

Riga

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Our Ref: 1.13p/LV-2022-241

Electronic Procurement System

**Answers to questions from interested suppliers
in the competitive procedure with negotiation
"Provision, Implementation and customization
of Electronic Document Management System (EDMS)",
identification number RBR 2022/12**

RB Rail AS Procurement Commission presents following answers to the questions received from interested suppliers till 20 July 2022:

Nr.	Question	Answer
1.	For a company that already works with IT security standards, and has already planned/scheduled the ISO 27000 certification audit to the next months, is it possible to submit the certificate during the negotiation phase? Or, is the ISO 27000 certificate mandatory at the tender submission date?	<p>Procurement Commission clarifies that according to the Clause 5.4. of the Candidate Selection Regulations, Candidate shall have information security management system that complies with ISO 27001:2013 standard or equivalent or Candidate implements equal quality management measures.</p> <p>Please note that Clause 5.4. of the Regulations stipulates: a copy of ISO 27001:2013 certificate or equivalent must be submitted.</p> <p>Please also note that in accordance with Article 47, Paragraph One of the Public Procurement Law of Republic of Latvia and Clause 5.4. of the Regulations, if the Candidate is unable to obtain the certificate before the day of submission of the Application <u>due to reasons beyond the Candidate's control</u>, then self-declaration and description of the performance of equal quality assurance measures and evidence that the proposed quality assurance measures comply with ISO 27001:2013 requirements must be submitted, and Procurement Commission will assess justification on reasons why Candidate was not able to obtain the certificate.</p> <p>Additionally, according to Clause 9.3.2. of the Regulations, an information and documents confirming compliance with the selection criteria (Annex No 3 – 5 and other documents stipulated in the Section 5 of the Regulation) or the</p>

		corresponding ESPD shall be submitted together with the Application at the First Stage of the Competition.
2.	Regarding the CRM, are you looking for a complete CRM tool with all features as in top CRM players in the market? In case not, can you kindly describe the main features are you looking for in your CRM activities?	Procurement Commission kindly explains that First Stage of the Competition is qualification stage, so Annex No 2 "General description of the subject matter" of the Candidate Selection Regulations consists of informative part regarding subject matter and procurement scope. Please be aware that detailed Technical Specification, including desired functional requirements for each module/workflow will be provided for selected candidates in the Second Stage of the Competition.
3.	<p>Would it be possible if you could share more information on your desired workflows for the following points</p> <ul style="list-style-type: none"> • Supply/Order Management Application (Framework agreement management) • Contract Management • Procurement Management • Correspondence Management <p>Also listed within System Modules was CRM. Will we still be able to submit, if we are missing some of the desired System Modules?</p> <p>For any desired 'out of the box' functionality we are missing, we can still connect that data to our system by the use of our industry leading integration capabilities.</p>	<p>Please refer to the answer given above in the Clause 2 of this letter.</p> <p>Please be kindly informed that all minimum requirements which will be set out in the Technical Specification shall be met to consider bid as compliant. Procurement Commission will assess each proposal in line with Regulations during the evaluation in the Second Stage of the Competition.</p>
4.	<p>We are preparing our submission to Rail Baltica and are going to provide a filled in ESPD and we will make available any evidence documents once we qualify further and/or such are requested by Rail Baltica at a later stage</p> <p>We will limit ourselves to saying "Yes" in Section IV in accordance with instructions in point 5.10.1 We are going to fill in Annex 4 as stipulated in 5.3 Technical and professional ability; we would like clarity on the following:</p> <ul style="list-style-type: none"> - Are copies of references or similar documents from respective clients indicated in Annex 4 to be submitted already now? Or; - Are copies of references or similar documents from respective clients indicated in Annex 4 to be submitted once we qualify further and/or such are requested by Rail Baltica at a later stage <p>In case we are to provide copies of references or similar documents in our submission now, we would like clarity on the following:</p>	<p>Please be kindly informed that Candidate is entitled to submit the European Single Procurement Document (<i>for each person upon whose capabilities the Candidate relies/each member of the partnership</i>) as the initial evidence. In such case Procurement Commission will request to submit evidence documents confirming the compliance with the qualification requirements stipulated in the Section 5 of the Candidate Selection Regulations (e.g. copies of references or similar documents from respective clients) after Application opening, but before taking the decision on the results of the selected candidates in the First Stage of Competition.</p> <p>Procurement Commission confirms that Client's reference or similar documents may be signed by electronic signature.</p> <p>Please note that in case it is not possible to submit Client's reference, Candidate may submit other evidence documents, such as copy of the contract and delivery-acceptance deed, etc. which clearly indicates delivery and acceptance of the EDMS, including implementation and customization services.</p> <p>Application may contain original documents and derivatives (e.g. scanned copies). Correctness of all</p>

	<ul style="list-style-type: none"> - If we choose our own format, not abiding by th guidelines in Annex 5, is there still a requirement for the copies of references or similar documents be signed by the client and if so, would a digital signature suffice? - Considering the potential requirement for signature coupled with the summer holiday season, could an extension to the deadline be provided? - If no extension to the deadline can be provided, would it be acceptable those documents to be submitted at a later stage provided we have submitted all other required documents within the timelines specified? 	<p>copies may be approved with one certification by legal representative of the Candidate who signs Application with electronic/E-tenders system's signature. Practically it means, that it is not needed to certify each copy of the document included in the Application separately, but correctness of all copies included in Application may be certified together.</p>
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Sincerely,

Procurement commission chairperson / secretary

A. Gudrenika

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