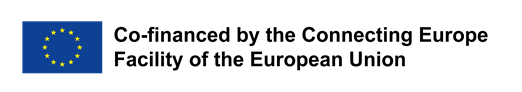
Annex No 1:

**TECHNICAL SPECIFICATION**

**“Procurement and Commercial support services” (PCSF)**



Riga

2022

1. Introduction OF 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 railway system is incompatible with the 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 aforementioned 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.

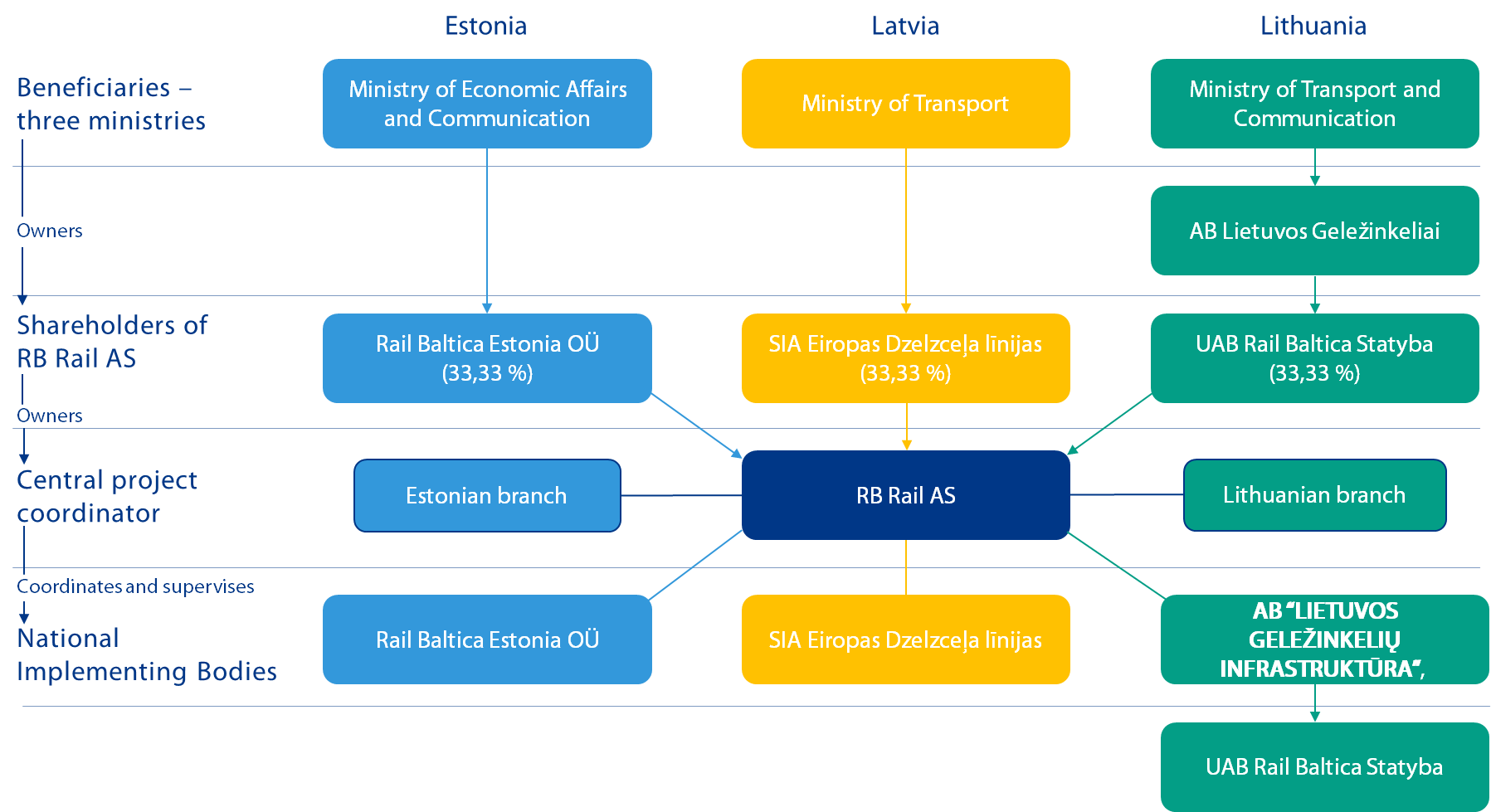
The ambitions of the Rail Baltica Global Project (the Global Project) are:

* to become a powerful catalyst for sustainable economic growth in the Baltic countries;
* to set a new standard for 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 digitalisation and innovation;
* completion of Baltic integration into 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 shall 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 shall 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 Company RB Rail AS (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 the governments of Estonia, Latvia and Lithuania (represented by the ministries in charge of transport policy) have applied for the CEF co-financing in 2014, 2015 2016, 2019, 2020, 2021, 2022 (eight applications in total). The applications were successful and INEA/CINEA grants are available to support the Global Project expenses. There will be more applications in upcoming years.

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 249 km/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 870 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/>.

1. SCOPE OF THE SERVICES and service coverage

RB Rail AS (the Company) seeks for the support from Commercial and Procurement service providers (Suppliers) to receive independent professional expert opinion/advice and support services in relation with its current and/or future activities, including, *inter alia*, the preparation of procurement related documentation, commercial documentation, pricing approaches, procurement and related commercial strategy formulation, supply chain management planning and implementation support, contract implementation support ( including post contract support periods), procurement and related contract implementation best practice analysis and improvement etc, as well as support in planning, managing, implementing and monitoring procurement procedures for the Global Project at any or all stages of its procurement implementation, as well as peak time additional resource deployment support that may be required.

Through procurement, the Company shall have established a list of experienced service providers, for the framework agreement (FA), who shall be available on an on-demand basis throughout the period of validity of the FA for the provision of the Procurement and Commercial Services in various fields.

The Company expects the availability of the support from the Suppliers for the Rail Baltica Global Project, throughout the implementation of the FA, involving them in various tasks, noting the following list of Lots with indicative list of service areas, *inter alia*, that would be expected from the Service Provider, as well as the maximum number of Suppliers that will be chosen for each Lot. To carry out the entrusted tasks, the Company will need support from the Suppliers covering the following fields of expertise grouped to form the corresponding lots that are separate packages as part of the FA:

* 1. **INTERNATIONAL PROCUREMENT SUPPORT**

|  |  |  |  |
| --- | --- | --- | --- |
| **Lot Nr.** | **Lot Title** | **Maximum Number of Suppliers to be Selected for the Lot** | **Cooperation Approach** |
| **1** | **INTERNATIONAL PROCUREMENT SUPPORT SERVICES** | 2 (two) | Strategic international partners in procurement best practice development for the Rail Baltica project |
| Needed expertise layout | | | Senior specialist level | |
| **Lot Description** | | | | |
| 1. Evaluation of procurement related risks, mitigation measures, procurement risk management; | | | | |
| 1. Developing requirements for market research, market evaluation, market sensitivity analysis; | | | | |
| 1. Market research, market evaluation, market sensitivity analysis (international market (outside the Baltic`s) and best practices); | | | | |
| 1. Procurement resource planning; | | | | |
| 1. Procurement planning support/consultancy; Procurement time schedule planning - Consultancy, support and international best practice advice (incl. qualitative, sustainability, green initiative related, force majeure and other aspects); | | | | |
| 1. Tender evaluation methodology development support/consultancy, including international best practices (outside the Baltic`s) and pro-active positive impact development consultancy; | | | | |
| 1. Tender evaluation consultancy/support (incl. other process steps); | | | | |
| 1. Analysis of implemented procurement practices and processes, and improvement planning; | | | | |
| 1. Advice on procurement tools, KPIs and supply related analysis (including, *inter alia*, criticality of supply); | | | | |
| 1. Analysis of possible synergies in procurement and assistance with their implementation; | | | | |
| 1. Standardisation and templates of procurement activities and purchasing; | | | | |
| 1. Stakeholder management in relation with procurement activities, including (pre-) consultation on procurement matters to internal and/or external stakeholders; | | | | |
| 1. Procurement improvement review of procurement documentation (international and best practice application perspective); | | | | |
| 1. Review and evaluation of technical work scopes and contract documentation from the procurement perspective, improving consistency of approach and avoiding pitfalls; Review of Technical Specification wording consistency and improvement proposals, from the procurement perspective, review for avoiding over-specification, unclarities etc. | | | | |
| 1. Whole life costing proposals and input for the procurement stage (procurement requirements – what elements and how to take into account when choosing the most appropriate contracting parties); | | | | |
| 1. Ethical and sustainable procurement consultancy, including bid rigging avoidance and mitigation advice; | | | | |
| 1. Procurement awareness training (international and best practice); | | | | |
| 1. Procurement/tendering advice for business planning and project strategy planning; | | | | |
| 1. Procurement strategy development support/consultancy; Consultancy support for pre- and post- procurement interfaces to enable consistency of strategy delivery and improving awareness for interfacing departments of available implementation tools procured; | | | | |
| 1. Procurement policy and process mapping, review, improvements; Procurement change management. | | | | |
| 1. Review of and improvement support/consultancy for procurement information flow; 2. Input into procurement practice/policy and improvements, including (inter alia) estimating principles' input into procurement strategy development; | | | | |
| 1. Advice on how to package procurement requirements – for example, feedback from the perspective of the best international procurement practice in relation with the feasibility of the intended procurement package, what options to use, how to undertake consecutive and/or connected tenders, what to consider for consolidation or allowing for alternatives/options, etc; | | | | |
| 1. Procurement category management topics; | | | | |
| 1. Supplier negotiations – advice, support, input for planning, setting up and undertaking negotiations with suppliers/tenderers; | | | | |
| 1. Demand (& spend) analysis; | | | | |
| 1. Conflict avoidance and development / implementation of conflict avoidance principles through procurement - review of procurement policy, practice and documentation to provide feedback and advice and/or proposals in relation with possible future conflicts with the suppliers/contractors that could emerge and that could be avoided by improvement implementation, with the aim to pre-resolve and avoid potential conflicts for streamlined procurement management and subsequent unhindered implementation; | | | | |
| 1. Procurement opportunity analysis/benchmarking practises, incl. public-private partnership models; 2. Closing the procurement and systematic lesson learned tips collection. | | | | |

* 1. **PROCUREMENT SUPPORT IN ESTONIA**

|  |  |  |  |
| --- | --- | --- | --- |
| **Lot Nr.** | **Lot Title** | **Maximum Number of Suppliers to be Selected for the Lot** | **Cooperation Approach** |
| **2** | **PROCUREMENT SUPPORT SERVICES IN ESTONIA** | 2 (two) | Mini-tenders or direct award among selected key suppliers |
| **Lot Description**  NATIONAL PROCUREMENT PRACTICE EXPERTISE AND SUPPORT IN ESTONIA | | | |
| **Needed expertise layout** | | Junior specialist level | Senior specialist level |
| * 1. Procurement administrative support (including, *inter alia*, tender evaluation and process management support) and Procurement Specialist support in line with respective national (Estonian) procurement law | | + | + |
| * 1. Managing procurement procedures, including preparation of minutes of the meetings; | | + | + |
| * 1. Compilation/development of tender documentation (including development of contract award criteria and evaluation methodology, requirements (subject) for negotiations, as well as support during negotiations, in line with applicable legislation etc.); | | + | + |
| * 1. Market research & evaluation, market sensitivity analysis (local market); | | + | + |
| * 1. Procurement time schedule planning - local practice application review; | | + | + |
| * 1. Procurement improvement review of procurement documentation (local practice perspective); | | - | + |
| * 1. Support during the procurement (e.g., during the questions and answers sessions); | | + | + |
| * 1. Peer review of the following, including review of improvement proposals, from the local procurement practice perspective for: - evaluation of planned tender strategy methodology;   - support setting and evaluating the procurement qualification requirements and exclusion grounds, based national legislation and Company purposes - tender evaluation; - possible proposed synergies (and their application) in procurement - procurement information flow; - packaging procurement requirements – for example, feedback from the perspective of the national applicable procurement law in relation with the feasibility of the intended procurement package to be consolidated or split into lots or allowing for alternatives/options, etc; - technical specification wording consistency, avoiding over-specification, unclarities etc - procurement activities’ and purchasing standardisation proposals - improving consistency of approach of technical work scopes and contract documentation - conflict avoidance – review of procurement package documentation to provide feedback and advice and/or amendment proposals in relation with possible future conflicts with the supplier/contractor that could otherwise emerge or result from the unclear/vague wording, structure or procurement mechanisms applied. | | - | + |
| * 1. Procurement closing and lesson learned procedures/documents | | - | + |
| * 1. Other specific tasks ordered in connection with any of the above stated aspects; | | + | + |
| * 1. Procurement awareness training (local practice aspects). | | - | + |
| * 1. Checking compliance of tender documentation with Rail Baltica governance and local regulations and guidelines | | + | + |

* 1. **PROCUREMENT SUPPORT IN LATVIA**

|  |  |  |  |
| --- | --- | --- | --- |
| **Lot Nr.** | **Lot Title** | **Maximum Number of Suppliers to be Selected for the Lot** | **Cooperation Approach** |
| **3** | **PROCUREMENT SUPPORT SERVICES IN LATVIA** | 2 ( two) | Mini-tenders or direct award among selected key suppliers |
| **Lot Description**  NATIONAL PROCUREMENT PRACTICE EXPERTISE AND SUPPORT IN LATVIA | | | |
| **Needed expertise layout** | | Junior specialist level | Senior specialist level |
| * 1. Procurement administrative support (including, inter alia, tender evaluation and process management support) and Procurement Specialist support in line with respective national (Latvian) procurement law | | + | + |
| * 1. Managing procurement procedures, including preparation of minutes of the meetings; | | + | +- |
| * 1. Compilation/development of tender documentation (including development of contract award criteria and evaluation methodology, requirements (subject) for negotiations, as well as support during negotiations, in line with applicable legislation etc.); | | + | + |
| * 1. Market research & evaluation, market sensitivity analysis (local market); | | + | + |
| * 1. Procurement time schedule planning - local practice application review; | | + | + |
| * 1. Procurement improvement review of procurement documentation (local practice perspective); | | - | + |
| * 1. Support during the procurement (e.g., during the questions and answers sessions); | | + | + |
| * 1. Peer review of the following, including review of improvement proposals, from the local procurement practice perspective for: - evaluation of planned tender strategy methodology.   - support setting and evaluating the procurement qualification requirements and exclusion grounds based national legislation and Company purposes - tender evaluation; - possible proposed synergies (and their application) in procurement - procurement information flow; - packaging procurement requirements – for example, feedback from the perspective of the national applicable procurement law in relation with the feasibility of the intended procurement package to be consolidated or split into lots or allowing for alternatives/options, etc; - technical specification wording consistency, avoiding over-specification, unclarities etc - procurement activities’ and purchasing standardisation proposals - improving consistency of approach of technical work scopes and contract documentation - conflict avoidance – review of procurement package documentation to provide feedback and advice and/or amendment proposals in relation with possible future conflicts with the supplier/contractor that could otherwise emerge or result from the unclear/vague wording, structure or procurement mechanisms applied. | | - | + |
| * 1. Procurement closing and lesson learned procedures/documents | | - | + |
| * 1. Other specific tasks ordered in connection with any of the above stated aspects; | | + | + |
| * 1. Procurement awareness training (local practice aspects). | | - | + |
| * 1. Checking compliance of tender documentation with Rail Baltica governance and local regulations and guidelines | | + | -+ |

* 1. **PROCUREMENT SUPPORT IN LITHUANIA**

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| --- | --- | --- | --- |
| **Lot Nr.** | **Lot Title** | **Maximum Number of Suppliers to be Selected for the Lot** | **Cooperation Approach** |
| **4** | **PROCUREMENT SUPPORT SERVICES IN LITHUANIA** | 2 (two) | Mini-tenders or direct award among selected key suppliers |
| **Lot Description**  NATIONAL PROCUREMENT PRACTICE EXPERTISE AND SUPPORT IN LITHUANIA | | | |
| **Needed expertise layout** | | Junior specialist level | Senior specialist level |
| * 1. Procurement administrative support (including, inter alia, tender evaluation and process management support) and Procurement Specialist support in line with respective national (Lithuanian) procurement law | | + | + |
| * 1. Managing procurement procedures, including preparation of minutes of the meetings; | | + | +- |
| * 1. Compilation/development of tender documentation (including development of contract award criteria and evaluation methodology, requirements (subject) for negotiations, as well as support during negotiations, in line with applicable legislation etc.); | | + | + |
| * 1. Market research & evaluation, market sensitivity analysis (local market); | | + | + |
| * 1. Procurement time schedule planning - local practice application review; | | -+ | + |
| * 1. Procurement improvement review of procurement documentation (local practice perspective); | | - | + |
| * 1. Support during the procurement (e.g., during the questions and answers sessions); | | + | + |
| * 1. Peer review of the following, including review of improvement proposals, from the local procurement practice perspective for: - evaluation of planned tender strategy methodology;   - support setting and evaluating the procurement qualification requirements and exclusion grounds based national legislation and Company purposes - tender evaluation; - possible proposed synergies (and their application) in procurement; - procurement information flow; - packaging procurement requirements – for example, feedback from the perspective of the national applicable procurement law in relation with the feasibility of the intended procurement package to be consolidated or split into lots or allowing for alternatives/options, etc; - technical specification wording consistency, avoiding over-specification, unclarities etc - procurement activities’ and purchasing standardisation proposals - improving consistency of approach of technical work scopes and contract documentation - conflict avoidance – review of procurement package documentation to provide feedback and advice and/or amendment proposals in relation with possible future conflicts with the supplier/contractor that could otherwise emerge or result from the unclear/vague wording, structure or procurement mechanisms applied. | | - | + |
| * 1. Procurement closing and lesson learned procedures/documents | | - | + |
| * 1. Other specific tasks ordered in connection with any of the above stated aspects; | | + | + |
| * 1. Procurement awareness training (local practice aspects). | | - | + |
| * 1. Checking compliance of tender documentation with Rail Baltica governance and local regulations and guidelines | | + | -+ |

* 1. **CONTRACT IMPLEMENTATION SUPPORT**

|  |  |  |  |
| --- | --- | --- | --- |
| **Lot Nr.** | **Lot Title** | **Maximum Number of Suppliers to be Selected for the Lot** | **Cooperation Approach** |
| **5** | **CONTRACT IMPLEMENTATION SUPPORT SERVICES** | 3 (three) | Direct award or Mini tenders among selected key suppliers |
| Needed expertise layout |  |  | Senior specialist level and Junior expertise level |
| **Lot Description** | | | | |
| 1. Contract (all types) implementation consultancy (incl. with respect to amendments from substance and commercial point of view) (excluding legal advisory); | | | | |
| 1. Commercial knowledge and expertise input for procurement document and/or contract requirements' development, pricing documentation (input/support/consultancy for setting of appropriate commercial and pricing models for procurement and contracting) and procurement package option/strategy development; input into the development of procurement requirements; | | | | |
| 1. Evaluation of procurement related commercial / contract implementation risks, mitigation measures; | | | | |
| 1. Review and input from commercial management / contract implementation risk assessment perspective; | | | | |
| 1. Tender evaluation - pricing and commercial aspects; | | | | |
| 1. Commercial knowledge, expertise and consultancy input to procurement process and consulting procurement commission(s) as expert on commercial / contract implementation matters; | | | | |
|  | | | | |
| 1. Stakeholder management in relation with commercial / contract management activities, including (pre-)consultation on commercial/pricing aspects and matters to internal and/or external stakeholders; | | | | |
| 1. Commercial improvement review of procurement documentation (technical specifications); | | | | |
|  | | | | |
| 1. Review and assessment of technical work scopes and contract documentation from the commercial perspective, improving consistency of approach; estimating advice, consultancy and input into technical specification and contract documentation development; | | | | |
| 1. Input/support/consultancy for alignment of contractual/commercial strategies with procurement approach; | | | | |
| 1. Support for cost control application in contract implementation and reporting; | | | | |
| 1. Commercial support and advice for supplier negotiations (pre-contract and post-contract) assistance/advisory in defects period of post-contract period;   (for the avoidance of doubt, this Lot does not include or require any legal services). | | | | |

* 1. **SUPPLY CHAIN MANAGEMENT & CONSULTANCY**

|  |  |  |  |
| --- | --- | --- | --- |
| **Lot Nr.** | **Lot Title** | **Maximum Number of Suppliers to be Selected for the Lot** | **Cooperation Approach** |
| **6** | **SUPPLY CHAIN MANAGEMENT & CONSULTANCY SERVICES** | 3 (three) | Direct award or Mini-tenders among selected key suppliers |
| **Lot Description** | | | | |
|  | | | | |
| 1. Supply Chain Risks o Review of supply chain risk (incl. feedback from suppliers / supply chain) o Risk management, mitigation and consultation o Aspects concerning companies on the EU sanctions list | | | | |
| 1. Expectation / Stakeholder management and information flow, including o Contractors, Sub-contractors o Stakeholders & Owners o Assessment and improvement of any concerns related to information flow | | | | |
| Supply chain analysis & synergies o Changes in the supply chain o Changes in market conditions o Improvement of requirements in light of supply chain management and improvements for supply/supplier management practice o Latest developments in possible substitutions to technology and solutions available (including limitations) in key supply/technology areas o Input into planning and analysis of work packaging o Analysis of possible synergies, incl. possibilities for sub-contract consolidation and assistance with their implementation o Supply chain view and input for category management approach continuous development o Whole life costing input in relation with supply chain management and market possibilities o Benefit realisation | | | | |
| 1. Incentivisation of Supply Chain additional value generation | | | | |
| 1. Supply chain strategy development, ensuring that the following are addressed: o Supply criticality o Whole life costing o Leverage | | | | |
| 1. Aligning supplier relationship principles with contracting principles | | | | |
| 1. Sustainability of supply base and sustainability requirement development o Sustainability of supply on the market o Sustainability of suppliers (especially key/critical suppliers) | | | | |
| 1. Material demand planning models/material supply forecasting during construction phase. Implementation methods of continuous material flow.  Advice and support for contract management on supply chain aspects | | | | |
| 1. Supply Management Requirement development and consultancy support o Logistics o Tracking and management of Supplies o Quality, Testing & Certification o Delivery/order management o Specific production requirements o Returns & Defects management principles o Continuous feedback to/from suppliers o Development of requirements for future operational phase o control tower’ approach – logistics coordination element (setting main requirements) 2. o Supply Chain Management input into procurement strategy development | | | | |
| 1. Consultancy on Local market vs international market optimum/balanced utilisation, capability & capacity (incl. continuity for future opportunities) | | | | |
| 1. Innovation aspects in the supply material chains o Efficiency o green technology (e.g., low impact construction) o Improved sustainability of plant o Technology & IT (e.g. driverless vehicles) 2. Digitalisation 3. other aspects related to specific field. | | | | |
|  | | | | |

Please note, that particular assignment description should be more precise as Lot description

Supplier should note that the specific requirements for expert teams (junior or senior expertise levels) and services to be provided and will be described more precisely before launching mini-tendering or direct award process, in the particular mini-tender or direct award request.

The requirements of Public Procurement Law of the Republic of Latvia and the draft Framework agreement conditions will be adhered to in the preparation of particular orders and setting of the requirements for experts to fulfil the task.

1. **Implementation of Assegment orders and communication with Company**

The selected Service providers at any time may be invited to submit a proposal for the provision of services. The process how Service providers are selected to perform the specific task is described in the Framework agreement **Section 4**.

**Place of Performance of services.**

It is assumed that the Service provider’s expert team carries out its duties for a specific task within each individual part of the procurement either remotely at the premises of the company or at the location of the Rail Baltica project -Riga, Tallinn or Vilnius.

In expert (Senior and Junior level) rates, Service provider should include all costs related to performance of the expert team (Senior level and Junior level), as well as meet the requirements of the tasks, **ensuring separate time records**, where the same expert works on a number of tasks or in separate lots at the same time period. Service provider should take into account, that some assignment could require knowledge and understanding of local Regulations and documents, by meaning knowing local language. In these cases, it’s assumed, that Service provider will include in the hourly rate also translation services needed for performance of assignment.

Company reserves the right to request the Service provider to replace a team member in case of any of the following reasons:

* repeated careless performance of duties;
* incompetence or negligence;
* non-fulfilment of obligations or duties stipulated in the Framework agreement.
* poor knowledge (unsatisfactory presentation, writing, communication skills in English);
* termination of employment relations or cooperation agreement with the Service provider.

The Service provider shall ensure necessary effort, means, resources and personnel required for the successful provision of services.

The Service provider shall be responsible for ensuring that its experts included in service contract are available throughout the service provision period.

The Service provider must keep records and other supporting documentation (original supporting documents) as evidence that the Contract is performed correctly, and the expenses were actually incurred. These must be available for review upon the request of Company.

The Service provider shall carry out the tasks, prepare and provide all documents, reports, minutes of the meetings and any other information material required for the provision of the services.

During the implementation of services, the Service provider shall identify possible risks at early stage and propose a mitigation measures in Assignment order to successfully deliver services on time.

As a part of services, the Service provider shall prepare information material in a fully comprehensive and understandable way, by providing explicit and full source details (initial information, evidence etc.) used for the analysis and provision of services.

As a part of services, the Service provider shall take part at the meetings, assist in meetings preparation, forums, discussions, etc. organised by the Company or where the Company shall take part. Meetings could be organized in person or online.

When necessary, the Service provider shall prepare informative materials or work report presentations to be presented to these meetings, Service provider should be ready to represent the Company’s opinion in the meetings, if needed.

1. **OBLIGATIONS and responsibilities OF service providers**

It is assumed by the Company, that Expert service provider:

* 1. ensures high level expert team availability on demand basis and ensure high quality service outcome in all service lots applicable to the Tenderers proposal.
  2. proposes an optimum structure for the Project Team, based on the Services Requested in the terms of reference, and where possible propose a core team with cross-functional roles.
  3. Performs the Assignments in compliance with its provisions and all legal obligations under applicable EU, international and national law within the set deadlines and to the highest professional, diligence and ethical standards and be fully independent.
  4. prepare detailed proposal for services to be provided. The proposal includes Team of experts arranged for the services (CV etc. documentation), graphical representation of main Services milestones and deadlines of deliverables as required in particular Assignment order and taking into account these Technical specifications. Service provision programme shall cover possible risks for implementation and mitigation measures to avoid those risks in Assignment order to complete the Service on time.
  5. shall make its own arrangements for office facilities, personal computers and other facilities of appropriate performance and security standard for service provision
  6. shall ensure that its team members (experts etc.) involved in service provision are adequately supported and equipped. In particular, the Service provider shall ensure that there is enough administrative, secretarial and interpreting provision to enable team members to concentrate on their primary responsibilities. The Service provider must also transfer funds as necessary to support its activities under the Contract and ensure that his employees are paid regularly and in a timely manner. Costs for administration of service contract and office operation including telecommunication costs shall be included.
  7. Expert service provider rejects the proposed Assignment order if he recognizes the possibility of conflict of interest.

All deliverables, unless specifically stated otherwise, shall be in a written from or served as mutual advice according to specific commissions let under each Lot, and as per the order described in the draft Framework Agreement.

During the implementation of the Framework Agreement in each Lot, the Company has the rights to order on demand-basis a part or all services specified here, in this Technical specification and as per the order described in the draft Framework Agreement.

1. **REIMBURSEMENT OF EXPENSES**
   1. **TRAVEL EXPENSES**

In case the Company for the implementation of a particular Assignment order requires an expert to travel from his/her place of residence or Service provider’s office (whatever is applicable) for more than 200 km one way, the Company shall reimburse incurred travel[[1]](#footnote-2) expenses and accommodation allowance and daily allowance (only when the implementation of the Assignment requires overnight stay) for every Expert included in a particular Assignment order.

For the implementation of an Assignment order where traveling is included, the Expert shall ensure average level economical travel and accommodation expenses.

The following travel expenses are subject to reimbursement:

* Bus travel - for a distance of less than 400 km one way;
* Second-class rail travel - for a distance of less than 400 km one way;
* Economy class air travel - for a distance of more than 400 km one way;
* A travel expense (a return ticket) shall not exceed 500 EUR. Travel expense exceeding 500 EUR on return ticket will be reimbursed at 500 EUR max.

Accommodation allowance limit is 120 EUR/per day.

Daily allowance (covers expenditures for meals, local transport etc) limit is 40 EUR/per day.

The Company does not reimburse other expenditures or that exceed the limits set above.

All other costs related to delivery of Assignment order shall be included in hourly rate.

* 1. **TRANSLATION EXPENSES**

In case the Company for the implementation of a particular Assignment order requires translation services in the local languages – Lithuanian, Latvian or Estonian, the Company shall reimburse incurred translation service. It is expected that translation service is provided by certified translator ensuring high quality of technical and commercial, as well as legal translations. Only translations certified by the translation bureau should be approved as reimbursed expenses.

1. The point of departure shall be limited to the location in Europe. [↑](#footnote-ref-2)