority will understand similar services as defined in Technical specification of the procurement, where at least one coffee machine has been delivered and maintained (e.g. replacement, repairment, cleaning etc.).

<sup>7</sup> Experience requirement for Part No.2 can be met within several separate contracts / projects.

- 8.7. If the documents with which a Tenderer registered or permanently residing abroad can certify its compliance with the requirements of Section 8.1 of the Regulations are not issued or these documents are insufficient, such documents can be replaced with an oath or, if the regulatory enactments of the country in question do not allow for an oath, - with a certification by the Tenderer or by another person mentioned in Section 8.1 of the Regulations before a competent executive governmental or judicial institution, a sworn notary or a competent organization of a corresponding industry in their country of registration (permanent residence). Regarding all documents submitted based on an oath given under law (e.g. sworn-statements, declarations on oath etc.), the Tenderer must provide (indicate) legal grounds to law or enactment in accordance with such statements or declarations on oath have been given.
- 8.8. If the Tenderer complies with any of the exclusion grounds mentioned in Section 8.1 of the Regulations (except Section 8.1.2, 8.1.10 – 8.1.13 of the Regulations), the Tenderer indicates this fact in Annex No 2 "Application for participating in the Open competition".
- 8.9. The Tenderer to certify that it complies with the selection criteria for Tenderers may submit the European single procurement document (hereinafter - ESPD) as initial proof. This document must be submitted electronically and for each person upon whose capacity Tenderer relies to certify its compliance with the requirements stipulated in the Regulations, and for each of their indicated subcontractors the share of whose work is equal to or exceeds 10 % (ten percent) of the value of the Contract but if the Tenderer is a partnership – for each member thereof. To fill in the ESPD the Tenderer uses the "ESPD.xml" file at the Internet webpage <http://espd.eis.gov.lv/>.

## **9. RELIANCE ON THE CAPACITY OF OTHER PERSONS (REFERS TO BOTH PROCUREMENT PARTS)**

- 9.1. For the fulfilment of the specific contract, to comply with the selection requirements for the Tenderers relating to the economic and financial standing and technical and professional capacity, Tenderer may rely on the capacity of other persons regardless of the legal nature of their mutual relationship. In this case:
- 9.1.1. The Tenderer indicates in the Proposal all persons on whose capacity it relies by filling in the table which is attached as Annex 5.1 for Part No.1 and Annex 5.2 for Part No.2 "Entities on whose capabilities the tenderer relies" and proves to the Contracting authority that the Tenderer will have available all the necessary resources for the fulfilment of the Contract 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 Contract.
- 9.1.2. Documents on cooperation and passing of resources must be sufficient to prove to the Contracting authority that the Tenderer will have the ability to fulfil the Contract, as well as that during the validity of the Contract Tenderer will in fact use the resources of such person upon whose capacity it relies.
- 9.1.3. The Contracting authority requires joint and several liability for the execution of the Contract between the:
- Tenderer and a person on whose capacity Tenderer is relying to certify its financial and economic performance and who will be financially and economically responsible for fulfilment of the Contract (if any);
- Each member of the partnership (if the Tenderer is a partnership) on whose capacity Tenderer is relying and who will be financially and economically responsible for fulfilment of the Contract (if any);
- Tenderer and a person on whose capacity Tenderer is relying to certify its technical and professional abilities (if any).
- 9.2. The Contracting authority must evaluate the person on whose capacity Tenderer to whom the rights to conclude the Contract should be assigned is relying according to Section 8.1.1 - 8.1.8

and Section 8.1.12 - 8.1.13 of the Regulations. In case such person will comply with any of the exclusion grounds which are mentioned in Section 8.1.1- 8.1.8, 8.1.12 and 8.1.13 of the Regulations the Contracting authority must request Tenderer to change such person. If the Tenderer must not submit documents about another person which complies with the selection criteria within 10 (ten) Working Days from the date when the request was issued or sent to the Tender, the Contracting authority must exclude such Tenderer from further participation in the Open competition.

## **10. SUBCONTRACTING (REFERS TO BOTH PROCUREMENT PARTS)**

- 10.1. The Tenderer must indicate in the Proposal all subcontractors of the Tenderer by filling in the table which is attached as Annex 6.1 for Part No.1 and Annex 6.2 for Part No.2 "Sub-contractors".
- 10.2. The Contracting authority must evaluate the subcontractor of the Tenderer to whom the rights to conclude the Contract should be assigned according to Sections 8.1.2 – 8.1.8 and Sections 8.1.12 to 8.1.13 of the Regulations. In case such subcontractor whose share of services is equal to or exceeds 10% of the Contract price, will comply with any of the exclusion grounds which are mentioned in Section 8.1.2 – 8.1.8, 8.1.12 and Section 8.1.13 of the Regulations, the Contracting authority must request Tenderer to change such subcontractor. If the Tenderer must not submit documents about another subcontractor which complies with the selection criteria within 10 (ten) Working Days from the date when the request was issued or sent to the Tender, the Contracting authority must exclude such Tenderer from further participation in the Open competition.

## **11. FINANCIAL AND TECHNICAL PROPOSAL (REFERS TO BOTH PROCUREMENT PARTS)**

### **11.1. FINANCIAL PROPOSAL**

11.1.1. The Tenderer must prepare its Financial proposal by taking into consideration all requirements specified in this Section 11 of the Regulations. Financial proposal must be submitted for each procurement part separately. The Financial proposal consists of 2 (two) files (Annexes) and must be submitted as:

- 1) Annex No 7.1 „Financial proposal” and Annex No 8.1 “Technical – Detailed Financial proposal” (Microsoft Excel file) for Part No.1;
- 2) Annex No 7.2 „Financial proposal” and Annex No 8.2 “Technical – Detailed Financial proposal” (Microsoft Excel file) for Part No.2.

11.1.2. The proposed unit price for both procurement parts must include all costs, delivery expenses of the goods, all taxes, except Value Added Tax (hereinafter – VAT), fees and payments, and all other costs related to the fulfilment of the specific services and delivery of goods.

11.1.3. Prices for both procurement parts must be real (not unreasonably low).

11.1.4. The costs for both procurement parts must be specified in EUR.

11.1.5. The costs for both procurement parts must be calculated and indicated with an accuracy of 2 (two) decimal places after comma. If more than 2 (two) decimal places after comma will be indicated, then only the first two decimal places will be considered.

11.1.6. **For procurement Part No.1:**

11.1.6.1. **The estimated contract price for procurement Part No.1 is 80 000,00 EUR (eighty thousand euros, 00 cents) excluding value added tax (hereinafter-VAT) and this value shall not be exceeded.** In case the estimated contract price will be exceeded, the Proposal in accordance with Subclause 1), Section 11 of Article 41 of the Public Procurement Law of the Republic of Latvia will be rejected as incompliant.

- 11.1.6.2. **Contract will be concluded for the total contract price 80 000,00 EUR (eighty thousand euros, 00 cents) excluding VAT and this value must not be exceeded.**
- 11.1.6.3. **The Tenderer shall offer discount. Proposed discount shall not be "0" (zero). The discount offered in the Tenderer's proposal must remain unchanged and in force throughout the term of the Contract. Discount must be applied for every order.**
- 11.1.6.4. **Price for the unit of goods will be used only for calculation of the total price. Price for the unit of goods must be base price (without discount) from the Tenderer's Catalogue<sup>8</sup> in the internet (hereinafter – Catalogue). Total proposed contract price with discount for all Groups together, EUR (excluding VAT) will be used only for comparison of the proposals and selection of the economically most advantageous proposal with the lowest proposed price.**
- 11.1.6.5. **During the contract fulfilment orders will be made on demand basis by selecting and ordering respective goods from the Catalogue publicly in the Tenderers indicated website (Hyperlink) in the internet for the prices indicated in the Catalogue on the respective ordering day and in addition by applying Tenderers proposed discount.**
- 11.1.6.6. **Minimum amount (price) for ordering goods - 50 (fifty) euros. During the contract fulfilment Contracting Authority will not cover any additional costs (e.g. delivery, fees and payments or any other costs related to the fulfilment of the specific services), except Value Added Tax.**
- 11.1.6.7. **Volumes (quantity of goods) indicated in the Technical specification are indicative (not binding for the Contracting Authority) and will be used only for calculation of the total price for comparison of the proposals and selection of the economically most advantageous proposal. Volumes are calculated based on the previous experience of the Contracting Authority and such volumes can be changed during the Contract fulfilment.**
- 11.1.7. **For procurement Part No.2:**
- 11.1.7.1. **The estimated contract price for procurement Part No 2 is 42 000,00 EUR (forty-two thousand euros, 00 cents) excl. VAT and this value shall not be exceeded. In case the estimated contract price will be exceeded, the Proposal in accordance with Subclause 1), Section 11 of Article 41 of the Public Procurement Law of the Republic of Latvia will be rejected as incompliant.**
- 11.1.7.2. **Total proposed price will be used only for comparison of the proposals and selection of the economically most advantageous proposal with the lowest proposed price.**
- 11.1.7.3. **Contract will be concluded for the total contract price 42 000,00 EUR (forty-two thousand euros, 00 cents) excl. VAT and this value shall not be exceeded.**
- 11.1.7.4. **Orders will be made based on Contracting Authority's actual need and for the price per unit indicated in the Tenderer's Technical – Detailed Financial proposal.**
- 11.1.7.5. **The proposed unit price for 1 coffee machine (automatic) full – service rental (Group No 1) per 1 (one) month is fixed and will remain unchanged during the whole duration of the contract. The proposed unit price for Group No 1 must include full service rental of coffee machine (all services indicated in the Technical specification and all other necessary services specifically requested by manufacturer (if any)), including all delivery expenses of the goods, repairment, replacement, maintenance etc., all taxes (except Value Added Tax), fees and payments, and all other costs related to the fulfilment of the specific services. No additional expenses will be covered during the fulfilment of the contract.**

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<sup>8</sup> With definition "Catalogue" here and for all other references in the Regulations and its Annexes the Contracting authority will understand the Tenderer's Catalogue in the internet where the Tenderer provides direct trade and such Catalogue is online available public source, available to any interested person (free and direct access to such Catalogue shall be ensured).

- 11.1.7.6. The proposed unit price for coffee beans, dried milk and cleaning tablets for coffee machine (Group No 2) is fixed and will remain unchanged during the whole duration of the contract. The proposed unit price must include all delivery expenses, all taxes (except Value Added Tax), fees and payments, and all other costs related to the fulfilment of the specific services (delivery of goods). No additional expenses will be covered during the fulfilment of the contract.
- 11.1.7.7. Volumes (quantity of goods) indicated in the Technical specification are indicative (not binding for the Contracting Authority) and will be used only for calculation of the total price for comparison of the proposals and selection of the economically most advantageous proposal with the lowest proposed price. Volumes are calculated based on the previous experience of the Contracting Authority and such volumes can be changed during the Contract fulfilment.
- 11.1.8. In case the Tenderer's Financial proposal will not comply with all requirements of this Section 11 of Regulations or Technical specification requirements (Annex 1.1. for procurement Part No.1 and Annex 1.2 for procurement Part No.2), such proposal will be rejected as non-compliant.

## 11.2. TECHNICAL PROPOSAL

- 11.2.1. The Tenderer must prepare its Technical proposal by taking into consideration all requirements specified in this Section 11 of the Regulations and in the Technical specification (Annex 1.1. for procurement Part No.1 and Annex 1.2 for procurement Part No.2). The Technical proposal must be submitted for each procurement part separately and it must be accompanied with documents listed in Section 11.2.2. of the Regulations and Technical specification. The Tenderer's Technical proposal must be submitted as fulfilled:
- 1) Annex No 8.1 "Technical – Detailed Financial proposal" (Microsoft Excel file) for Part No.1;
  - 2) Annex No 8.2 "Technical – Detailed Financial proposal" (Microsoft Excel file) for Part No.2.
- 11.2.2. **Documents and information to be submitted for procurement Part No.1 within the Tenderer's Technical – Detailed Financial proposal (as stated in Technical specification):** In addition to proper description in Technical – Detailed Financial proposal for compliance with all parameters and requirements of Technical specification, in order to comply with requirements for green public procurement (hereinafter – green requirements) established in Cabinet of Minister Rules No.353 on requirements for conducting green public procurement (Prasības zaļajam publiskajam iepirkumam un to piemērošanas kārtība) of 20 June 2017 and indicated in the Technical specification (marked in green) **the Tenderer must provide the following:**
1. **For Group (Category) No 1 (for goods marked in green in Technical specification):**
    - a) **Evidences** that at least 75% from fiber used in the manufacture of paper must be recovered fiber. Recovered paper fibers are both, used and recycled fibers and unused, recycled fibers from paper mill waste. Goods bearing any of named Ecolabels in Technical specification (if any), or other Type 1 Ecolabel or its equivalent meeting respective green requirements (amount of recovered fibers) will be considered as compliant. The Tenderer can submit technical documentation issued by the manufacturer or an inspection report issued by recognized authority or equivalent evidences, evidencing requested amount of recovered fibers.
    - b) **Evidences** that paper does not contain chlorine (ECF technology (Elementary Chlorine Free) or TCF technology (Totally Chlorine Free) production). Goods bearing any of named Ecolabels in Technical specification (if any), or other Type 1 Ecolabel or its equivalent meeting respective green requirements will be considered as compliant. The Tenderer can submit technical documentation issued by the manufacturer or an inspection report issued



by recognized authority or equivalent evidences, evidencing compliance with respective green requirements.

**2. For Group (Category) No 9 (for goods marked in green in Technical specification):**

- a) **Evidences** that goods do not contain genetically modified organisms and aren't produced from genetically modified organisms (only for goods where it is required in Technical specification).  
Goods bearing any of the Ecolabels named in Technical specification (if any) (EU Ecolabel for Organic farming or other Type 1 Ecolabel or its equivalent) will be considered as compliant with respective requirement. Confirmation about cooperation or launching cooperation with such manufacturer (Organic farming) of goods (in case the Tenderer is not manufacturer itself) in case the Tenderer will be selected as the winner of this open competition, will be considered as compliant as well;
- b) **Evidences** that goods (are BIO product labelled in accordance with Council Regulation No. 834 (2007) and Commission Regulation No. 889 (2008) (only for goods where it is required in Technical specification).  
EU Ecolabel for Organic farming or other Type 1 Ecolabel or its equivalent will be considered as compliant with requirements. Confirmation about cooperation or launching cooperation with such manufacturer (Organic farming) of goods (in case the Tenderer is not manufacturer itself) in case the Tenderer will be selected as the winner of this open competition, will be considered as compliant as well;
- c) **Evidences** that goods are certified in accordance with Cabinet of Minister Rules No. 461 "Requirements for Food Quality Schemes, Procedures for their Implementation, Operation, Monitoring and Control" (only for goods where it is required in Technical specification).  
Goods bearing the mark "Green Spoon" or its equivalent will be considered as compliant with respective requirement.
- d) **Written confirmation** that secondary and/or transport packaging contains more than 45% recycled material (only for goods where it is required in Technical specification). The Tenderer shall indicate which type of packaging will be used. If proper confirmation will be included in the Tenderer's Technical - Detailed Financial proposal (description of the respective good) and not attached to the proposal as separate document, the Procurement commission will consider such description as compliant as well.

**3. For Group (Category) No 12 (for goods marked in green in Technical specification):**

- a) **Evidences** that goods do not contain and product label, the safety data sheet (SDS) and other relevant data sheets or information in the website of the manufacturer listing substances of very high concern, does not list any components (substances) which are identified as substances of very high concern and are listed in Regulation (EC) No 1907/2006 of the European Parliament and of the Council of 18 December 2006. Amending Regulation (EC) No 1907/2006 concerning the Registration, Evaluation, Authorization and Restriction of Chemicals (REACH), establishing a European Chemicals Agency, amends Directive 1999/45 / EC and repeals Council Regulation (EEC) No 2092/91. Commission Regulation (EC) No 793/93 and Commission Regulation (EC) No. 1488/94 as well as the list provided for in Article 59 of Council Directives 76/769 / EEC and 91/155 / EEC, 93/67 / EEC, 93/105 / EC and 2000/21 / EC (for goods where it is required in Technical specification). List substances of very high concern available here: <https://echa.europa.eu/candidate-list-table>.

Goods bearing any of named Ecolabels in Technical specification (if any), or other Type 1 Ecolabel or its equivalent meeting respective green requirements will be considered as compliant. Goods where its technical documentation issued by the manufacturer (e.g. product label, the safety data sheet (SDS) and other relevant data sheets or information in the website of the manufacturer listing substances of very high concern) evidences the

compliance with respective green requirements, will be considered compliant (such documentation must be submitted);

- b) **Instructions** for use of the product (dosing);
  - e) **Written confirmation** that the cardboard packaging contains at least 80% recycled material (for goods where it is required in Technical specification). If proper confirmation will be included in the Tenderer's Technical - Detailed Financial proposal (description of the respective good) and not attached to the proposal as separate document, the Procurement commission will consider such description as compliant as well.
  - c) **Written confirmation** that respective goods do not contain phosphates (for goods where it is required in Technical specification). If proper confirmation will be included in the Tenderer's Technical - Detailed Financial proposal (description of the respective good) and not attached to the proposal as separate document, the Procurement commission will consider such description as compliant as well.
4. **For Group (Category) No 13 (for goods marked in green in Technical specification):**
- a) **Evidences** that goods do not contain and product label, the safety data sheet (SDS) and other relevant data sheets or information in the website of the manufacturer listing substances of very high concern, does not list any components (substances) which are identified as substances of very high concern and are listed in Regulation (EC) No 1907/2006 of the European Parliament and of the Council of 18 December 2006. Amending Regulation (EC) No 1907/2006 concerning the Registration, Evaluation, Authorization and Restriction of Chemicals (REACH), establishing a European Chemicals Agency, amends Directive 1999/45 / EC and repeals Council Regulation (EEC) No 2092/91. Commission Regulation (EC) No 793/93 and Commission Regulation (EC) No. 1488/94 as well as the list provided for in Article 59 of Council Directives 76/769 / EEC and 91/155 / EEC, 93/67 / EEC, 93/105 / EC and 2000/21 / EC (only for goods where it is required in Technical specification). List substances of very high concern available here: <https://echa.europa.eu/candidate-list-table>.
- Goods bearing any of named Ecolabels in Technical specification (if any), or other Type 1 Ecolabel or its equivalent meeting respective green requirements will be considered as compliant. Goods where its technical documentation issued by the manufacturer (e.g. product label, the safety data sheet (SDS) and other relevant data sheets or information in the website of the manufacturer listing substances of very high concern) or an inspection report issued by recognized authority, evidences the compliance with respective green requirements, will be considered compliant (such documentation must be submitted);
- b) **Written confirmation** that products in packaging with any type of dispenser: is a part of a refill system (no mechanical barriers to refilling). If proper confirmation will be included in the Tenderer's Technical - Detailed Financial proposal (description of the respective good) and not attached to the proposal as separate document, the Procurement commission will consider such description as compliant as well.
  - c) **Instructions** for use of the product (dosing);
  - d) **Written confirmation** that respective good does not contain propellants, phosphates and nickel. If proper confirmation will be included in the Tenderer's Technical - Detailed Financial proposal (description of the respective good) and not attached to the proposal as separate document, the Procurement commission will consider such description as compliant as well.

11.2.3. **Documents and information to be submitted for procurement Part No.2 within the Tenderer's Technical – Detailed Financial proposal (as stated in Technical**



**specification):** In addition to proper description in Technical proposal – Detailed Financial proposal for compliance with all parameters and requirements of Technical specification, in order to comply with requirements for green public procurement (hereinafter – green requirements) established in Cabinet of Minister Rules No.353 on requirements for conducting green public procurement (Prasības zaļajam publiskajam iepirkumam un to piemērošanas kārtība) of 20 June 2017 and indicated in the Technical specification (marked in green) the Tenderer must provide the following:

**1. For Group No 2 (for goods marked in green in Technical specification):**

- a) **Evidences** that goods do not contain genetically modified organisms and aren't produced from genetically modified organisms.  
Goods bearing EU Ecolabel for Organic farming or other Type 1 Ecolabel or its equivalent will be considered as compliant with respective requirement. Confirmation about cooperation or launching cooperation with such manufacturer (Organic farming) of goods (in case the Tenderer is not manufacturer itself) in case the Tenderer will be selected as the winner of this open competition, will be considered as compliant as well;
- b) **Evidences** that goods are BIO product labelled in accordance with Council Regulation No. 834 (2007) and Commission Regulation No. 889 (2008) (only for goods where it is requested in the Technical specification).  
EU Ecolabel for Organic farming or other Type 1 Ecolabel or its equivalent will be considered as compliant with requirements. Confirmation about cooperation or launching cooperation with such manufacturer (Organic farming) of goods (in case the Tenderer is not manufacturer itself) in case the Tenderer will be selected as the winner of this open competition, will be considered as compliant as well;
- c) **Written confirmation** that secondary and/or transport packaging contains more than 45% recycled material (only for goods where it is required in Technical specification). The Tenderer shall indicate which type of packaging the Tenderer will offer. If proper confirmation will be included in the Tenderer's Technical - Detailed Financial proposal (description of the respective good) and not attached to the proposal as separate document, the Procurement commission will consider such description as compliant as well.

*For all references to Type 1 Ecolabel in the Technical specification - The International Standards Organization (ISO) has categorised the different kind of product labels on the market. With "Type 1" Ecolabel the Contracting Authority will understand the following: "Type I" Ecolabel is a third party assessment of a product based on a number of criteria / issues involved in the environmental impact of a product or material throughout its life cycle.*

- 11.2.4. In case the Tenderer's Technical proposal will not comply with all requirements of this Section 11 of Regulations or Technical specification requirements (Annex 1.1. for procurement Part No.1 and Annex 1.2 for procurement Part No.2), such proposal will be rejected as incompliant.

**12. CONTENTS AND FORM OF THE PROPOSAL (REFERS TO BOTH PROCUREMENT PARTS)**

- 12.1. **Proposal must be submitted electronically in E-Tenders subsystem of the Electronic Procurement System in accordance with the following options for the Tenderer:**
- 12.1.1. by using the available tools of E-Tenders subsystem, filling the attached forms of the E-Tenders subsystem for Procurement procedure;
  - 12.1.2. 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);

12.1.3.by encrypting electronically prepared Proposal outside of E-Tenders subsystem with data protection tools provided by third parties, and protection with electronic key and password (in this situation, 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).

12.2. During preparation of the Proposal, Tenderer must respect the following requirements:

12.2.1.Each document mentioned in Section 12.4 of the Regulations must be filled separately, each in a separate electronic document in line with forms attached to Open competition Regulations on Contracting authority's profile in E-Tenders subsystem (<https://www.eis.gov.lv/Procurement/40142>) in a Microsoft Office 2010 (or later) format;

12.2.2.Upon submission, the Tenderer signs the Proposal with secure electronic signature and time-stamp or with electronic signature provided by Electronic Procurement System. The Tenderer can use secure electronic signature and time-stamp 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).

12.3. **Proposal must contain the following parts and documents/forms:**

12.3.1. Application for participating in the Open competition prepared in accordance with Annex No 2.1 for Part No.1 and Annex No 2.2 for Part No.2;

12.3.2. Confirmation of Financial standing prepared in accordance with requirements set in Section 8.3. of Regulations and in accordance with Annex No 3.1 for Part No.1 and Annex No 3.2 for Part No.2 and all related documents (annual financial statements, evidences for passing of resources (if applicable) etc.);

12.3.3. Description of the Tenderers technical and professional abilities prepared in accordance with requirements set in Section 8.4. of Regulations and in accordance with Annex No 4.1 for Part No.1 and Annex No 4.2 for Part No.2 and written references;

12.3.4. Information regarding entities on whose capabilities the Tenderer relies to certify its compliance with qualification requirements prepared in accordance with requirements set in Section 9 of Regulations and in accordance with Annex No 5.1 for Part No.1 and Annex No 5.2 for Part No.2 and signed cooperation agreement (letter of intention or any other similar document);

12.3.5. Information regarding Sub-contractors prepared in accordance with requirements set in Section 10 of Regulations and in accordance with Annex No 6.1 for Part No.1 and Annex No 6.2 for Part No.2;

12.3.6. Financial proposal prepared in accordance with requirements set in Section 11.1. and 11.2. of Regulations and as part of Annex No 7.1 „Financial proposal” and as part of Annex No 8.1 “Technical – Detailed Financial proposal” (Microsoft Excel file) for Part No.1 and Annex No 7.2 „Financial proposal” and Annex No 8.2 “Technical – Detailed Financial proposal” (Microsoft Excel file) for Part No.2;

12.3.7. Technical proposal prepared in accordance with requirements set in Section 11.1. and 11.2. of Regulations and Annex No 8.1 “Technical – Detailed Financial proposal” (Microsoft Excel file) for Part No.1 and Annex No 8.2 “Technical – Detailed Financial proposal” (Microsoft Excel file) for Part No.2 and documents listed in Section 11.2.2. of Regulations;

12.3.8. Information and documents regarding the legal standing and suitability to pursue the professional activity prepared in accordance with requirements set in Section 8.2. of Regulations (e.g. power of attorney, cooperation agreements etc.).

- 12.3.9. For a company registered outside Latvia, 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 sub-contractor, in accordance with requirements set in Section 8.2. of Regulations. If the Tenderer, or a member of a partnership, or a person on whose abilities a Tenderer relies, or subcontractor submits a power of attorney there must be additionally submitted documents confirming that the issuer of the power of attorney has the right of signature (representation) set in Section 8.2. of Regulations.
- 12.3.10. The Tenderer in order to certify that it complies with the selection criteria indicated in Section 8 of Regulation, may submit the European single procurement document as initial proof. This document must be submitted electronically, and for each person upon whose capabilities the Tenderer relies, and for each of their indicated sub-contractors, the share of whose work is equal to or exceeds 10% (ten percent) of the value of the Contract, 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 <http://espd.eis.gov.lv> (Electronical procurement system Latvia).
- 12.4. 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 Tenderer must submit only such original documents which have legal force. For the document to gain legal force it must be issued and formatted in accordance with the Law on Legal Force of Documents of the Republic of Latvia (<https://likumi.lv/ta/en/id/210205-law-on-legal-force-of-documents>) but public documents issued abroad must be formatted and legalized in accordance with the requirements of the Document Legalization Law of the Republic of Latvia (<https://likumi.lv/ta/en/en/id/155411-document-legalisation-law>). 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.
- 12.5. The Proposal must be signed by a person who is legally representing the Tenderer or is authorized to represent the Tenderer in this Open competition.
- 12.6. The Tenderer must prepare Proposal in electronic form using the E-Tenders system available at <https://www.eis.gov.lv/Procurement/40142>.
- 12.7. The Proposal must be submitted in a written form, in accordance with this Regulation, in English or Latvian language (if submitted in Latvian, translation in English of the Proposal must be provided together with the Proposal).

### **13. ENCRYPTION OF THE PROPOSAL INFORMATION (REFERS TO BOTH PROCUREMENT PARTS)**

- 13.1. E-Tenders system which is a subsystem of the Electronic Procurement System ensures first level encryption of the information provided in the Proposal documents.
- 13.2. If the Tenderer applied additional encryption to the information in the Proposal (according to Section 12.1.3 of the Regulations), Tenderer 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.

### **14. SUBMISSION OF A PROPOSAL (REFERS TO BOTH PROCUREMENT PARTS)**

- 14.1. The Proposal (documents referred to in the Section 12.3 of the Regulations) must be submitted electronically using the E-Tenders system available at <https://www.eis.gov.lv/Procurement/40142>

**by 31 July 2020 till 12:00 o'clock (Time Zone EEST (Eastern European Summertime), Riga (Latvia)).**

- 14.2. 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.
- 14.3. Only Proposals submitted via E-Tenders system will be accepted and evaluated for participation in the Open competition. Any Proposal submitted outside the E-Tenders system will be declared as submitted in a non-compliant manner and will not participate in the Open competition.

## 15. OPENING OF PROPOSALS (REFERS TO BOTH PROCUREMENT PARTS)

- 15.1. **The Proposals will be opened on the E-Tenders system on 31 July 2020 at 12:00 o'clock (Time Zone EEST (Eastern European Summertime), Riga (Latvia)) during the opening session. On the E-Tenders system it is possible to follow the opening of submitted Proposals online.**
- 15.2. The Proposals are opened by using the tools offered by E-Tenders system. The proposed price and other information that characterizes the Proposal (excluding confidential information) must be published in the E-Tenders system.
- 15.3. 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 must be published on E-Tenders system and Contracting authority's webpage.

## 16. VERIFICATION OF PROPOSALS FOR COMPLIANCE (REFERS TO BOTH PROCUREMENT PARTS)

- 16.1. Following of the opening of Proposals Procurement commission must proceed with the verification of compliance of Proposals received and opened in accordance with the opening procedure (for each procurement part separately).
- 16.2. The Procurement commission verifies whether the submitted Proposals comply with the requirements stipulated in Section 12 of the Regulations and whether all required information and documents are submitted and selects for further evaluation the compliant Proposals (for each procurement part separately).
- 16.3. In accordance with Paragraph 16 of the Cabinet of Minister Rules No.107 on Conducting procurement procedures and design contests (*lepirkuma procedūru un metu konkursu norises kārtība*) of 28 February 2017 Procurement commission is entitled to carry out the eligibility check only to the Tenderer to whom the procurement contract should be awarded (for each procurement part separately).

## 17. VERIFICATION OF FINANCIAL AND TECHNICAL PROPOSALS (REFERS TO BOTH PROCUREMENT PARTS)

### 17.1. FINANCIAL PROPOSALS

- 17.1.1. The Procurement commission verifies whether the Tenderer has completed Annex No 7.1 "Financial proposal" and Annex No 8.1 "Technical – Detailed Financial proposal" for Part No.1 and Annex No 7.2 "Financial proposal" and Annex No 8.2. "Technical – Detailed Financial proposal" for Part No.2 and if the Financial proposal complies with all requirements established in Section 11.1. of the Regulations (for each procurement part separately).
- 17.1.2. 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 contract prices proposed (for each procurement part separately).

- 17.1.3. The Procurement commission informs the Tenderer whose arithmetical errors have been corrected about the correction of arithmetical errors and the corrected Financial proposal (for each procurement part separately).
- 17.1.4. When evaluating the Financial proposal, Procurement commission takes corrections into account (for each procurement part separately).
- 17.1.5. 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 to ascertain the objectivity of the Financial proposal and whether an abnormally low Proposal has been submitted (for each procurement part separately).
- 17.1.6. The Procurement commission selects and further evaluates only the compliant proposals (for each procurement part separately).

## 17.2. TECHNICAL PROPOSALS

- 17.2.1. The Procurement commission verifies whether the Tenderer has completed Annex No 8.1. "Technical – Detailed Financial proposal" for Part No.1 and Annex No 8.2 "Technical – Detailed Financial proposal" for Part No.2 (submitted in a section - Financial proposal - as Annex No 8.1. for Part No.1 and Annex No 8.2 for Part No.2 - Tenderer's Technical - Detailed Financial proposal) and if the Tenderer's Technical proposal complies with all requirements established in Section 11.2. of the Regulations and Technical specification (Annex No.1.1 "Technical specification" for Part No.1 and Annex No.1.2 "Technical specification" for Part No.2 (for each procurement part separately).
- 17.2.2. The Procurement commission has the right to demand that the Tenderer explains the information included in the Technical proposal (for each procurement part separately).
- 17.2.3. The Procurement commission selects and further evaluates only the compliant proposals (for each procurement part separately).

## 18. CONTRACT AWARD CRITERIA (REFERS TO BOTH PROCUREMENT PARTS)

- 18.1. The Proposal selection criterion is the **economically most advantageous proposal with the lowest proposed total contract price** in each of the procurement parts (for each procurement part separately).
- 18.2. Each procurement part will be evaluated separately. Financial proposals must be submitted for each of the procurement part (Part No.1 and Part No.2) separately.
- 18.3. **For procurement Part No.1:**
  - 18.3.1. The economically most advantageous Proposal with the lowest proposed total contract price will be Proposal with the **lowest total proposed contract price with discount for all Groups together (Group No 1 – Group No 13), EUR (excluding VAT).**
- 18.4. **For procurement Part No.2:**
  - 18.4.1. The economically most advantageous Proposal with the lowest proposed total contract price will be Proposal with the **lowest total proposed contract price for Group No 1 and Group No 2 together, EUR (excluding VAT).**
- 18.5. The Contract signing rights will be awarded to the Tenderer whose Proposal will be selected as the economically most advantageous proposal with the lowest proposed total contract price in accordance with Clause 18.3.1. of the Regulations for procurement Part No.1 and in accordance with Clause 18.4.1. of the regulations for procurement Part No.2.



- 18.6. In case several Tenderers will have proposed equal prices, the Procurement commission will award the Contract signing rights to the Tenderer who's Technical – Detailed Financial proposal contains larger amount of goods bearing Type 1 Ecolabel or equivalent (for Part No.1 and Part No.2 separately).
- 18.7. In case several Tenderers will have equal number of points in accordance with Clause 18.6. of the Regulations, the Procurement commission will invite representatives of such Tenderers and organize a draw (for Part No.1 and Part No.2 separately) and award the Contract signing rights to such Tenderer. In situation, when representatives of Tenderers choose to not be present at the draw, Procurement commission will carry out the draw without representatives of Tenderers present.

#### **19. TENDERER CHECK PRIOR TO MAKING THE DECISION REGARDING THE CONCLUSION OF THE CONTRACT (REFERS TO BOTH PROCUREMENT PARTS)**

- 19.1. Prior to making the decision about assigning rights to conclude the Contract, Procurement commission performs a check regarding the existence of grounds of exclusion for Tenderers, members of a partnership (if the Tenderer is a partnership), persons on whose capacity Tenderer is relying to certify its compliance with the requirements and subcontractors.
- 19.2. If in accordance with the information published on the day of the last data update in a public database on the last day of Proposal submission or on the day when the decision regarding the possible assignment of rights to conclude a Contract is made, the Tenderer, member of a partnership (if the Tenderer is a partnership), a subcontractor whose share of services is equal to or exceeds 10% of the Contract price or a person on whose capacity Tenderer is relying to certify its compliance with the requirements, have tax debts, including state mandatory insurance contributions debts, the total sum of which exceeds 150 euro, Procurement commission informs the Tenderer and sets a deadline – 10 (ten) days from the day of issuing or receiving information – for the submission of a statement evidencing absence of tax debt, including state mandatory insurance contributions debts, the total sum of which exceeds 150 euro, on the last day of Proposal submission or on the day when the decision regarding the possible assignment of rights to conclude a Contract was made.
- 19.3. If the Tenderer fails to submit required evidence in the set deadline, Procurement commission excludes the Tenderer from participation in the Open competition.
- 19.4. Change of persons on whose capacity Tenderer is relying to certify its compliance with the requirements or subcontractors whose share of services is equal to or exceeds 10% of the Contract price is performed in accordance with Sections 9.2 and 10.2 of the Regulations respectively.
- 19.5. In the event the Tenderer or partnership member (if the Tenderer is a partnership) fails to comply with requirements stipulated in Section 8.1 of the Regulations and has indicated this in the Proposal, upon Procurement commission's request it submits an explanation about the implemented measures in order to restore reliability and prevent occurrences of the same or similar violations in future, as well as attaches evidence which proves the implemented measures, such as but not limited to evidence about compensating damages, on cooperation with investigating authorities, implemented technical, organizational or personnel measures, an assessment of a competent authority regarding the sufficiency of the implemented measures etc. The Procurement commission assesses such information. If the Procurement commission deems the measures taken to be sufficient for the restoration of reliability and the prevention of similar cases in the future, it makes the decision not to exclude the Tenderer from participation in the Open competition. If the measures taken are insufficient, Procurement commission makes the decision to exclude the Tenderer from further participation in the Open competition. If the Tenderer within the indicated time does not submit the requested information, Procurement commission excludes the Tenderer from participation in the Open competition.

## 20. DECISION MAKING, ANNOUNCEMENT OF RESULTS AND ENTERING INTO A CONTRACT (REFERS TO BOTH PROCUREMENT PARTS)

- 20.1. The Procurement commission selects Tenderers in accordance with the set selection criteria for Tenderers, verifies the compliance of the Proposals with the requirements stipulated in the Regulations and chooses the Proposal in accordance with the contract award criteria as described in Section 18 of the Regulations.
- 20.2. Within 3 (three) Working Days from the date of decision about the Open competition results Procurement commission informs all Tenderers about the decision made by sending the information by post or electronically (including via 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 successful Tenderer, indicating:
  - 20.2.1. *to the refused Tenderer - the reasons for refusing its Proposal;*
  - 20.2.2. *to the Tenderer who has submitted an eligible Proposal - the characterization of the successful Proposal and the relative advantages;*
  - 20.2.3. *the deadline by which the Tenderer may submit a complaint to the Procurement Monitoring Bureau regarding violations of the public procurement procedure.*
- 20.3. If only 1 (one) Tenderer complies with all Tenderer selection requirements, Procurement commission prepares and includes in the Open competition report a justification of the fact that the set requirements for Tenderer selection are objective and commensurate. If the Procurement commission cannot justify that the set requirements for Tenderer selection are objective and commensurate, Procurement commission makes the decision to terminate the Procurement.
- 20.4. If the procurement is terminated, Procurement commission within 3 (three) Working Days simultaneously informs all Tenderers about all the reasons because of which the Open competition is terminated and informs about the deadline within which a Tenderer may apply regarding the violations of the public procurement procedure to the procurement Monitoring Bureau.
- 20.5. The Procurement commission when informing about the results has the right not to disclose specific/confidential information, if it may infringe upon public interests or if the Tenderer's legal commercial interests or the conditions of competition would be violated.
- 20.6. As soon as possible but not later than within 5 (five) Working Days from day when the decision about the results of the Open competition is taken, Procurement commission prepares a report on the Open competition and publishes it on the Contracting authority's profile in E-Tenders system's webpage <https://www.eis.gov.lv/Procurement/40142> and on Contracting authority's webpage <http://railbaltica.org/en/procurements>.
- 20.7. The selected Tenderer upon receiving the notification from Procurement commission (for each procurement part separately), must:
  - 20.7.1. *to submit to the Contracting authority a copy of partnership agreement or notification regarding the establishment of the partnership, if required pursuant to requirements under Section 8.2. of the Regulations, within the time indicated by the Procurement commission;*
  - 20.7.2. *to sign the Contract within the time indicated by the Procurement commission.*
- 20.8. The Contract is concluded based on the selected Tenderer's Proposal and in accordance with Annex No 9.1 "Draft contract for the Part No.1" and Annex No 9.2 "Draft contract for the Part No.2".



- 20.9. The Procurement commission has the right to choose the next economically most advantageous proposal (for each procurement part separately), if the Tenderer:
- 20.9.1. *refuses to conclude a partnership contract or to establish the partnership in the cases and deadlines defined by the Procurement commission or does not submit a copy of the partnership contract, or does not inform of the founding of a partnership company;*
- 20.9.2. *refuses to conclude the Contract or does not submit a signed Contract within the time indicated by the Procurement commission.*
- 20.10. In any of such a case mentioned in Section 20.9 of the Regulations Procurement commission is entitled to terminate this Open competition without selecting any Proposal or to select the next economically most advantageous proposal. The procurement commission has the rights to terminate the procurement if the CEF Co-financing for further financing of the services are not available to the Contracting authority fully or partly. For either of these decisions a written decision must be made.
- 20.11. Prior to making the decision regarding the conclusion of the Contract 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 or it does not comply with requirements set in the Section 20.7 of the Regulations, Procurement commission decides to terminate the Open competition without selecting any Proposal.

#### **ANNEXES:**

- Annex No 1.1: Technical specification for Part No.1 on 19 (nineteen) pages;
- Annex No 1.2: Technical specification for Part No.2 on 7 (seven) pages;
- Annex No 2.1: Application for Part No.1 on 2 (two) pages;
- Annex No 2.2: Application for Part No.2 on 2 (two) pages;
- Annex No 3.1: Confirmation of financial standing for Part No.1 on 2 (two) pages;
- Annex No 3.2: Confirmation of financial standing for Part No.2 on 2 (two) pages;
- Annex no 4.1: Technical and professional ability for Part No.1 on 1 (one) page;
- Annex no 4.2: Technical and professional ability for Part No.2 on 1 (one) page;
- Annex No 5.1: Entities on whose capabilities the tenderer relies for Part No.1 on 1 (one) page;
- Annex No 5.2: Entities on whose capabilities the tenderer relies for Part No.2 on 1 (one) page;
- Annex No 6.1: Sub-contractors for Part No.1 on 1 (one) page;
- Annex No 6.2: Sub-contractors for Part No.2 on 1 (one) page;
- Annex No 7.1: Financial proposal on 1 (one) page;
- Annex No 7.2: Financial proposal on 1 (one) page;
- Annex No 8.1: Technical – Detailed Financial proposal for Part No.1 on 1 (one) page (Microsoft Excel sheet);
- Annex No 8.2: Technical – Detailed Financial proposal for Part No.2 on 1 (one) page (Microsoft Excel sheet);
- Annex No 9.1: Draft contract for the Part No.1 on 17 (seventeen) pages;
- Annex No 9.2: Draft contract for the Part No.2 on 17 (seventeen) pages.

## **ANNEX NO 1.1: TECHNICAL SPECIFICATION FOR PART NO.1**

**OPEN COMPETITION "SUPPLY OF OFFICE GOODS, FULL-SERVICE RENTAL OF COFFEE MACHINES AND RELATED SUPPLIES FOR RB RAIL AS IN LATVIA, LITHUANIA AND ESTONIA" (IDENTIFICATION NO RBR 2020/6) TECHNICAL SPECIFICATION FOR PROCUREMENT PART NO.1**

### **TECHNICAL SPECIFICATION FOR PART NO.1**



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

Riga  
2020

## 1. INTRODUCTION TO RAIL BALTICA

The Baltic countries Estonia, Latvia and Lithuania have historically been linked to the east-west railway transport axis using the 1520mm gauge railway system. Because of the existing historical and technical constraints, the existing rail system is incompatible with mainland European standards, thus there is a consensus that Estonia, Latvia and Lithuania need to be fully integrated into the wider European rail transport system. Currently there is no efficient 1435 mm railway connection along the Warsaw-Kaunas-Riga-Tallinn axis, i.e. there are missing links or significant bottlenecks. Thus, there are no direct passenger or freight services along the railway axis as the existing infrastructure does not allow for competitive services compared to alternative modes of transport. Thus, the clear majority of the North-South freight is being transported by road transport and the overall accessibility in the region is low.

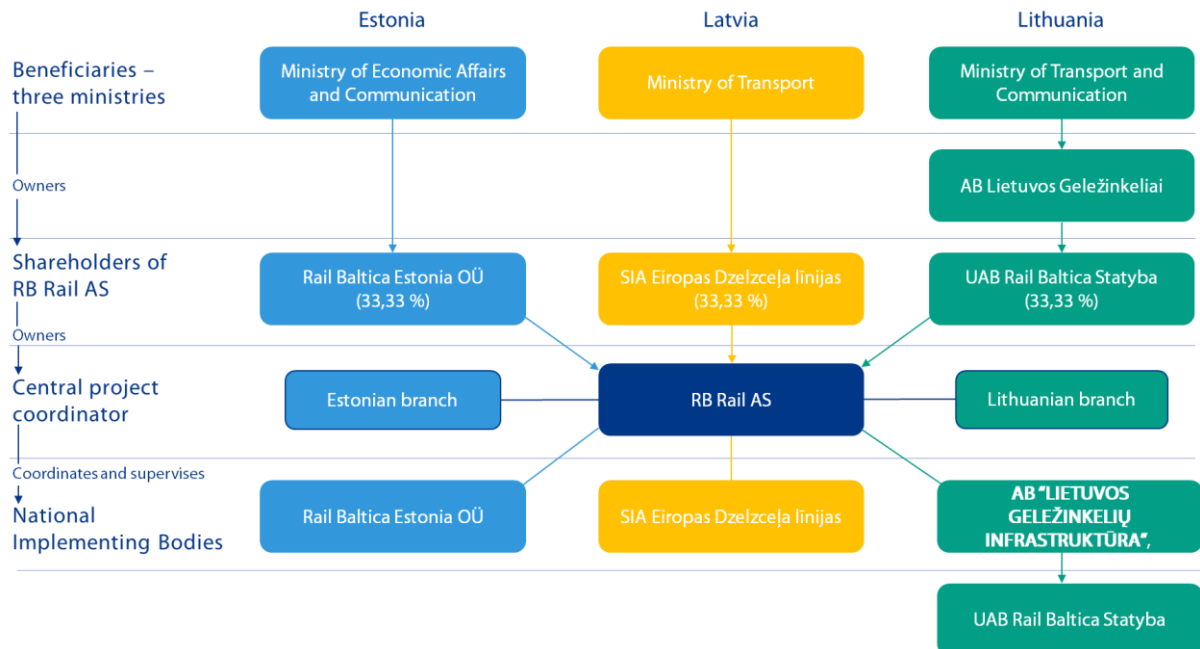
The ambitions of the Rail Baltica Global project (Global Project) are:

- to become a powerful catalyst for sustainable economic growth in the Baltic States;
- to set a new standard of passenger and freight mobility;
- to ensure a new economic corridor will emerge;
- sustainable employment and educational opportunities;
- an environmentally sustainable infrastructure;
- new opportunities for multimodal freight logistics development;
- new intermodal transport solutions for passengers;
- safety and performance improvements;
- a new value platform for digitalization and innovation;
- completion of Baltic integration in the European Union transport ecosystem.

Rail Baltica is already designed to become a part of the EU TEN-T North Sea – Baltic Core Network Corridor, which links Europe's largest ports of Rotterdam, Hamburg and Antwerp – through the Netherlands, Belgium, Germany and Poland – with the three Baltic States, further connecting to Finland via the Gulf of Finland short sea shipping connections with a future fixed link possibility between Tallinn and Helsinki. Further northbound extension of this corridor must pave the way for future connectivity also with the emerging Arctic corridor, especially in light of the lucrative prospects of the alternative Northern Circle maritime route development between Europe and Asia. Furthermore, the North Sea – Baltic Corridor crosses with the Baltic-Adriatic Corridor in Warsaw, paving the way for new supply chain development between the Baltic and Adriatic seas, connecting the Baltics with the hitherto inadequately accessible Southern European markets. In a similar fashion, Rail Baltica must strengthen the synergies between North-South and West-East freight flows, creating new trans-shipment and logistics development opportunities along the Europe and Asia overland trade routes. The new Rail Baltica infrastructure would, therefore, not only put the Baltics firmly on the European rail logistics map, but also create massive opportunities for value creation along this infrastructure with such secondary economic benefits as commercial property development, revitalization of dilapidated urban areas, private spin-off investment, new business formation, technology transfer and innovation, tourism development and other catalytic effects. Rail Baltica aims to promote these effects from the early stages of the Global Project, learning from the key global success stories and benchmarks in this regard.

The Contracting authority RB Rail ASAS (RBR) was established by the Republics of Estonia, Latvia and Lithuania, via state-owned holding companies, to coordinate the development and construction of the fast-conventional standard gauge railway line on the North Sea – Baltic TEN-T Core Network Corridor (Rail Baltica II) linking three Baltic states with Poland and the rest of the EU.

The diagram below illustrates the shareholder and project governance structure of the Rail Baltica project.



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 applications were successful and INEA grants are available to support the Global Project expenses.

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 240km/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 expected core outcome of the Rail Baltica Global Project is a European gauge (1435mm) double-track railway line of almost 900 km in length meant for both passenger and freight transport and the required additional infrastructure (to ensure full operability of the railway). It will be interoperable with the TEN-T Network in the rest of Europe and competitive in terms of quality with other modes of transport in the region. The indicative timeline and phasing of the project implementation can be found here: <http://www.railbaltica.org/about-rail-baltica/project-timeline/>.

No	Product	Technical Specification	Indicative amount (units) in 36 months
GROUP 1			
1	Office paper	<ul style="list-style-type: none"> <li>- Paper Size: A4</li> <li>- Paper Quality: white, multifunction, high durability, office paper for professional use</li> <li>- Suitable for duplexing, high speed copiers, laser printers, inkjet printers</li> <li>- Paper weight: 80g/m<sup>2</sup></li> <li>- At least 75% from fiber used in the manufacture of paper must be recovered fiber. Recovered paper fibers are both, used and recycled fibers and unused, recycled fibers from paper mill waste<sup>9</sup></li> <li>- ECF technology (Elementary Chlorine Free) or TCF technology (Totally Chlorine Free) production/ Archive Safe paper (ISO 9706: 2001)</li> <li>- Sales unit: 1 box (5 packs per box, 500 sheets per pack)</li> <li>- Price indicated for 1 box (unit)</li> </ul>	280
2	Office paper	<ul style="list-style-type: none"> <li>- Paper Size: A3</li> <li>- Paper Quality: white, multifunction, high durability, office paper for professional use</li> <li>- Suitable for duplexing, high speed copiers, laser printers, inkjet printers</li> <li>- Paper weight: 80g/m<sup>2</sup></li> <li>- At least 75% from fiber used in the manufacture of paper must be recovered fiber. Recovered paper fibers are both, used and recycled fiber and unused, recycled fiber from paper mill waste</li> <li>- ECF technology (Elementary Chlorine Free) or TCF technology (Totally Chlorine Free) production/ Archive Safe paper (ISO 9706: 2001)</li> <li>- Sales unit: 1 box (5 packs per box, 500 sheets per pack)</li> <li>- Price indicated for 1 box (unit)</li> </ul>	30
3	Paper rolls for plotter	<ul style="list-style-type: none"> <li>- White office roll paper for plotter machines</li> <li>- Quality description: uncoated</li> <li>- Paper use: Suitable for inkjet printers (plotters)</li> <li>- Paper weight: 80 g/m<sup>2</sup></li> <li>- Paper thickness: from 115mkm to 122 mkm</li> <li>- Roll length, m: Not less than 45m</li> <li>- Roll width: 297mm width</li> <li>- At least 75% from fiber used in the manufacture of paper must be recovered fiber. Recovered paper fibers are both, used and recycled fibers and unused, recycled fibers from paper mill waste</li> <li>- ECF technology (Elementary Chlorine Free) or TCF technology (Totally Chlorine Free) production/ Archive Safe paper (ISO 9706: 2001)</li> <li>- Price indicated for 1 roll (unit)</li> </ul>	40

<sup>9</sup> In accordance with requirements set in Clause 1.2. for office paper for professional use stated in Cabinet of Minister Rules No.353 on requirements for conducting green public procurement (*Prasības zaļajam publiskajam iepirkumam un to piemērošanas kārtība*) of 20 June 2017 (for all references to recycled fiber) (available here: <https://likumi.lv/ta/id/291867-prasibas-zalajam-publiskajam-iepirkumam-un-to-piemerosanas-kartiba>)

4	Paper rolls for ploter	<ul style="list-style-type: none"> <li>- White office roll paper for plotter machines</li> <li>- Quality description: uncoated</li> <li>- Paper use: Suitable for inkjet printers</li> <li>- Paper weight: 80 g/m<sup>2</sup></li> <li>- Paper thickness: from 115mkm to 122 mkm</li> <li>- Roll length, m: Not less than 45m</li> <li>- Roll width: 420mm width</li> <li>- At least 75% from fiber used in the manufacture of paper must be recovered fiber. Recovered paper fibers are both, used and recycled fibers and unused, recycled fibers from paper mill waste</li> <li>- ECF technology (Elementary Chlorine Free) or TCF technology (Totally Chlorine Free) production/ Archive Safe paper (ISO 9706: 2001)</li> <li>- Price indicated for 1 roll (unit)</li> </ul>	10
5	Paper rolls for ploter	<ul style="list-style-type: none"> <li>- White office roll paper for plotter machines</li> <li>- Quality description: uncoated</li> <li>- Paper use: Suitable for inkjet printers / paper weight: 80 g/m<sup>2</sup></li> <li>- Paper thickness: from 115mkm to 122 mkm</li> <li>- Roll length, m: Not less than 45m</li> <li>- Roll width: 594mm width</li> <li>- At least 75% from fiber used in the manufacture of paper must be recovered fiber. Recovered paper fibers are both, used and recycled fibers and unused, recycled fibers from paper mill waste</li> <li>- ECF technology (Elementary Chlorine Free) or TCF technology (Totally Chlorine Free) production/ Archive Safe paper (ISO 9706: 2001)</li> <li>- Price indicated for 1 roll (unit)</li> </ul>	20
6	Paper rolls for ploter	<ul style="list-style-type: none"> <li>- White office roll paper for plotter machines</li> <li>- Quality description: uncoated</li> <li>- Paper use: Suitable for inkjet printers</li> <li>- Paper weight: 80 g/m<sup>2</sup></li> <li>- Paper thickness: from 115mkm to 122 mkm</li> <li>- Roll length, m: Not less than 45m</li> <li>- Roll width: 841mm width</li> <li>- At least 75% from fiber used in the manufacture of paper must be recovered fiber. Recovered paper fibers are both, used and recycled fibers and unused, recycled fibers from paper mill waste</li> <li>- ECF technology (Elementary Chlorine Free) or TCF technology (Totally Chlorine Free) production/ Archive Safe paper (ISO 9706: 2001)</li> <li>- Price indicated for 1 roll (unit)</li> </ul>	10
7	Flipchart pads	<ul style="list-style-type: none"> <li>- White flipchart paper pad with standard perforation for more convenient page tearing</li> <li>- At least 45 pages per pad</li> <li>- Pad size: 60 x 85 cm</li> <li>- Price indicated for 1 pad (unit)</li> </ul>	125
8	Notebooks	<ul style="list-style-type: none"> <li>- Ruled notebook with durable twin spiral and micro perforation for easy tearing away of the pages.</li> <li>- Dense cover, no image</li> <li>- At least 70 pages</li> <li>- Size: A5</li> <li>- Paper grammage: at least 70 g/m<sup>2</sup></li> <li>- Price indicated for 1 piece (unit)</li> </ul>	120
9	Notebooks	<ul style="list-style-type: none"> <li>- Ruled notebook with durable twin spiral and micro perforation for easy tearing away of the pages.</li> <li>- Dense cover, no image</li> <li>- At least 70 pages</li> <li>- Size: A4</li> <li>- Paper grammage: at least 70 g/m<sup>2</sup></li> <li>- Price indicated for 1 piece (unit)</li> </ul>	80



10	Envelopes	<ul style="list-style-type: none"> <li>- Format: C4 (324 x 229) mm.</li> <li>- White, high-quality paper</li> <li>- Envelope with self-adhesive siliconized tape and opening on the widest side, without windows</li> <li>- Price indicated for 50 pieces (unit)</li> </ul>	30
11	Envelopes	<ul style="list-style-type: none"> <li>- Format: C5 (162 x 229) mm.</li> <li>- White, high-quality paper.</li> <li>- Envelope with self-adhesive siliconized tape and opening on the widest side, without windows</li> <li>- Price indicated for 100 pieces (unit)</li> </ul>	15
12	Envelopes	<ul style="list-style-type: none"> <li>- Format: C65 (114 x 229) mm.</li> <li>- White, high-quality paper.</li> <li>- Envelope with self-adhesive siliconized tape and opening on the widest side, without windows</li> <li>- Price indicated for 100 pieces (unit)</li> </ul>	5
13	Self-adhesive labels	<ul style="list-style-type: none"> <li>- Suitable for high speed copiers, laser printers</li> <li>- Dimensions: 70,0x35mm</li> <li>- 100 sheets per pack</li> <li>- Size: A4</li> <li>- Colour: white</li> <li>- Price indicated for 1 pack (unit)</li> </ul>	12
14	Self-adhesive labels	<ul style="list-style-type: none"> <li>- Suitable for high speed copiers, laser printers</li> <li>- Dimensions: 70,0x37mm</li> <li>- 100 sheets per pack</li> <li>- Size: A4</li> <li>- Colour: white</li> <li>- Price indicated for 1 pack (unit)</li> </ul>	12
15	Sticky notes	<ul style="list-style-type: none"> <li>- Easily removable</li> <li>- size: 38 x 51 mm (deviation allowed +/- 3mm)</li> <li>- 1 block at least 80 pages</li> <li>- Price indicated for 1 block (unit)</li> </ul>	290
16	Sticky notes	<ul style="list-style-type: none"> <li>- Easily removable</li> <li>- size: 76 x 127 mm (deviation allowed +/- 3mm)</li> <li>- 1 block at least 80 pages</li> <li>- Price indicated for 1 block (unit)</li> </ul>	181
17	Sticky notes	<ul style="list-style-type: none"> <li>- Easily removable</li> <li>- size: 76 x 76 mm (deviation allowed +/- 3mm)</li> <li>- 1 block at least 80 pages</li> <li>- Price indicated for 1 block (unit)</li> </ul>	145
<b>GROUP 2</b>			
1	Registers	<ul style="list-style-type: none"> <li>- Two punch hole register with compressing-mechanism</li> <li>- Transparent plastic label on the back of the register (size of the label not less than 150 mm).</li> <li>- Dense cardboard backing with coloured plastic outside cover</li> <li>- Register size: A4, 45-55 mm (deviation allowed +/- 5mm)</li> <li>- Availability of colours: black, white, light blue, dark blue</li> <li>- Price indicated for 1piece(unit)</li> </ul>	60
2	Registers	<ul style="list-style-type: none"> <li>- Two punch hole register with compressing-mechanism.</li> <li>- Transparent plastic label on the back of the register (size of the label not less than 150 mm).</li> <li>- Dense cardboard backing with coloured plastic outside cover</li> <li>- Register size: A4, 70-80 mm (deviation allowed +/- 5mm)</li> <li>- Availability of colours: black, white, light blue, dark blue</li> <li>- Price indicated for 1piece(unit)</li> </ul>	75
3	Document pockets	<ul style="list-style-type: none"> <li>- Standard document pockets for document storing in registers, universal perforation, opening on the narrowest side</li> <li>- Size: A4, at least 40 mic thickness, material colour: glossy, transparent, colourless.</li> <li>- Packaging size of 100 pieces.</li> <li>- Price indicated 1 packaging (unit)</li> </ul>	85

4	Document pockets	<ul style="list-style-type: none"> <li>- Standard document pockets for document storing in registers, universal perforation, opening on the narrowest side</li> <li>- Size: A4, enlarged width, capacity at least 200 pages 80 g/m<sup>2</sup>. Material type: plastic</li> <li>- Thickness: 115-200 mic. Material colour: matte or glossy (aligned with supplier), transparent, colourless</li> <li>- Package size of 10 pieces</li> <li>- Price indicated 1 package (unit)</li> </ul>	24
5	Document pockets	<ul style="list-style-type: none"> <li>- Document storage pocket with corner opening.</li> <li>- Size: A4 format.</li> <li>- Material type: plastic</li> <li>- Material colour: matte, transparent, colourless</li> <li>- Density at least 115 mic. Package size of at least 50 pieces</li> <li>- Price indicated for 1 package (unit)</li> </ul>	5
6	Clear view folder-fast binder	<ul style="list-style-type: none"> <li>- Folder-fast binder.</li> <li>- Size A4 format.</li> <li>- Intended for storage of documents.</li> <li>- Front cover: plastic, transparent, colourless. Back cover colour: multi</li> <li>- Price indicated for 1 piece (unit)</li> </ul>	100
7	Dividers	<ul style="list-style-type: none"> <li>- Document dividers</li> <li>- Size: A4</li> <li>- Thick cardboard dividers with coloured figures from 1 to 12</li> <li>- Universal punch hole perforation</li> <li>- One package consists of 12 dividers</li> <li>- Price indicated for 1 package (unit)</li> </ul>	100
<b>GROUP 3</b>			
1	Archiving boxes	<ul style="list-style-type: none"> <li>- Document archive box</li> <li>- Strong corrugated cardboard</li> <li>- Size: A4</li> <li>- Dimensions (H x W x D): 240 x 322 x 100 mm (deviation allowed +/- 30 mm)/</li> <li>- Price indicated for 1 piece (unit)</li> </ul>	121
2	Binding thread	<ul style="list-style-type: none"> <li>- At least 20m long spool</li> <li>- Price indicated for 1 piece (unit)</li> </ul>	75
3	Eyelets	<ul style="list-style-type: none"> <li>- Metal eyelets for office document binding</li> <li>- soft, gold colour</li> <li>- Package not less than 250 pieces</li> <li>- Price indicated for 1 package (unit)</li> </ul>	121
4	Eyelet punch pliers	<ul style="list-style-type: none"> <li>- Metal eyelet punch pliers</li> <li>- Capacity to punch and plie up to 25 sheets of paper</li> <li>- Price indicated for 1 piece (unit)</li> </ul>	10
<b>GROUP 4</b>			
1	Roller pens	<ul style="list-style-type: none"> <li>- Pen for daily use</li> <li>- Ink type: gel</li> <li>- Plastic body with rubber grip for finger support</li> <li>- With a clip</li> <li>- Automatic</li> <li>- Ball diameter: 0.4-0.5 mm</li> <li>- Basic colour: Blue</li> <li>- Price indicated for 1 piece (unit)</li> </ul>	895
2	Roller pens	<ul style="list-style-type: none"> <li>- Pen for daily use</li> <li>- Ink type: gel</li> <li>- Plastic body with rubber grip for finger support</li> <li>- With a clip</li> <li>- Automatic</li> <li>- Ball diameter: 0.4-0.5 mm</li> <li>- Basic colour: red</li> <li>- Price indicated for 1 piece (unit)</li> </ul>	150
3	Roller pens	<ul style="list-style-type: none"> <li>- Pen for daily use</li> <li>- Ink type: gel</li> <li>- Plastic body with rubber grip for finger support</li> </ul>	150

		<ul style="list-style-type: none"> <li>- With a clip</li> <li>- Automatic</li> <li>- Ball diameter: 0.4-0.5 mm</li> <li>- Basic colour: green</li> <li>- Price indicated for 1 piece (unit)</li> </ul>	
4	Ball point pens	<ul style="list-style-type: none"> <li>- Standard ballpoint pen</li> <li>- Plastic body with rubber grip for finger support</li> <li>- Ball Diameter: 0.4-0.5 mm</li> <li>- Basic Colour: Blue</li> <li>- Price indicated for 1 piece (unit)</li> </ul>	200
5	Pencils	<ul style="list-style-type: none"> <li>- Classic pencil with eraser</li> <li>- Hardest: HB</li> <li>- Price indicated for 1 piece (unit)</li> </ul>	150
6	Text markers	<ul style="list-style-type: none"> <li>- Text marker for highlighting</li> <li>- core - notched, line width 1 - 5 mm</li> <li>- Price indicated for 1 piece (unit)</li> </ul>	1573
7	Markers set for whiteboards and flipchart paper	<ul style="list-style-type: none"> <li>- Whiteboard and flipchart paper markers</li> <li>- Marker core - conical, line width 2 - 3 mm</li> <li>- Colour: black, red, green, blue</li> <li>- Package of 4 different colour markers</li> <li>- Price indicated for 1 package (unit)</li> </ul>	60
<b>GROUP 5</b>			
1	Sharpeners	<ul style="list-style-type: none"> <li>- Pencil sharpener</li> <li>- plastic body with reservoir</li> <li>- two openings for different diameter pencil sharpening</li> <li>- Price indicated for 1 piece (unit)</li> </ul>	180
2	Erasers	<ul style="list-style-type: none"> <li>- Pencil eraser, natural</li> <li>- Price indicated for 1 piece (unit)</li> </ul>	180
3	Correction rollers	<ul style="list-style-type: none"> <li>- Dry tape correction roller with tape tightening mechanism</li> <li>- tape length at least 8 m. Tape width 4 - 5 mm</li> <li>- Price indicated for 1 piece (unit)</li> </ul>	1000
4	Indexes	<ul style="list-style-type: none"> <li>- Easily removable plastic, rectangle indexes</li> <li>- 1 packaging consists of 4-5 different colour leaflet blocks (one block at least 25 leaflets)</li> <li>- Price indicated for 1 packaging (unit)</li> </ul>	500
5	Binder clips	<ul style="list-style-type: none"> <li>- Binder clips for large number of pages.</li> <li>- Made of high-quality steel</li> <li>- required dimensions: 15 mm</li> <li>- package of 12 pieces</li> <li>- Price indicated for 1 packaging (unit)</li> </ul>	60
6	Binder clips	<ul style="list-style-type: none"> <li>- Binder clips for large number of pages.</li> <li>- Made of high-quality steel</li> <li>- required dimensions: 19 mm</li> <li>- package of 12 pieces</li> <li>- Price indicated for 1 packaging (unit)</li> </ul>	60
7	Binder clips	<ul style="list-style-type: none"> <li>- Binder clips for large number of pages.</li> <li>- Made of high-quality steel</li> <li>- required dimensions: 25 mm</li> <li>- package of 12 pieces</li> <li>- Price indicated for 1 packaging (unit)</li> </ul>	60
8	Binder clips	<ul style="list-style-type: none"> <li>- Binder clips for large number of pages.</li> <li>- Made of high-quality steel</li> <li>- required dimensions: 41 mm</li> <li>- package of 12 pieces</li> <li>- Price indicated for 1 packaging (unit)</li> </ul>	60
9	Glue stick	<ul style="list-style-type: none"> <li>- Glue stick for paper and paperboard, does not contain solvent, quick dry, does not deform paper</li> <li>- Weight: 15-17 g</li> <li>- Price indicated for 1 piece (unit)</li> </ul>	1161

10	Adhesive tapes	<ul style="list-style-type: none"> <li>- Colour: transparent, glossy, colourless</li> <li>- Width: 18-20 mm</li> <li>- Length: at least 7m</li> <li>- Price indicated for 1piece (unit)</li> </ul>	302
11	Packing and masking tapes	<ul style="list-style-type: none"> <li>- Colour: brown, glossy</li> <li>- size: 45-55 mm, at least 66 m</li> <li>- Price indicated for 1piece (unit)</li> </ul>	73
12	Scissors	<ul style="list-style-type: none"> <li>- Made of stainless steel, black plastic handle with rubber for comfortable hold.</li> <li>- Length with handles 140-180 mm</li> <li>- Price indicated for 1piece (unit)</li> </ul>	300
13	Paper knives	<ul style="list-style-type: none"> <li>- Stationery knife with sliding multi-section steel blade in plastic housing with secure metal rail</li> <li>- Blade width: 9 mm</li> <li>- Price indicated for 1piece(unit)</li> </ul>	100
14	Ruler	<ul style="list-style-type: none"> <li>- Plastic, transparent, colourless or gray</li> <li>- length 40-50cm</li> <li>- Price indicated for 1piece (unit)</li> </ul>	278
15	Punches	<ul style="list-style-type: none"> <li>- Puncher for 2 holes with cantering ruler</li> <li>- Punching paper pack thickness: 20-30 sheets</li> <li>- Price indicated for 1piece (unit)</li> </ul>	157
16	Stapler	<ul style="list-style-type: none"> <li>- Stapler for 25 to 30 sheets of 80 g/m<sup>2</sup> paper</li> <li>- Colour: black</li> <li>- Price indicated for 1 peace</li> </ul>	150
17	Stapler clamps	<ul style="list-style-type: none"> <li>- Size: 24/6mm</li> <li>- Package consists of 1000 pieces</li> <li>- Price indicated for 1 packaging (unit)</li> </ul>	60
18	Stapler clamps	<ul style="list-style-type: none"> <li>- Size: 26/6mm</li> <li>- Package consists of 1000 pieces</li> <li>- Price indicated for 1 packaging</li> </ul>	121
19	Staples removers	<ul style="list-style-type: none"> <li>- Size, universal</li> <li>- Price indicated for 1piece (unit)</li> </ul>	100
20	Paper clips	<ul style="list-style-type: none"> <li>- Size 32 mm</li> <li>- Nickel plated</li> <li>- Packaging of 100 pieces</li> <li>- Price indicated for 1 packaging (unit)</li> </ul>	36
<b>GROUP 6</b>			
1	Plastic spirals for binding	<ul style="list-style-type: none"> <li>- Size: 8mm</li> <li>- Colour: white or blue</li> <li>- Spiral length: 30 cm</li> <li>- 100pcs in package</li> <li>- Price indicated for 1 package (unit)</li> </ul>	12
2	Plastic spirals for binding	<ul style="list-style-type: none"> <li>- Size: 12mm</li> <li>- Colour: white or blue</li> <li>- Spiral length: 30 cm</li> <li>- 100pcs in package</li> <li>- Price indicated for 1 package (unit)</li> </ul>	12
3	Plastic spirals for binding	<ul style="list-style-type: none"> <li>- Size: 25mm</li> <li>- Colour: white or blue</li> <li>- Spiral length: 30 cm</li> <li>- 50pcs in package</li> <li>- Price indicated for 1 package (unit)</li> </ul>	36
4	Plastic spirals for binding	<ul style="list-style-type: none"> <li>- Size: 38mm</li> <li>- Colour: white or blue</li> <li>- Spiral length: 30 cm</li> <li>- 50pcs in package</li> <li>- Price indicated for 1 package (unit)</li> </ul>	12
5	Plastic front cover	<ul style="list-style-type: none"> <li>- Plastic front covers for binding</li> <li>- Size: A4</li> <li>- Colour: transparent, colourless</li> <li>- Plastic density: 200-350 mic</li> </ul>	30

		<ul style="list-style-type: none"> <li>- One package of 100 sheets</li> <li>- Price indicated for 1 package (unit)</li> </ul>	
6	Cardboard back cover	<ul style="list-style-type: none"> <li>- Cardboard back cover for binding</li> <li>- Size: A4</li> <li>- Colour: navy blue</li> <li>- Thickness at least 250g/m2</li> <li>- One package of 100 sheets</li> <li>- Price indicated for 1 package (unit)</li> </ul>	30
<b>GROUP 7</b>			
1	Pen tray	<ul style="list-style-type: none"> <li>- Perforated metal cylinder tray for stationery</li> <li>- Height: 90 mm</li> <li>- Colour: black</li> <li>- Price indicated for 1 piece (unit)</li> </ul>	100
2	Paper bin	<ul style="list-style-type: none"> <li>- Perforated metal paper bin 15-16 litres</li> <li>- Colour: black</li> <li>- Price indicated for 1 piece (unit)</li> </ul>	100
3	Tray for paper clips	<ul style="list-style-type: none"> <li>- Perforated metal tray for paper clips without magnet, without clips</li> <li>- Price indicated for 1 piece (unit)</li> </ul>	100
4	Oil for paper shredder	<ul style="list-style-type: none"> <li>- Intended for large capacity cross-cut paper shredders to prevent abrasion;</li> <li>- Volume of the bottle at least 250ml (deviation allowed <math>\pm 50</math>ml)</li> <li>- Price indicated for 1 piece (unit)</li> </ul>	110
5	Whiteboard cleaner	<ul style="list-style-type: none"> <li>- Alcohol free whiteboard spray</li> <li>- Bottle volume: 250 ml (deviation allowed <math>\pm 50</math> ml)</li> <li>- Price indicated for 1 piece (unit)</li> </ul>	125
6	Whiteboard cleaning sponges	<ul style="list-style-type: none"> <li>- Whiteboard sponge (with possibility to change the felt sponge) with magnetic holder, felt cloth</li> <li>- Price indicated for 1 piece (unit)</li> </ul>	120
7	Cleaning wipes	<ul style="list-style-type: none"> <li>- Napkins in dispenser</li> <li>- Cleaning cloths/ Napkins in one package: 100pcs</li> <li>- Provides wet cleaning without scratches on CRT and LCD monitors, laptops, monitor filters, TV screens, copier glass surfaces and scanners. Alcohol-free, with antistatic effect.</li> <li>- Price indicated for 1 package (unit)</li> </ul>	1250
8	Electronic calculator	<ul style="list-style-type: none"> <li>- With 12 digit display, rounding selector, two-way power, square root, key rollover, 3-digit comma markers, plus/minus change, mark up, backspace key, GT memory, 2 y warranty, standard logic</li> <li>- Price indicated for 1 piece (unit)</li> </ul>	50
<b>GROUP 8</b>			
1	Stamps	<ul style="list-style-type: none"> <li>- Trodat Printy 4911 Size: 14 x 38 mm</li> <li>- Interchangeable pad, coloured in ink of customers choice</li> <li>- Rubber stamp design on customer's request</li> <li>- Price indicated for 1 piece (unit)</li> </ul>	150
2	Stamps	<ul style="list-style-type: none"> <li>- Trodat Printy 4912 Size: 18 x 47 mm</li> <li>- Interchangeable pad, coloured in ink of customers choice</li> <li>- Rubber stamp design on customer's request</li> <li>- Price indicated for 1 piece (unit)</li> </ul>	150
3	Ink for stamp pads	<ul style="list-style-type: none"> <li>- Bottle, at least 20 ml, with dispenser</li> <li>- Colours available: blue, red, green and black</li> <li>- Price indicated for 1 piece (unit)</li> </ul>	12
<b>GROUP 9</b>			

1	White sugar	<ul style="list-style-type: none"> <li>- In grains</li> <li>- One package volume: 500g</li> <li>- All products must be packed for safety and hygiene in their original packaging (products must not be repackaged), sugar grains cannot be individually packed/ The product shall not contain colorants E102, E104, E110, E124, E120, E122, E127, E129, E131, E132, E133, E142, E151, E155 and sweeteners: E950, E951, E952, E954</li> <li>- Does not contain: Genetically modified organisms and aren't produced from genetically modified organisms</li> <li>- Expiration date at delivery (shown on packaging): not less than 2/3 (two thirds) of the expiry specified by the manufacturer</li> <li>- Secondary and/or transport packaging (please specify the packaging) must contain more than 45% recycled material</li> <li>- Price indicated for 1 package (unit)</li> </ul>	484
2	Brown sugar	<ul style="list-style-type: none"> <li>- In grains</li> <li>- One package volume: 500g</li> <li>- All products must be packed for safety and hygiene in their original packaging (products must not be repackaged), sugar grains cannot be individually packed/ The product shall not contain colorants E102, E104, E110, E124, E120, E122, E127, E129, E131, E132, E133, E142, E151, E155 and sweeteners: E950, E951, E952, E954</li> <li>- Does not contain: Genetically modified organisms and aren't produced from genetically modified organisms</li> <li>- Expiration date at delivery (shown on packaging): not less than 2/3 (two thirds) of the expiry specified by the manufacturer</li> <li>- Secondary and/or transport packaging (please specify the packaging) must contain more than 45% recycled material</li> <li>- Price indicated for 1 package (unit)</li> </ul>	629
3	Pure black tea	<ul style="list-style-type: none"> <li>- Black tea bags (with drawstring) in envelopes</li> <li>- BIO product labelled in accordance with Council Regulation No. 834 (2007) and Commission Regulation No. 889 (2008) (EU Ecolabel for Organic farming or other Type 1 Ecolabel or its equivalent)</li> <li>- Quantity in one package: at least 20 bags, each at least 1.5g</li> <li>- Product must not contain: colorants E102, E104, E110, E124, E120, E122, E127, E129, E131, E132, E133, E142, E151, E155 and sweeteners: E950, E951, E952, E954</li> <li>- Packaging: product must be packed in accordance with safety and hygiene requirements and in the original packaging of the manufacturer (products must not be repackaged)</li> <li>- Does not contain: genetically modified organisms and can't be manufactured from genetically modified organisms</li> <li>- Expiration date at delivery (shown on packaging): not less than 2/3 (two thirds) of the expiry specified by the manufacture</li> <li>- Secondary and/or transport packaging (please specify the packaging) must contain more than 45% recycled material</li> <li>- Price indicated for 1 package (unit)</li> </ul>	581
4	Pure green tea	<ul style="list-style-type: none"> <li>- Pure green tea bags (with drawstring) in sealed foil envelopes or paper envelopes with a foil inside lining</li> <li>- Quantity in one package: at least 20 bags, each at least 1.5g</li> <li>- Product must not contain: colorants E102, E104, E110, E124, E120, E122, E127, E129, E131, E132, E133, E142, E151, E155 and sweeteners: E950, E951, E952, E954</li> <li>- Packaging: product must be packed in accordance with safety and hygiene requirements and in the original packaging of the manufacturer (products must not be repackaged)</li> <li>- Does not contain genetically modified organisms and can't be manufactured from genetically modified organisms</li> <li>- Expiration date at delivery (shown on packaging): not less than 2/3 (two thirds) of the expiry specified by the manufacture</li> <li>- Secondary and/or transport packaging (please specify the packaging) must contain more than 45% recycled material</li> <li>- Price indicated for 1 package (unit)</li> </ul>	677



5	Black flavoured tea	<ul style="list-style-type: none"> <li>- Flavoured black tea (with drawstring) in sealed foil envelopes or paper envelopes with a foil inside lining</li> <li>- Flavour: assorted - at least 4 different flavours possible for order</li> <li>- Quantity in pack: at least 20 bags, each at least 1.5g</li> <li>- Product must not contain: E102, E104, E110, E124, E120, E122, E127, E129, E131, E132, E133, E142, E151, E155 and sweeteners: E950, E951, E952, E954</li> <li>- Packaging: product must be packed in accordance with safety and hygiene requirements and in the original packaging of the manufacturer (products must not be repackaged)</li> <li>- Does not contain: genetically modified organisms and can't be manufactured from genetically modified organisms</li> <li>- Expiration date at delivery (shown on packaging): not less than 2/3 (two thirds) of the expiry specified by the manufacture</li> <li>- Secondary and/or transport packaging (please specify the packaging) must contain more than 45% recycled material</li> <li>- Price indicated for 1 package (unit)</li> </ul>	1306
6	Herbal tea	<ul style="list-style-type: none"> <li>- Herbal tea bags (with drawstring) in sealed foil envelopes or paper envelopes with a foil inside lining</li> <li>- Flavour: assorted - at least 4 different flavours possible for order</li> <li>- Quantity in pack: at least 20 bags, at least 1.5g</li> <li>- Product must not contain: colorants E102, E104, E110, E124, E120, E122, E127, E129, E131, E132, E133, E142, E151, E155 and sweeteners: E950, E951, E952, E954</li> <li>- Packaging: product must be packed in accordance with safety and hygiene requirements and in the original packaging of the manufacturer (products must not be repackaged)</li> <li>- Does not contain: genetically modified organisms and can't be manufactured from genetically modified organisms</li> <li>- Expiration date at delivery (shown on packaging): not less than 2/3 (two thirds) of the expiry specified by the manufacture</li> <li>- Secondary and/or transport packaging (please specify the packaging) must contain more than 45% recycled material</li> <li>- Price indicated for 1 package (unit)</li> </ul>	1476
7	Non-carbonated (still) bottled mineral water	<ul style="list-style-type: none"> <li>- Natural mineral water with low mineralization, &lt;500 mg/dm<sup>3</sup></li> <li>- Packaging type: plastic bottle.</li> <li>- Volume of 1 bottle: 0.5l</li> <li>- Product must not contain: colorants E102, E104, E110, E124, E120, E122, E127, E129, E131, E132, E133, E142, E151, E155 and sweeteners: E950, E951, E952, E954</li> <li>- Packaging: product must be packed in accordance with safety and hygiene requirements and in the original packaging of the manufacturer (products must not be repackaged)</li> <li>- Does not contain: genetically modified organisms and can't be manufactured from genetically modified organisms</li> <li>- Expiration date at delivery (shown on packaging): not less than 2/3 (two thirds) of the expiry specified by the manufacturer</li> <li>- Certified in accordance with Cabinet of Minister Rules No. 461 "Requirements for Food Quality Schemes, Procedures for their Implementation, Operation, Monitoring and Control" with the mark "Green Spoon" or its equivalent</li> <li>- Compliance 13.03.2012. Cabinet of Minister Rules No. 736 "Regulations on Natural Mineral Water and Spring Water".</li> <li>- Conformity of Drinking Water with Cabinet of Minister Rules No. 671 "Minimum Requirements for Safety and Quality of Drinking Water, Monitoring and Control Procedures"</li> <li>- Price indicated per 1 bottle (unit)</li> </ul>	25 000

8	Carbonated bottled natural mineral water	<ul style="list-style-type: none"> <li>- Natural mineral water with low mineralization, &lt;500 mg/dm<sup>3</sup></li> <li>- Packaging type: plastic bottle.</li> <li>- Volume of 1 bottle: 0.5l</li> <li>- Product must not contain: colorants E102, E104, E110, E124, E120, E122, E127, E129, E131, E132, E133, E142, E151, E155 and sweeteners: E950, E951, E952, E954</li> <li>- Packaging: product must be packed in accordance with safety and hygiene requirements and in the original packaging of the manufacturer (products must not be repackaged)</li> <li>- Does not contain: genetically modified organisms and can't be manufactured from genetically modified organisms</li> <li>- Expiration date at delivery (shown on packaging): not less than 2/3 (two thirds) of the expiry specified by the manufacturer</li> <li>- Certified in accordance with Cabinet of Minister Rules No. 461 "Requirements for Food Quality Schemes, Procedures for their Implementation, Operation, Monitoring and Control" with the mark "Green Spoon" or its equivalent</li> <li>- Compliance 13.03.2012. Cabinet of Minister Rules No. 736 "Regulations on Natural Mineral Water and Spring Water".</li> <li>- Conformity of Drinking Water with Cabinet of Minister Rules No. 671 "Minimum Requirements for Safety and Quality of Drinking Water, Monitoring and Control Procedures"</li> <li>- Price indicated per 1 bottle (unit)</li> </ul>	10 600
<b>GROUP 10</b>			
1	Paper roll towels	<ul style="list-style-type: none"> <li>- Material 100% cellulose</li> <li>- 2 layers with perforation. Dimensions: 22 cm x 100 m</li> <li>- Price indicated for 1 piece (unit)</li> </ul>	690
2	Table napkins	<ul style="list-style-type: none"> <li>- At least 70 sheets per pack</li> <li>- Colour: white</li> <li>- Size 24x24 cm</li> <li>- Price indicated for 1 pack (unit)</li> </ul>	40
<b>GROUP 11</b>			
1	Liquid hand soap	<ul style="list-style-type: none"> <li>- Liquid soap, Eco/</li> <li>- Volume: 500 ml (deviations allowed +/- 50ml)</li> <li>- PH: 5-6</li> <li>- Price indicated for 1 piece (unit)</li> </ul>	100
2	Hand disinfectant	<ul style="list-style-type: none"> <li>- Moisturizing, caring and gentle hand care disinfectant</li> <li>- Antibacterial effect (contains at least 70% ethanol)</li> <li>- Allows the alcohol to evaporate</li> <li>- Volume: 500ml, with dispenser</li> <li>- Price indicated per bottle (unit)</li> </ul>	250
<b>GROUP 12</b>			

1	Hand use dishwashing detergents	<ul style="list-style-type: none"> <li>- Hand use dishwashing detergents, pH neutral, hypoallergenic, biodegradable</li> <li>- Volume: at least 500ml (deviation allowed +/- 50ml)</li> <li>- Goods do not contain and product label, the safety data sheet (SDS) and other relevant data sheets or information in the website of the manufacturer listing substances of very high concern, does not list any components (substances) which are identified as substances of very high concern and are listed in Regulation (EC) No 1907/2006 of the European Parliament and of the Council of 18 December 2006. Amending Regulation (EC) No 1907/2006 concerning the Registration, Evaluation, Authorization and Restriction of Chemicals (REACH), establishing a European Chemicals Agency, amends Directive 1999/45 / EC and repeals Council Regulation (EEC) No 2092/91. Commission Regulation (EC) No 793/93 and Commission Regulation (EC) No. 1488/94 as well as the list provided for in Article 59 of Council Directives 76/769 / EEC and 91/155 / EEC, 93/67 / EEC, 93/105 / EC and 2000/21 / EC. The list of substances (candidates) is available on the European Chemicals Agency's website, Candidate List of Substances of Very High Concern for Authorization</li> <li>- Labelling: e.g. EU Ecolabel or other Type 1 Ecolabel or its equivalent</li> <li>- Product must contain precise dosing instructions</li> <li>- Price indicated per 1 item (unit)</li> </ul>	60
2	Dishwashing detergent tablets for dishwashers	<ul style="list-style-type: none"> <li>- Dishwashing detergent tablets for dishwashers</li> <li>- Contains at least 40 tablets per package</li> <li>- Goods do not contain and product label, the safety data sheet (SDS) and other relevant data sheets or information in the website of the manufacturer listing substances of very high concern, does not list any components (substances) which are identified as substances of very high concern and are listed in Regulation (EC) No 1907/2006 of the European Parliament and of the Council of 18 December 2006. Amending Regulation (EC) No 1907/2006 concerning the Registration, Evaluation, Authorization and Restriction of Chemicals (REACH), establishing a European Chemicals Agency, amends Directive 1999/45 / EC and repeals Council Regulation (EEC) No 2092/91. Commission Regulation (EC) No 793/93 and Commission Regulation (EC) No. 1488/94 as well as the list provided for in Article 59 of Council Directives 76/769 / EEC and 91/155 / EEC, 93/67 / EEC, 93/105 / EC and 2000/21 / EC. This list of substances (candidate substances) is available on the European Chemicals Agency's website, Candidate List of Substances of Very High Concern for Authorization</li> <li>- Product must not contain phosphates</li> <li>- Product must contain precise dosing instructions</li> <li>- Cardboard packaging: contains at least 80% recycled material</li> <li>- Price indicated for 1 package (unit)</li> </ul>	60

3	Salt for water softening intended for dishwashers	<ul style="list-style-type: none"> <li>- Volume: at least 1000g per packaging</li> <li>- Goods do not contain and product label, the safety data sheet (SDS) and other relevant data sheets or information in the website of the manufacturer listing substances of very high concern, does not list any components (substances) which are identified as substances of very high concern and are listed in Regulation (EC) No 1907/2006 concerning the Registration, Evaluation, Authorization and Restriction of Chemicals (REACH), establishing a European Chemicals Agency, amends Directive 1999/45 / EC and repeals Council Regulation (EEC) No 2092/91. Commission Regulation (EC) No 793/93 and Commission Regulation (EC) No. 1488/94 as well as the list provided for in Article 59 of Council Directives 76/769 / EEC and 91/155 / EEC, 93/67 / EEC, 93/105 / EC and 2000/21 / EC. This list of substances (candidate substances) is available on the European Chemicals Agency's website, Candidate List of Substances of Very High Concern for Authorization</li> <li>- Product must not contain: phosphates</li> <li>- Product must contain precise dosing instructions</li> <li>- Cardboard packaging: contains at least 80% recycled material</li> <li>- Price indicated for 1 package (unit)</li> </ul>	60
<b>GROUP 13</b>			
1	All-purpose cleaning detergents	<ul style="list-style-type: none"> <li>- Universal cleaning detergent for various moisture-resistant surfaces (painted walls, tiles, metal, plastic, etc.)</li> <li>- Does not contain: propellants, phosphates and nickel</li> <li>- Product is hypoallergenic, 100% biodegradable</li> <li>- Labeling: e.g. EU Ecolabel or other Type 1 Ecolabel or its equivalent</li> <li>- Packaging volume: at least 500 ml</li> <li>- Goods do not contain and product label, the safety data sheet (SDS) and other relevant data sheets or information in the website of the manufacturer listing substances of very high concern, does not list any components (substances) which are identified as substances of very high concern and are listed in Regulation (EC) No 1907/2006 of the European Parliament and of the Council of 18 December 2006. Amending Regulation (EC) No 1907/2006 concerning the Registration, Evaluation, Authorization and Restriction of Chemicals (REACH), establishing a European Chemicals Agency, amends Directive 1999/45 / EC and repeals Council Regulation (EEC) No 2092/91. Commission Regulation (EC) No 793/93 and Commission Regulation (EC) No. 1488/94 as well as the list provided for in Article 59 of Council Directives 76/769 / EEC and 91/155 / EEC, 93/67 / EEC, 93/105 / EC and 2000/21 / EC. The list (s) of substances (candidate substances) is available on the website of the European Chemicals Agency in the Candidate List of Substances of Very High Concern for Authorization</li> <li>- Product must have precise dosing instructions</li> <li>- Products in packaging with any type of dispenser: Must be part of a refill system (no mechanical barriers to refilling)</li> <li>- Price indicated for 1 item (unit)</li> </ul>	20
2	Sponge	<ul style="list-style-type: none"> <li>- Dish and household sponge</li> <li>- 5-6 pieces per pack</li> <li>- Price indicated for 1 package (unit)</li> </ul>	100
3	Bucket	<ul style="list-style-type: none"> <li>- Plastic bucket with plastic hoop</li> <li>- Volume 12-15 litres</li> <li>- Price indicated for 1 piece (unit)</li> </ul>	5
4	Rubber gloves	<ul style="list-style-type: none"> <li>- Rubber gloves, size: S-L</li> <li>- Price indicated for 1 pair (unit)</li> </ul>	10
5	Cleaning scoop	<ul style="list-style-type: none"> <li>- Scoop with long plastic handle and brush</li> <li>- Price indicated for 1 set (unit)</li> </ul>	5

**Mandatory requirements for the Tenderers (in addition to the requirements established in the table above):**

1. All goods included in the Tenderer's Technical – Detailed Financial proposal shall be available in the Tenderer's Catalogue where the Tenderer provides direct trade and such Catalogue is online available public source, available to any interested person (free and direct access to such Catalogue shall be ensured).
2. The Tenderer must ensure that during the Contract fulfilment the Catalogue is available in Latvian and Lithuanian and Estonian or in English (if not available in Latvian and Lithuanian and Estonian). The Tenderer must ensure that the Catalogue is available in Latvian or in English during the procurement process.
3. The Tenderer must include in its Technical – Detailed Financial proposal a reference (direct hyperlink) to the good in the Catalogue (to respective good not website or category in general).
4. Technical Specification requirements are set for most frequently ordered goods, which does not restrict the Contracting Authority during the Contract fulfilment to order other goods from the Catalogue covering the subject matter and having similar nature as for goods specified in the Technical specification.
5. During the contract fulfilment the Tenderer can replace goods with equivalent ones or better in quality, parameters and functionality, in case goods indicated in the Tenderer's Technical proposal are not available anymore. Equivalent goods shall confirm with all requirements established in Technical specification, including Cabinet of Minister Rules No.353 on requirements for conducting green public procurement (Prasības zaļajam publiskajam iepirkumam un to piemērošanas kārtība) of 20 June 2017 (for goods where such requirements are mandatory).
6. Volumes (Quantity of goods) indicated in the Technical specification are indicative (not binding for the Contracting Authority) and will be used only for calculation of the total price for comparison of the proposals and selection of the economically most advantageous proposal. Volumes are calculated based on the previous experience of the Contracting Authority and such volumes can be changed during the Contract fulfilment. The Contracting Authority will order goods according to the actual need (on demand basis by selecting and ordering respective goods from the Catalogue available in the Tenderers indicated website in the internet, for the prices indicated in the Catalogue on the respective ordering day and in addition, by applying Tenderers proposed discount) and its financial capabilities.
7. Where the Technical Specification contains a specific name for the Product or standard, certificate or any other reference to the specific origin, specific process, brand or type of the Product, the Tenderer may offer equivalent goods or equivalent standards, certifications etc. that meet the requirements of the Technical Specification.
8. The Tenderer shall be able to deliver goods on demand basis in all three Baltic states (city Riga, Vilnius and Tallinn).
9. The delivery of goods shall be made not later than within 3 (three) business days starting from the day when order is made for all three Baltic states (city Riga, Vilnius and Tallinn). The Tenderer must be able to ensure requested services in full amount in all three Baltic states (on demand basis).
10. Time for exchange of low-quality or non-compliant goods: not more than within 2 business days from the day when the Contracting authority has informed about such non-compliances.
11. The Tenderer must offer all goods listed in the Technical specification. The proposal must not contain goods that the Contracting authority cannot verify in the Tenderer's indicated Catalogue. If any of goods listed in any of Groups (Category) will not be offered and indicated in the Technical proposal, such proposal will be rejected as non-compliant.
12. The Tenderer must provide enough information in order the Contracting authority can assure if proposed good confirms with all requirements named in the Technical Specification.

13. Minimum amount (price) for ordering goods - 50 (fifty) euros. During the Contract fulfilment Contracting Authority will not cover any additional costs (e.g. delivery, fees and payments or any other costs related to the fulfilment of the specific services), except Value Added Tax.
14. The Tenderer must ensure that goods delivered are not used and delivered in original packaging and all instructions (regarding usage of the good, dosing (if applicable) etc.) are provided together with goods.
15. The Tenderer must indicate exact name, model etc. of the good in the Technical specification. In case the Tenderer will add "equivalent" in addition to the named good, the Contracting authority will consider and evaluate only the good named and price indicated in the Technical – Detailed Financial proposal.
16. The Tenderer shall not state only "comply" with requirements. Exact parameters of each good required in the Technical specification must be listed (where it is required).
17. The Tenderer must ensure that all goods are delivered in accordance with applicable legislation acts of the respective country (Latvia, Lithuania, Estonia) and such goods comply with all requirements deriving from applicable legislation acts of all countries named.
18. The Contracting authority has the rights to request the Tenderer to submit an example of the good to verify the compliance with requirements established in the Technical specification.
19. **Documents and information to be submitted for procurement Part No.1 within the Tenderer's Technical – Detailed Financial proposal.** In addition to proper description in Technical – Detailed Financial proposal for compliance with all parameters and requirements of Technical specification, in order to comply with requirements for green public procurement (hereinafter – green requirements) established in Cabinet of Minister Rules No.353 on requirements for conducting green public procurement (Prasības zaļajam publiskajam iepirkumam un to piemērošanas kārtība) of 20 June 2017 and indicated in the Technical specification (marked in green) the Tenderer must provide the following:

**1.For Group (Category) No 1 (for goods marked in green in Technical specification):**

- a) **Evidences** that at least 75% from fiber used in the manufacture of paper must be recovered fiber. Recovered paper fibers are both, used and recycled fibers and unused, recycled fibers from paper mill waste. Goods bearing any of named Ecolabels in Technical specification (if any), or other Type 1 Ecolabel or its equivalent meeting respective green requirements (amount of recovered fibers) will be considered as compliant. The Tenderer can submit technical documentation issued by the manufacturer or an inspection report issued by recognized authority or equivalent evidences, evidencing requested amount of recovered fibers.
- b) **Evidences** that paper does not contain chlorine (ECF technology (Elementary Chlorine Free) or TCF technology (Totally Chlorine Free) production). Goods bearing any of named Ecolabels in Technical specification (if any), or other Type 1 Ecolabel or its equivalent meeting respective green requirements will be considered as compliant. The Tenderer can submit technical documentation issued by the manufacturer or an inspection report issued by recognized authority or equivalent evidences, evidencing compliance with respective green requirements.

**2.For Group (Category) No 9 (for goods marked in green in Technical specification):**

- a) **Evidences** that goods do not contain genetically modified organisms and aren't produced from genetically modified organisms (only for goods where it is required in Technical specification). Goods bearing any of the Ecolabels named in Technical specification (if any) (EU Ecolabel for Organic farming or other Type 1 Ecolabel or its equivalent) will be considered as compliant with respective requirement. Confirmation about cooperation or launching cooperation with such manufacturer (Organic farming) of goods (in case the Tenderer is not manufacturer itself) in case the Tenderer will be selected as the winner of this open competition, will be considered as compliant as well;



- b) **Evidences** that goods (are BIO product labelled in accordance with Council Regulation No. 834 (2007) and Commission Regulation No. 889 (2008) (only for goods where it is required in Technical specification).  
EU Ecolabel for Organic farming or other Type 1 Ecolabel or its equivalent will be considered as compliant with requirements. Confirmation about cooperation or launching cooperation with such manufacturer (Organic farming) of goods (in case the Tenderer is not manufacturer itself) in case the Tenderer will be selected as the winner of this open competition, will be considered as compliant as well;
- c) Evidences that goods are certified in accordance with Cabinet of Minister Rules No. 461 "Requirements for Food Quality Schemes, Procedures for their Implementation, Operation, Monitoring and Control" (only for goods where it is required in Technical specification).  
Goods bearing the mark "Green Spoon" or its equivalent will be considered as compliant with respective requirement.
- d) **Written confirmation** that secondary and/or transport packaging contains more than 45% recycled material (only for goods where it is required in Technical specification). The Tenderer shall indicate which type of packaging will be used. If proper confirmation will be included in the Tenderer's Technical - Detailed Financial proposal (description of the respective good) and not attached to the proposal as separate document, the Procurement commission will consider such description as compliant as well.

**3. For Group (Category) No 12 (for goods marked in green in Technical specification):**

- a) **Evidences** that goods do not contain and product label, the safety data sheet (SDS) and other relevant data sheets or information in the website of the manufacturer listing substances of very high concern, does not list any components (substances) which are identified as substances of very high concern and are listed in Regulation (EC) No 1907/2006 of the European Parliament and of the Council of 18 December 2006. Amending Regulation (EC) No 1907/2006 concerning the Registration, Evaluation, Authorization and Restriction of Chemicals (REACH), establishing a European Chemicals Agency, amends Directive 1999/45 / EC and repeals Council Regulation (EEC) No 2092/91. Commission Regulation (EC) No 793/93 and Commission Regulation (EC) No. 1488/94 as well as the list provided for in Article 59 of Council Directives 76/769 / EEC and 91/155 / EEC, 93/67 / EEC, 93/105 / EC and 2000/21 / EC (for goods where it is required in Technical specification). List substances of very high concern available here: <https://echa.europa.eu/candidate-list-table>.

Goods bearing any of named Ecolabels in Technical specification (if any), or other Type 1 Ecolabel or its equivalent meeting respective green requirements will be considered as compliant. Goods where its technical documentation issued by the manufacturer (e.g. product label, the safety data sheet (SDS) and other relevant data sheets or information in the website of the manufacturer listing substances of very high concern) evidences the compliance with respective green requirements, will be considered compliant (such documentation must be submitted);

- b) **Instructions** for use of the product (dosing);
- c) **Written confirmation** that the cardboard packaging contains at least 80% recycled material (for goods where it is required in Technical specification). If proper confirmation will be included in the Tenderer's Technical - Detailed Financial proposal (description of the respective good) and not attached to the proposal as separate document, the Procurement commission will consider such description as compliant as well.
- d) **Written confirmation** that respective goods do not contain phosphates (for goods where it is required in Technical specification). If proper confirmation will be included in the Tenderer's Technical - Detailed Financial proposal (description of the respective good) and not attached to the proposal as separate document, the Procurement commission will consider such description as compliant as well.

**4. For Group (Category) No 13 (for goods marked in green in Technical specification):**

- a) **Evidences** that goods do not contain and product label, the safety data sheet (SDS) and other relevant data sheets or information in the website of the manufacturer listing substances of very high concern, does not list any components (substances) which are identified as substances of very high concern and are listed in Regulation (EC) No 1907/2006 of the European Parliament and of the Council of 18 December 2006. Amending Regulation (EC) No 1907/2006 concerning the Registration, Evaluation, Authorization and Restriction of Chemicals (REACH), establishing a European Chemicals Agency, amends Directive 1999/45 / EC and repeals Council Regulation (EEC) No 2092/91. Commission Regulation (EC) No 793/93 and Commission Regulation (EC) No. 1488/94 as well as the list provided for in Article 59 of Council Directives 76/769 / EEC and 91/155 / EEC, 93/67 / EEC, 93/105 / EC and 2000/21 / EC (only for goods where it is required in Technical specification). List substances of very high concern available here: <https://echa.europa.eu/candidate-list-table>.

Goods bearing any of named Ecolabels in Technical specification (if any), or other Type 1 Ecolabel or its equivalent meeting respective green requirements will be considered as compliant. Goods where its technical documentation issued by the manufacturer (e.g. product label, the safety data sheet (SDS) and other relevant data sheets or information in the website of the manufacturer listing substances of very high concern) or an inspection report issued by recognized authority, evidences the compliance with respective green requirements, will be considered compliant (such documentation must be submitted);

- b) **Written confirmation** that products in packaging with any type of dispenser: is a part of a refill system (no mechanical barriers to refilling). If proper confirmation will be included in the Tenderer's Technical - Detailed Financial proposal (description of the respective good) and not attached to the proposal as separate document, the Procurement commission will consider such description as compliant as well.
- c) **Instructions** for use of the product (dosing);
- d) **Written confirmation** that respective good does not contain propellants, phosphates and nickel. If proper confirmation will be included in the Tenderer's Technical - Detailed Financial proposal (description of the respective good) and not attached to the proposal as separate document, the Procurement commission will consider such description as compliant as well.

*For all references to Type 1 Ecolabel in the Technical specification - The International Standards Organization (ISO) has categorised the different kind of product labels on the market. With 'Type I' Ecolabel the Contracting Authority will understand the following: 'Type I' Ecolabel is a third party assessment of a product based on a number of criteria / issues involved in the environmental impact of a product or material throughout its life cycle.*

## **ANNEX NO 1.2: TECHNICAL SPECIFICATION FOR PART NO.2**

**OPEN COMPETITION "SUPPLY OF OFFICE GOODS, FULL-SERVICE RENTAL OF COFFEE MACHINES AND RELATED SUPPLIES FOR RB RAIL AS IN LATVIA, LITHUANIA AND ESTONIA" (IDENTIFICATION NO RBR 2020/6) TECHNICAL SPECIFICATION FOR PROCUREMENT PART NO.2**

### **TECHNICAL SPECIFICATION FOR PART NO.2**



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

Riga  
2020

## 1. INTRODUCTION TO RAIL BALTICA

The Baltic countries Estonia, Latvia and Lithuania have historically been linked to the east-west railway transport axis using the 1520mm gauge railway system. Because of the existing historical and technical constraints, the existing rail system is incompatible with mainland European standards, thus there is a consensus that Estonia, Latvia and Lithuania need to be fully integrated into the wider European rail transport system. Currently there is no efficient 1435 mm railway connection along the Warsaw-Kaunas-Riga-Tallinn axis, i.e. there are missing links or significant bottlenecks. Thus, there are no direct passenger or freight services along the railway axis as the existing infrastructure does not allow for competitive services compared to alternative modes of transport. Thus, the clear majority of the North-South freight is being transported by road transport and the overall accessibility in the region is low.

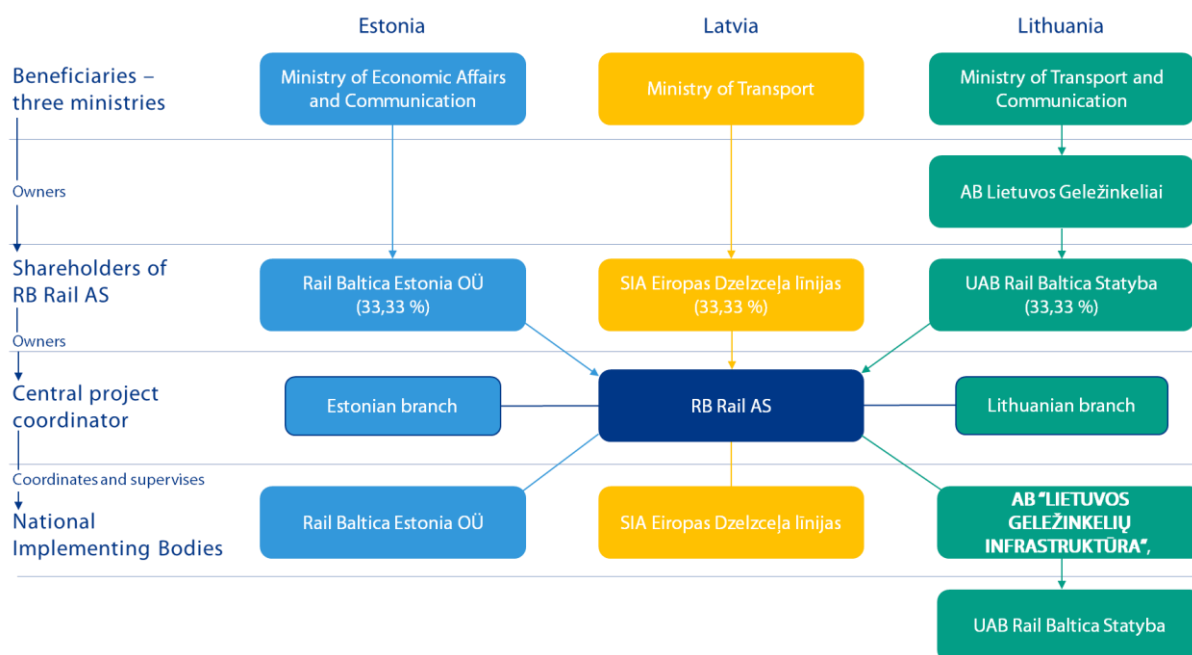
The ambitions of the Rail Baltica Global project (Global Project) are:

- to become a powerful catalyst for sustainable economic growth in the Baltic States;
- to set a new standard of passenger and freight mobility;
- to ensure a new economic corridor will emerge;
- sustainable employment and educational opportunities;
- an environmentally sustainable infrastructure;
- new opportunities for multimodal freight logistics development;
- new intermodal transport solutions for passengers;
- safety and performance improvements;
- a new value platform for digitalization and innovation;
- completion of Baltic integration in the European Union transport ecosystem.

Rail Baltica is already designed to become a part of the EU TEN-T North Sea – Baltic Core Network Corridor, which links Europe's largest ports of Rotterdam, Hamburg and Antwerp – through the Netherlands, Belgium, Germany and Poland – with the three Baltic States, further connecting to Finland via the Gulf of Finland short sea shipping connections with a future fixed link possibility between Tallinn and Helsinki. Further northbound extension of this corridor must pave the way for future connectivity also with the emerging Arctic corridor, especially in light of the lucrative prospects of the alternative Northern Circle maritime route development between Europe and Asia. Furthermore, the North Sea – Baltic Corridor crosses with the Baltic-Adriatic Corridor in Warsaw, paving the way for new supply chain development between the Baltic and Adriatic seas, connecting the Baltics with the hitherto inadequately accessible Southern European markets. In a similar fashion, Rail Baltica must strengthen the synergies between North-South and West-East freight flows, creating new trans-shipment and logistics development opportunities along the Europe and Asia overland trade routes. The new Rail Baltica infrastructure would, therefore, not only put the Baltics firmly on the European rail logistics map, but also create massive opportunities for value creation along this infrastructure with such secondary economic benefits as commercial property development, revitalization of dilapidated urban areas, private spin-off investment, new business formation, technology transfer and innovation, tourism development and other catalytic effects. Rail Baltica aims to promote these effects from the early stages of the Global Project, learning from the key global success stories and benchmarks in this regard.

The Contracting authority RB Rail ASAS (RBR) was established by the Republics of Estonia, Latvia and Lithuania, via state-owned holding companies, to coordinate the development and construction of the fast-conventional standard gauge railway line on the North Sea – Baltic TEN-T Core Network Corridor (Rail Baltica II) linking three Baltic states with Poland and the rest of the EU.

The diagram below illustrates the shareholder and project governance structure of the Rail Baltica project.



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 applications were successful and INEA grants are available to support the Global Project expenses.

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 240km/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 expected core outcome of the Rail Baltica Global Project is a European gauge (1435mm) double-track railway line of almost 900 km in length meant for both passenger and freight transport and the required additional infrastructure (to ensure full operability of the railway). It will be interoperable with the TEN-T Network in the rest of Europe and competitive in terms of quality with other modes of transport in the region. The indicative timeline and phasing of the project implementation can be found here: <http://www.railbaltica.org/about-rail-baltica/project-timeline/>.

	Technical Specification
Full-service rental of coffee machines (automatic) (Group No 1)	The Tenderer must ensure full-service rental (all services indicated in the Technical specification and all other necessary services specifically requested by manufacturer (if any), e.g. maintenance) of coffee machines (automatic) in 36 months upon request in Riga, Vilnius and Tallinn: Must comply.
	Indicative amount (units) in 36 months - 5 (five).
	Technical requirements of each Coffee machine (good)

	- Placing on table surface, no additional cabinets or furniture for coffee machine placement required: Must comply
	- The coffee machine must fit in a space of 80cm height/55cm depth/65cm width: Must comply and must indicate size
	- Performance in 1h at least 120 drinks per day (28 L hot water per hour): Must comply and must indicate capacity, l
	- Coffee bean container with a capacity of not less than 2 kg: Must comply and must indicate capacity, kg
	- Capacity of coffee grounds container of not less than 60 portions. Must comply and the number of portions of coffee brewed before emptying must be stated
	- Water connection through the mechanical filter to water pipeline: Must comply
	- No sewerage required: Must comply
	- Coffee machine have programmable coffee portions and the amount of water: Must comply
	- Ability to select at least 6 different hot drinks (black coffee, espresso, white coffee, latte, cappuccino, hot water, hot powder milk): Must comply
	- Information display required: Must comply
	Coffee machine repairing
	- Repair time up to 24 h (business hours) after calling in Riga, Vilnius and Tallinn: Must comply
	- If it is not possible to repair the coffee machine within 24 h (business hours), it must be replaced with equivalent coffee machine not later than within the next 24 h (business hours): Must comply
	Delivery and installation of coffee machines in Riga, Vilnius and Tallinn: Within 1 week after the conclusion of the contract or upon agreement with the Customer: Must comply
Coffee beans (Group No 2)	<ul style="list-style-type: none"> <li>- Natural coffee beans, 100% Arabica, medium or above average roasted (3 or 4 on a 5-point scale).</li> <li>- BIO product labelled in accordance with Council Regulation No. 834 (2007) and Commission Regulation No. 889 (2008) (EU Ecolabel for Organic farming or other Type 1 Ecolabel or its equivalent)</li> <li>- Intended for preparation in automatic coffee machines.</li> <li>- One package volume: 1 kg</li> <li>- Packaging requirements: product must be packed in accordance with safety and hygiene requirements, undamaged by the manufacturer in original packaging (products must not be repackaged)</li> <li>- The packaging must contain the information: the name of coffee brand, packaging volume, date of realization, manufacturer, distributor</li> <li>- The product shall not contain E104, E110, E124, E120, E122, E127, E129, E131, E132, E133, E142, E151, E155 and Sweeteners: E950, E951, E952, E954)</li> <li>- The product does not contain: Genetically modified organisms and aren't produced from genetically modified organisms</li> <li>- Expiration date at delivery (shown on packaging): not less than 2/3 (two thirds) of the expiry specified by the manufacturer</li> <li>- Secondary and/or transport packaging (please specify the packaging) must contain more than 45% recycled material</li> <li>- Price indicated for 1 (one) kg (unit)</li> <li>- Indicative amount (units) in 36 months - 3121 kg.</li> </ul>



<b>Dried milk (Group No 2)</b>	<ul style="list-style-type: none"> <li>- 100% natural, dried milk powder, fat at least 20%</li> <li>- No vegetable fat, no additives, colourings, preservatives, bulk</li> <li>- Packaging requirements: product must be packed in accordance with safety and hygiene requirements, undamaged by the manufacturer in original packaging (products must not be repackaged)</li> <li>- The packaging must contain information: the brand name of the dry milk powder, the packaging capacity, the date of realization, manufacturer, distributor, information about conditions of storage</li> <li>- Quantity per pack: 1 kg or 2x500g</li> <li>- The product shall not contain: colorants E102, E104, E110, E124, E120, E122, E127, E129, E131, E132, E133, E142, E151, E155 and sweeteners: E950, E951, E952, E954</li> <li>- Does not contain: Genetically modified organisms and aren't produced from genetically modified organisms</li> <li>- Expiration date at delivery (shown on packaging): not less than 2/3 (two thirds) of the expiry specified by the manufacturer</li> <li>- Must comply with requirements of Cabinet of Ministers rules No 529 "Requirements for quality, classification and additional labelling of dehydrated milk products"</li> <li>- Secondary and/or transport packaging (please specify the packaging) must contain more than 45% recycled material</li> <li>- Price indicated for 1 (one) kg (unit)</li> <li>- Planned amount (units) in 36 months - 1307 kg.</li> </ul>
<b>Cleaning tablets for coffee machine (Group No 2)</b>	<ul style="list-style-type: none"> <li>- Cleaning tablets for coffee brewing chambers, suitable for the machine offered. The concentrated ingredients immediately dissolve coffee fat, are material-friendly, and guarantee absolute cleanliness of the machine. Price indicated for 1 pack (unit), not less for 100 tablets per pack. In case the packaging contains more than 100 tablets per pack (unit), the price shall be indicated for 100 tablets per 1 (one) pack (unit).</li> <li>- Indicative amount (units) in 36 months - 5 packs (units)</li> </ul>

**Mandatory requirements for the Tenderers (in addition to the requirements established in the table above):**

1. The Tenderer must offer all goods listed in the Technical specification. If any of goods listed in any of Groups will not be offered and indicated in the Technical proposal, such proposal will be rejected as incomplete.
2. The delivery of goods listed in Group No 2 shall be made not later than within 3 (three) business days starting from the day when order is made (for all three Baltic states (city Riga, Vilnius and Tallinn)). The Tenderer must be able to ensure requested services in full amount in all three Baltic states (on demand basis).
3. The delivery of goods (including installation, repairment etc.) listed in Group No 1 shall be made within the deadlines indicated in the Technical specification (table above).
4. Time for exchange of low-quality or non-compliant goods shall be provided not more than within 2 business days from the day when the Contracting authority has informed about such non-compliances.
5. Orders will be made based on the Contracting Authority's actual need and for the price per unit indicated in the Tenderer's Technical - Detailed Financial.
6. During the contract fulfilment the Tenderer can replace goods with equivalent ones or better in quality, parameters and functionality, in case goods indicated in the Tenderer's Technical proposal are not available anymore. Equivalent goods shall confirm with all requirements established in Technical specification, including Cabinet of Minister Rules No.353 on requirements for conducting

green public procurement (Prasības zaļajam publiskajam iepirkumam un to piemērošanas kārtība) of 20 June 2017 (for goods where such requirements are mandatory).

7. Volumes (amount of goods) indicated in the Technical specification are indicative (not binding for the Contracting Authority) and will be used only for calculation of the total price for comparison of the proposals and selection of the economically most advantageous proposal. Volumes are calculated based on the previous experience of the Contracting Authority and such volumes can be changed during the Contract fulfilment.
8. Where the Technical Specification contains a specific name for the Product or standard or any other reference to the specific origin, specific process, certification, brand or type of the Product, the Tenderer may offer equivalent goods or equivalent standards, certifications etc. that meet the requirements of the Technical Specification.
9. The Tenderer must indicate exact name, model etc. of the good in the Technical specification. In case the Tenderer will add "equivalent" in addition to the named good, the Contracting authority will consider and evaluate only the good named and price indicated in the Technical – Detailed Financial proposal.
10. The Tenderer shall not state only "comply" with requirements. Exact parameters of each good required in the Technical specification must be listed (where exact parameters are required).
11. The Tenderer must ensure that the goods delivered are not used and delivered in original packaging. The Tenderer must ensure that goods delivered are not used and delivered in original packaging and all instructions (regarding usage of the good, dosing (if applicable) etc.) are provided together with goods.
12. The Tenderer must ensure that all services are provided and goods delivered in accordance with applicable legislation acts of the respective country (Latvia, Lithuania, Estonia) and such goods comply with all requirements deriving from applicable legislation acts of all countries named.
13. **Documents and information to be submitted for procurement Part No.2 within the Tenderer's Technical – Detailed Financial proposal.** In addition to proper description in Technical proposal – Detailed Financial proposal for compliance with all parameters and requirements of Technical specification, in order to comply with requirements for green public procurement (hereinafter – green requirements) established in Cabinet of Minister Rules No.353 on requirements for conducting green public procurement (Prasības zaļajam publiskajam iepirkumam un to piemērošanas kārtība) of 20 June 2017 and indicated in the Technical specification (marked in green) **the Tenderer must provide the following:**

**1. For Group No 2 (for goods marked in green in Technical specification):**

- a) **Evidences** that goods do not contain genetically modified organisms and aren't produced from genetically modified organisms.

Goods bearing EU Ecolabel for Organic farming or other Type 1 Ecolabel or its equivalent will be considered as compliant with respective requirement. Confirmation about cooperation or launching cooperation with such manufacturer (Organic farming) of goods (in case the Tenderer is not manufacturer itself) in case the Tenderer will be selected as the winner of this open competition, will be considered as compliant as well;

- b) **Evidences** that goods are BIO product labelled in accordance with Council Regulation No. 834 (2007) and Commission Regulation No. 889 (2008) (only for goods where it is requested in the Technical specification).

EU Ecolabel for Organic farming or other Type 1 Ecolabel or its equivalent will be considered as compliant with requirements. Confirmation about cooperation or launching cooperation with such manufacturer (Organic farming) of goods (in case the Tenderer is not manufacturer itself)

in case the Tenderer will be selected as the winner of this open competition, will be considered as compliant as well;

- c) **Written confirmation** that secondary and/or transport packaging contains more than 45% recycled material (only for goods where it is required in Technical specification). The Tenderer shall indicate which type of packaging the Tenderer will offer. If proper confirmation will be included in the Tenderer's Technical - Detailed Financial proposal (description of the respective good) and not attached to the proposal as separate document, the Procurement commission will consider such description as compliant as well.

*For all references to Type 1 Ecolabel in the Technical specification - The International Standards Organization (ISO) has categorised the different kind of product labels on the market. With "Type 1" Ecolabel the Contracting Authority will understand the following: "Type 1" Ecolabel is a third party assessment of a product based on a number of criteria / issues involved in the environmental impact of a product or material throughout its life cycle.*

## ANNEX NO 2.1: APPLICATION FOR PART NO.1

**APPLICATION FOR PARTICIPATION IN THE OPEN COMPETITION "SUPPLY OF OFFICE GOODS, FULL-SERVICE RENTAL OF COFFEE MACHINES AND RELATED SUPPLIES FOR RB RAIL AS IN LATVIA, LITHUANIA AND ESTONIA" (IDENTIFICATION NO RBR 2020/6)**

[FORM OF THE TENDERERS COMPANY]

2020.\_\_\_\_.\_\_\_\_

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Name of the Tenderer and all members of the partnership (if partnership)

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Registration number of the Tenderer and all members of the partnership (if partnership)

---

VAT payer registration number

---

Legal address

---

Actual address (if differs from legal address)

---

Bank

---

Bank account (IBAN)

---

Bank code (SWIFT)

---

telephone number

e-mail

---

Contact person of the Tenderer: name, surname, position, e-mail, telephone number

---

**By submitting the Proposal, the Tenderer hereby:**

1. Confirms participation in the open competition "Supply of office goods, full-service rental of coffee machines and related supplies for RB Rail AS in Latvia, Lithuania and Estonia" (Identification No RBR 2020/6) in:  
**Procurement Part No.1 „Supply of office goods for RB Rail AS in Latvia, Lithuania and Estonia”.**
2. *(Only if applicable):* Informs that the following entities and/or persons comply with the following exclusion grounds:

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

3. Confirms that, if the Tenderer is awarded with the Contract signing rights, the Tenderer will provide the services in full amount and in accordance with all requirements of the Annex No 1.1 "Technical specification for Part No.1".
4. Confirms that it understands that, if the Tenderer is awarded with the Contract signing rights, the Contract will be concluded for the total Contract price 80 000,00 EUR (eighty thousand euros, 00 cents) excluding VAT and this value shall not be exceeded during the Contract fulfilment.
5. Confirms that Regulations are clear and understandable, that the Tenderer does not have any objections and complaints and that in the case the Tenderer is awarded with the Contract signing rights, the Tenderer must fulfil all conditions of the Regulations and all its Annexes, as well as enter into the Contract in accordance with the Draft contract enclosed with the Regulations (Annex No 9.1 „Draft contract for the Part No.1).
6. Confirms that in the preparation and submission of its Proposal, Tenderer has fully considered all the clarifications issued by the Contracting authority (if any).
7. Agrees that the Contracting authority reserves itself the right to reject any or all Proposals and cancel the procurement process before entry into Contract on the grounds specified in the Regulations or the law.
8. Guarantees that all information and documents provided are true.
9. Informs that the hyperlink (website) to the Tenderer's Catalogue is: \_\_\_\_\_ (please indicate hyperlink). The Tenderer ensures the availability of the Catalogue where the Tenderer provides direct trade and such Catalogue is online available public source, available to any interested person (free and direct access to such Catalogue shall be ensured).
10. The Tenderer confirms that during the Contract fulfilment the Catalogue will be available in (please indicate by ticking relevant box):
  - a) Latvian and Lithuanian and Estonian (all three languages) ☐ , or
  - b) English ☐ (if not available in Latvian and Lithuanian and Estonian).
11. The Tenderer confirms that during the procurement process the Catalogue is available in (please indicate by ticking relevant box):
  - a) Latvian ☐ or
  - b) in English ☐
12. Confirms<sup>10</sup> that the Tenderer meets the criteria of (please indicate by ticking relevant box):
 

☐ a small
 ☐ medium
 ☐ other

sized enterprise<sup>11</sup> as defined in the Article 2 of the Commission Recommendation of 6 May 2003 concerning the definition of micro, small and medium-sized enterprise.<sup>12</sup>

Signature: \_\_\_\_\_

Date: [date of signing]

Name: [name of the representative of the Tenderer]

Position: [position of the representative of the Tenderer]

<sup>10</sup> Tenderer must indicate size of enterprise for each member of the partnership, if the Tenderer is a partnership.

<sup>11</sup> 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.

<sup>12</sup> 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](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 2.2: APPLICATION FOR PART NO.2

**APPLICATION FOR PARTICIPATION IN THE OPEN COMPETITION "SUPPLY OF OFFICE GOODS, FULL-SERVICE RENTAL OF COFFEE MACHINES AND RELATED SUPPLIES FOR RB RAIL AS IN LATVIA, LITHUANIA AND ESTONIA" (IDENTIFICATION NO RBR 2020/6)**

[FORM OF THE TENDERERS COMPANY]

2020.\_\_\_\_.\_\_\_\_

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Name of the Tenderer and all members of the partnership (if partnership)

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Registration number of the Tenderer and all members of the partnership (if partnership)

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VAT payer registration number

---

Legal address

---

Actual address (if differs from legal address)

---

Bank

---

Bank account (IBAN)

---

Bank code (SWIFT)

---

telephone number

e-mail

---

Contact person of the Tenderer: name, surname, position, e-mail, telephone number**By submitting the Proposal, the Tenderer hereby:**

1. Confirms participation in the open competition "Supply of office goods, full-service rental of coffee machines and related supplies for RB Rail AS in Latvia, Lithuania and Estonia" (Identification No RBR 2020/6) in:

**Procurement Part No.2 „Full-service rental of coffee machines and related supplies for RB Rail AS in Latvia, Lithuania and Estonia“.**

2. (Only if applicable): Informs that the following entities and/or persons comply with the following exclusion grounds:



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

3. Confirms that, if the Tenderer is awarded with the Contract signing rights, the Tenderer will provide the services in full amount and in accordance with all requirements of the Annex No 1.2 "Technical specification for Part No.2".

4. Confirms that it understands that, if the Tenderer is awarded with the Contract signing rights, the Contract will be concluded for the total Contract price 42 000,00 EUR (forty-two thousand euros, 00 cents) excluding VAT and this value shall not be exceeded during the Contract fulfilment.

5. Confirms that Regulations are clear and understandable, that the Tenderer does not have any objections and complaints and that in the case the Tenderer is awarded with the Contract signing rights, the Tenderer must fulfil all conditions of the Regulations and all its Annexes, as well as enter into the Contract in accordance with the Draft contract enclosed with the Regulations (Annex No 9.2 "Draft contract" Part No.2).

6. Confirms that in the preparation and submission of its Proposal, Tenderer has fully considered all the clarifications issued by the Contracting authority (if any).

7. Agrees that the Contracting authority reserves itself the right to reject any or all Proposals and cancel the procurement process before entry into Contract on the grounds specified in the Regulations or the law.

8. Guarantees that all information and documents provided are true.

9. Confirms<sup>13</sup> that the Tenderer meets the criteria of (please indicate by ticking relevant box):

☐ a small                      ☐ medium                      ☐ other

sized enterprise<sup>14</sup> as defined in the Article 2 of the Commission Recommendation of 6 May 2003 concerning the definition of micro, small and medium-sized enterprise.<sup>15</sup>

Signature: \_\_\_\_\_

Date: [date of signing]

Name: [name of the representative of the Tenderer]

Position: [position of the representative of the Tenderer]

<sup>13</sup> Tenderer must indicate size of enterprise for each member of the partnership, if the Tenderer is a partnership.

<sup>14</sup> 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.

<sup>15</sup> 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](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 3.1: CONFIRMATION OF FINANCIAL STANDING FOR PART NO.1

### CONFIRMATION OF FINANCIAL STANDING IN THE OPEN COMPETITION "SUPPLY OF OFFICE GOODS, FULL-SERVICE RENTAL OF COFFEE MACHINES AND RELATED SUPPLIES FOR RB RAIL AS IN LATVIA, LITHUANIA AND ESTONIA" (IDENTIFICATION NO RBR 2020/6)

#### For Procurement Part No.1 „Supply of office goods for RB Rail AS in Latvia, Lithuania and Estonia“

##### Section 8.3.1 of the Regulations

##### Requirement:

Tenderer's or all members of the partnership together (if the Tenderer is a partnership and confirms the average financial turnover jointly) or person's on whose capabilities the Tenderer is relying average financial turnover within the last 3 (three) financial years, i.e. 2017, 2018, 2019 is not less than:

- 1) 80 000,00 EUR (eighty thousand euros) if the Tenderer applies for **procurement Part No.1**;
- 2) 42 000,00 EUR (forty-two thousand euros) if the Tenderer applies for **procurement Part No.2**.

If the Tenderer applies for both procurement parts, the Tenderer or all members of the partnership together (if the Tenderer is a partnership), average financial turnover within the last 3 (three) financial years, i.e. 2017, 2018, 2019 is not less than 122 000,00 EUR (one hundred twenty-two thousand euros).

If the previous 3 (three) reporting years of the Tenderer differ from the years specified in Section 8.3. 1 of the Regulations (2017, 2018, 2019), the financial turnover must be indicated for the Tenderer's previous 3 (three) reporting years.

In the event the Tenderer or a member of a partnership (if the Tenderer is a partnership) or entity on whose capabilities the Tenderer is relying to certify it's financial and economic performance has operated in the market for less than 3 (three) financial years, the requirement must be met during the Tenderer's actual operation period.

In the event the average 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 financial turnover must be recognised in the amount of the investment in the limited partnership.

In case the Tenderer relies on financial and economic capabilities of one member of the Tenderer (if the Tenderer is a partnership) or on other entity in order to certify it's financial and economic performance such member / person and the Tenderer must have joint and several liability for fulfilment of the procurement contract.

No	Year	Total Turnover in EUR	Notes
Name of the Tenderer or all members of the partnership together (if the Tenderer is a partnership and confirms the average financial turnover jointly) or person's on whose capabilities the Tenderer is relying on:			
<hr/>			
1.	2019		
2.	2018		
3.	2017		
Average financial turnover within the last 3 (three) financial years			

### Section 8.3.2 of the Regulations

#### Requirement:

The Tenderer or a member of the partnership (if the Tenderer is a partnership) or a person on whose financial and economic capabilities the Tenderer is relying to certify its financial and economic performance must have stable financial and economic performance, namely, in the last audited financial year liquidity ratio (Current Assets divided by Short-term Liabilities) must be equal to or exceed 1 and must have positive equity capital (Total Assets minus Total Liabilities).

In case the Tenderer relies on financial and economic capabilities of one member of the Tenderer (if the Tenderer is a partnership) or on other entity in order to certify its financial and economic performance such member / person and the Tenderer must have joint and several liability for fulfilment of the procurement contract.

---

*Name of the Tenderer/member of partnership/other entity on whose capabilities the Tenderer is relying on*

$$\text{liquidity ratio} = \frac{\text{current assets}}{\text{short - term liabilities}} = \underline{\hspace{2cm}}$$

$$\text{equity capital} = \text{total assets} - \text{total liabilities} = \underline{\hspace{2cm}}$$

Attached documents in accordance with Section 8.3 of Regulations: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: [date of signing]

Name: [name of the representative of the Tenderer]

Position: [position of the representative of the Tenderer]

## ANNEX NO 3.2: CONFIRMATION OF FINANCIAL STANDING FOR PART NO.2

### CONFIRMATION OF FINANCIAL STANDING IN THE OPEN COMPETITION "SUPPLY OF OFFICE GOODS, FULL-SERVICE RENTAL OF COFFEE MACHINES AND RELATED SUPPLIES FOR RB RAIL AS IN LATVIA, LITHUANIA AND ESTONIA" (IDENTIFICATION NO RBR 2020/6)

**For Procurement Part No.2 „Full-service rental of coffee machines and related supplies for RB Rail AS in Latvia, Lithuania and Estonia”**

#### Section 8.3.1 of the Regulations

Requirement:

Tenderer's or all members of the partnership together (if the Tenderer is a partnership and confirms the average financial turnover jointly) or person's on whose capabilities the Tenderer is relying average financial turnover within the last 3 (three) financial years, i.e. 2017, 2018, 2019 is not less than:

- 3) 80 000,00 EUR (eighty thousand euros) if the Tenderer applies for procurement Part No.1;
- 4) 42 000,00 EUR (forty-two thousand euros) if the Tenderer applies for procurement Part No.2.

If the Tenderer applies for both procurement parts, the Tenderer or all members of the partnership together (if the Tenderer is a partnership), average financial turnover within the last 3 (three) financial years, i.e. 2017, 2018, 2019 is not less than 122 000,00 EUR (one hundred twenty-two thousand euros).

If the previous 3 (three) reporting years of the Tenderer differ from the years specified in Section 8.3. 1 of the Regulations (2017, 2018, 2019), the financial turnover must be indicated for the Tenderer's previous 3 (three) reporting years.

In the event the Tenderer or a member of a partnership (if the Tenderer is a partnership) or entity on whose capabilities the Tenderer is relying to certify its financial and economic performance has operated in the market for less than 3 (three) financial years, the requirement must be met during the Tenderer's actual operation period.

In the event the average 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 financial turnover must be recognised in the amount of the investment in the limited partnership.

In case the Tenderer relies on financial and economic capabilities of one member of the Tenderer (if the Tenderer is a partnership) or on other entity in order to certify its financial and economic performance such member / person and the Tenderer must have joint and several liability for fulfilment of the procurement contract.

No	Year	Total Turnover in EUR	Notes
Name of the Tenderer or all members of the partnership together (if the Tenderer is a partnership and confirms the average financial turnover jointly) or person's on whose capabilities the Tenderer is relying on:			
<hr/>			
1.	2019		
2.	2018		
3.	2017		
Average financial turnover within the last 3 (three) financial years			

### Section 8.3.2 of the Regulations

#### Requirement:

The Tenderer or a member of the partnership (if the Tenderer is a partnership) or a person on whose financial and economic capabilities the Tenderer is relying to certify its financial and economic performance must have stable financial and economic performance, namely, in the last audited financial year liquidity ratio (Current Assets divided by Short-term Liabilities) must be equal to or exceed 1 and must have positive equity capital (Total Assets minus Total Liabilities).

In case the Tenderer relies on financial and economic capabilities of one member of the Tenderer (if the Tenderer is a partnership) or on other entity in order to certify its financial and economic performance such member / person and the Tenderer must have joint and several liability for fulfilment of the procurement contract.

\_\_\_\_\_  
Name of the Tenderer/member of partnership/other entity on whose capabilities the Tenderer is relying on

$$\text{liquidity ratio} = \frac{\text{current assets}}{\text{short-term liabilities}} = \underline{\hspace{2cm}}$$

$$\text{equity capital} = \text{total assets} - \text{total liabilities} = \underline{\hspace{2cm}}$$

Attached documents in accordance with Section 8.3 of Regulations: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: [date of signing]

Name: [name of the representative of the Tenderer]

Position: [position of the representative of the Tenderer]

## ANNEX NO 4.1: TECHNICAL AND PROFESSIONAL ABILITY FOR PART NO.1

### TENDERER'S TECHNICAL AND PROFESSIONAL ABILITY IN THE OPEN COMPETITION "SUPPLY OF OFFICE GOODS, FULL-SERVICE RENTAL OF COFFEE MACHINES AND RELATED SUPPLIES FOR RB RAIL AS IN LATVIA, LITHUANIA AND ESTONIA" (IDENTIFICATION NO RBR 2020/6)

For Procurement Part No.1 „Supply of office goods for RB Rail AS in Latvia, Lithuania and Estonia”

#### Section 8.4.1.1 of the Regulations

No	Description of the services	Date of commencement and completion of supply of goods (experience obtained)* (month/year – month/year)	Value of the goods delivered (contract) (EUR**, excl. VAT)	Name of the Contracting Authority (Client)	Contact information of Contracting Authority (Client)
1.					
2.					
[..]					
<p>The Tenderer hereby, by submitting its proposal in Open competition, confirms that within the previous 3 (three) years (2017, 2018, 2019 including 2020 until the date of submission of the Proposal), the Tenderer <b>has not breached</b> any of supply contracts concluded by applying green public procurement requirements established in Cabinet of Minister Rules No.353 on requirements for conducting green public procurement (Prasības zaļajam publiskajam iepirkumam un to piemērošanas kārtība) of 20 June 2017 (please tick the relevant box):</p> <p><input type="checkbox"/> <b>yes, the Tenderer has not breached</b></p> <p><input type="checkbox"/> no, the Tenderer have breached</p>					

\* If the Tenderer certifies its experience with the project / contract where all services (out of the scope of Tenderer's experience) have not been completed yet (project / contract itself is ongoing, however, requested services in requested amount are completed), please specify the date of approval of the respective services provided (experience obtained) and amount of money for the services provided.

\*\* If the value of the project / 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.

**Written copies of references or similar documents (copies of deeds of conveyance or other proofs) evidencing the experience must be added to this Annex.**

Signature: \_\_\_\_\_

Date: [date of signing]

Name: [name of the representative of the Tenderer]

Position: [position of the representative of the Tenderer]



## ANNEX NO 4.2: TECHNICAL AND PROFESSIONAL ABILITY FOR PART NO.2

### TENDERER'S TECHNICAL AND PROFESSIONAL ABILITY IN THE OPEN COMPETITION "SUPPLY OF OFFICE GOODS, FULL-SERVICE RENTAL OF COFFEE MACHINES AND RELATED SUPPLIES FOR RB RAIL AS IN LATVIA, LITHUANIA AND ESTONIA" (IDENTIFICATION NO RBR 2020/6)

For Procurement Part No.2 „Full-service rental of coffee machines and related supplies for RB Rail AS in Latvia, Lithuania and Estonia”

#### Section 8.4.2.1 of the Regulations

No	Description of the services	Date of commencement and completion of services (experience obtained)* (month/year – month/year)	Value of the services (contract) (EUR**, excl. VAT)	Name of the Contracting Authority (Client)	Contact information of Contracting Authority (Client)
1.					
2.					
[..]					
<p>The Tenderer hereby, by submitting its proposal in Open competition, confirms that within the previous 3 (three) years (2017, 2018, 2019 including 2020 until the date of submission of the Proposal), <b>the Tenderer has not breached</b> any of supply contracts concluded by applying green public procurement requirements established in Cabinet of Minister Rules No.353 on requirements for conducting green public procurement (Prasības zaļajam publiskajam iepirkumam un to piemērošanas kārtība) of 20 June 2017 (<i>please tick the relevant box</i>):</p> <p><input type="checkbox"/> <b>yes, the Tenderer has not breached</b></p> <p><input type="checkbox"/> no, the Tenderer have breached</p>					

\* If the Tenderer certifies its experience with the project / contract where all services (out of the scope of Tenderer's experience) have not been completed yet (project / contract itself is ongoing, however, requested services in requested amount are completed), please specify the date of approval of the respective services provided (experience obtained) and amount of money for the services provided.

\*\* If the value of the project / 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.

**Written copies of references or similar documents (copies of deeds of conveyance or other proofs) evidencing the experience must be added to this Annex.**

Signature: \_\_\_\_\_

Date: [date of signing]

Name: [name of the representative of the Tenderer]

Position: [position of the representative of the Tenderer]

# **ANNEX NO 5.1: ENTITIES ON WHOSE CAPABILITIES THE TENDERER RELIES FOR PART NO.1**

**ENTITIES ON WHOSE CAPABILITIES THE TENDERER RELIES IN THE OPEN COMPETITION "SUPPLY OF OFFICE GOODS, FULL-SERVICE RENTAL OF COFFEE MACHINES AND RELATED SUPPLIES FOR RB RAIL AS IN LATVIA, LITHUANIA AND ESTONIA" (IDENTIFICATION NO RBR 2020/6)**

**For Procurement Part No.1 „Supply of office goods for RB Rail AS in Latvia, Lithuania and Estonia“:**

No	Name of the entity (registration No., legal address)	Description of the capabilities the Tenderer relies <u>to certify its compliance with qualification requirements</u>
1		
2		
[..]		

Signature: \_\_\_\_\_

Date: *[date of signing]*

Name: *[name of the representative of the Tenderer]*

Position: *[position of the representative of the Tenderer]*

## ANNEX NO 5.2: ENTITIES ON WHOSE CAPABILITIES THE TENDERER RELIES FOR PART NO.2

ENTITIES ON WHOSE CAPABILITIES THE TENDERER RELIES IN THE OPEN COMPETITION "SUPPLY OF OFFICE GOODS, FULL-SERVICE RENTAL OF COFFEE MACHINES AND RELATED SUPPLIES FOR RB RAIL AS IN LATVIA, LITHUANIA AND ESTONIA" (IDENTIFICATION NO RBR 2020/6)

For Procurement Part No.2 „Full-service rental of coffee machines and related supplies for RB Rail AS in Latvia, Lithuania and Estonia“:

No	Name of the entity (registration No., legal address)	Description of the capabilities the Tenderer relies <u>to certify its</u> <u>compliance with qualification</u> <u>requirements</u>
1		
2		
[..]		

Signature: \_\_\_\_\_

Date: *[date of signing]*

Name: *[name of the representative of the Tenderer]*

Position: *[position of the representative of the Tenderer]*

## ANNEX NO 6.1: SUB-CONTRACTORS FOR PART NO.1

### OPEN COMPETITION "SUPPLY OF OFFICE GOODS, FULL-SERVICE RENTAL OF COFFEE MACHINES AND RELATED SUPPLIES FOR RB RAIL AS IN LATVIA, LITHUANIA AND ESTONIA" (IDENTIFICATION NO RBR 2020/6)

For Procurement Part No.1 „Supply of office goods for RB Rail AS in Latvia, Lithuania and Estonia“:

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				
[..]				
Sub-Total:				
II	Total amount of the sub-contracted tasks is smaller than 10% from the proposed contract price			
1				
2				
[..]				
Sub-Total:				
TOTAL (I+II):				

We meet the criteria of (please mark):

☐ a small

☐ medium

☐ other

sized enterprise<sup>16</sup> as defined in the Article 2 of the Commission Recommendation of 6 May 2003 concerning the definition of micro, small and medium-sized enterprise.<sup>17</sup>

Signature: \_\_\_\_\_

Date: [date of signing]

Name: [name of the representative of the Tenderer]

Position: [position of the representative of the Tenderer]

<sup>16</sup> 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.

<sup>17</sup> 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](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 6.2: SUB-CONTRACTORS FOR PART NO.2

### OPEN COMPETITION "SUPPLY OF OFFICE GOODS, FULL-SERVICE RENTAL OF COFFEE MACHINES AND RELATED SUPPLIES FOR RB RAIL AS IN LATVIA, LITHUANIA AND ESTONIA" (IDENTIFICATION NO RBR 2020/6)

For Procurement Part No.2 „Full-service rental of coffee machines and related supplies for RB Rail AS in Latvia, Lithuania and Estonia”:

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 <u>exceeds 10%</u> from the proposed contract price			
1				
2				
[..]				
Sub-Total:				
II	Total amount of the sub-contracted tasks is <u>smaller than 10%</u> from the proposed contract price			
1				
2				
[..]				
Sub-Total:				
TOTAL (I+II):				

We meet the criteria of (please mark):

☐ a small

☐ medium

☐ other

sized enterprise<sup>18</sup> as defined in the Article 2 of the Commission Recommendation of 6 May 2003 concerning the definition of micro, small and medium-sized enterprise.<sup>19</sup>

Signature: \_\_\_\_\_

Date: [date of signing]

Name: [name of the representative of the Tenderer]

Position: [position of the representative of the Tenderer]

<sup>18</sup> 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.

<sup>19</sup> 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](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 7.1: FINANCIAL PROPOSAL FOR PART NO.1

### FINANCIAL PROPOSAL IN THE OPEN COMPETITION "SUPPLY OF OFFICE GOODS, FULL-SERVICE RENTAL OF COFFEE MACHINES AND RELATED SUPPLIES FOR RB RAIL AS IN LATVIA, LITHUANIA AND ESTONIA" (IDENTIFICATION NO RBR 2020/6)

For procurement Part No.1 „Supply of office goods for RB Rail AS in Latvia, Lithuania and Estonia“:

The Tenderer [\_\_\_\_\_ *name of the Tenderer*] offers to deliver goods in accordance with all rules of Regulations and all its Annexes.

Proposed discount in percentage (%):	
Total proposed contract price with discount for all Groups together, EUR (excluding VAT)*:	

By submitting its Financial proposal, the Tenderer:

- 1) confirms that it understands that in case the Tenderer is awarded with the Contract signing rights, Contract will be concluded for the total contract price 80 000,00 EUR (eighty thousand euros, 00 cents), excluding VAT, and this value shall not be exceeded.
- 2) confirms that the discount is proposed, and this discount will be applied throughout all duration of the contract and for every order;
- 3) confirms that it understands that during the contract fulfilment orders will be made on demand basis by selecting and ordering respective goods from the Catalogue publicly available in the Tenderers indicated website (Hyperlink) in the internet for the prices indicated in the Catalogue on the respective ordering day and in addition by applying Tenderers proposed discount;
- 4) confirms that it understands that total proposed contract price with discount will be used only for comparison of the proposals and selection of the economically most advantageous proposal with the lowest proposed price;
- 5) confirms that while preparing its Financial proposal, all rules of Section 11 of the Regulations are considered and accepted;
- 6) understands and confirms that Annex No 8.1 "Technical – Detailed Financial proposal" is integral and binding part of this Annex No 7.1 "Financial proposal for Part No.1".

**\* Total proposed contract price with discount for all Groups together, EUR (excluding VAT) will be used only for comparison of the proposals and selection of the economically most advantageous proposal with the lowest proposed price.**

Signature: \_\_\_\_\_

Date: [date of signing]

Name: [name of the representative of the Tenderer]

Position: [position of the representative of the Tenderer]



## ANNEX NO 7.2: FINANCIAL PROPOSAL FOR PART NO.2

**FINANCIAL PROPOSAL IN THE OPEN COMPETITION "SUPPLY OF OFFICE GOODS, FULL-SERVICE RENTAL OF COFFEE MACHINES AND RELATED SUPPLIES FOR RB RAIL AS IN LATVIA, LITHUANIA AND ESTONIA" (IDENTIFICATION NO RBR 2020/6)**

**For procurement Part No.2 „Full-service rental of coffee machines and related supplies for RB Rail AS in Latvia, Lithuania and Estonia“:**

The Tenderer [\_\_\_\_\_ *name of the Tenderer*] offers to provide full-service rental of coffee machines and to deliver related supplies in accordance with all rules of Regulations and all its Annexes.

<b>Total proposed contract price for Group No 1 and Group No 2 together, EUR (excluding VAT)*:</b>	
--	--

**By submitting its Financial proposal, the Tenderer:**

- 1) confirms that it understands that in case the Tenderer is awarded with the Contract signing rights, Contract will be concluded for the total contract price 42 000,00 EUR (forty-two thousand euros, 00 cents) excl. VAT and this value shall not be exceeded.
- 2) confirms that it understands that during the contract fulfilment orders will be made based on Contracting Authority's actual need and for the price per unit indicated in the Tenderer's Technical – Detailed Financial proposal.
- 3) confirms that it understands that total proposed contract price for Group No 1 and Group No 2 together, EUR (excluding VAT) will be used only for comparison of the proposals and selection of the economically most advantageous proposal with the lowest proposed price.
- 4) confirms that while preparing its Financial proposal, all rules of Section 11 of the Regulations are considered and accepted.
- 5) understands and confirms that Annex No 8.2 "Technical – Detailed Financial proposal" is integral and binding part of this Annex No 7.2 "Financial proposal for Part No.2".

***\* Total proposed contract price for Group No 1 and Group No 2 together, EUR (excluding VAT) will be used only for comparison of the proposals and selection of the economically most advantageous proposal with the lowest proposed price.***

Signature: \_\_\_\_\_

Date: [date of signing]

Name: [name of the representative of the Tenderer]

Position: [position of the representative of the Tenderer]

## **ANNEX NO 8.1: TECHNICAL – DETAILED FINANCIAL PROPOSAL FOR PART NO.1**

**PLEASE REFER TO SEPARATE MICROSOFT EXCEL FILE ATTACHED TO THE OPEN COMPETITION “SUPPLY OF OFFICE GOODS, FULL-SERVICE RENTAL OF COFFEE MACHINES AND RELATED SUPPLIES FOR RB RAIL AS IN LATVIA, LITHUANIA AND ESTONIA” (IDENTIFICATION NO RBR 2020/6) REGULATIONS**

## ANNEX NO 8.2: TECHNICAL – DETAILED FINANCIAL PROPOSAL FOR PART NO.2

PLEASE REFER TO SEPARATE MICROSOFT EXCEL FILE ATTACHED TO THE OPEN COMPETITION “SUPPLY OF OFFICE GOODS, FULL-SERVICE RENTAL OF COFFEE MACHINES AND RELATED SUPPLIES FOR RB RAIL AS IN LATVIA, LITHUANIA AND ESTONIA” (IDENTIFICATION NO RBR 2020/6) REGULATIONS

## ANNEX NO 9.1: DRAFT CONTRACT FOR THE PART NO 1

PLEASE REFER TO SEPARATE FILE (PDF FORMAT) ATTACHED TO THE OPEN COMPETITION "SUPPLY OF OFFICE GOODS, FULL-SERVICE RENTAL OF COFFEE MACHINES AND RELATED SUPPLIES FOR RB RAIL AS IN LATVIA, LITHUANIA AND ESTONIA" (IDENTIFICATION NO RBR 2020/6) REGULATIONS

## ANNEX NO 9.2: DRAFT CONTRACT FOR THE PART NO 2

PLEASE REFER TO SEPARATE FILE (PDF FORMAT) ATTACHED TO THE OPEN COMPETITION "SUPPLY OF OFFICE GOODS, FULL-SERVICE RENTAL OF COFFEE MACHINES AND RELATED SUPPLIES FOR RB RAIL AS IN LATVIA, LITHUANIA AND ESTONIA" (IDENTIFICATION NO RBR 2020/6) REGULATIONS