

Riga

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Our Ref: 1.13p/LV-2022-424

## Electronic Procurement System

**Answers to the questions from the interested supplier  
in competitive procedure with negotiations  
"IT Architecture Development Strategy"  
ID. No RBR 2022/24**

RB Rail AS presents the following answer to the question received on 14 December 2022 from the interested supplier:

No	Question	Answer
	<p>Can you please confirm if the following documents need to be signed as part of the submission?</p> <ul style="list-style-type: none"> <li>• Annex No 3_Confirmation of financial standing</li> <li>• Annex no 4_DESCRIPTION OF THE CANDIDATE'S EXPERIENCE FOR THE COMPETITION</li> </ul> <p>Or if the 'Annex No 1_Application' is the only document which needs to be signed?</p>	<p>Procurement commission clarifies that Annex No 1 "Application for participation in the Competition" is <b>not</b> the only document which needs to be signed.</p> <p>According to Clause 9.2.2. of the regulations <b>whole documents included in the Application</b> (please see the Clause 9.3. of the regulations in which are stated the documents that shall be included in the Application) must be signed as follows:</p> <ol style="list-style-type: none"> <li>1) <b><u>each document signed separately with a secure electronic signature and timestamp</u></b> by an authorised person, (in this case should be included its authorisation document (e.g., power of attorney) expressis verbis stating the authorisations to sign, submit and otherwise manage the documents);</li> </ol> <p>or</p> <ol style="list-style-type: none"> <li>2) <b><u>all documents included in the Application signed together</u></b> by authorised person with a secure electronic signature and timestamp or with an electronic signature provided by the Electronic Procurement System;</li> </ol> <p>In addition, <b><u>the Application may contain original documents</u></b> - originally signed</p>

		<p>with wet signature. These documents must be included in the Application as derivative (e.g., copy) (in this case the derivative to have a legal force should be drawn up according to requirements stipulated in Clause 9.5. of the competitive procedure with negotiations regulations and the Candidate should be ready to submit original document (which have legal force) in the reply to a request of the Procurement commission).</p> <p>Nevertheless, Procurement commission kindly asks potential suppliers to pay attention to Section 9 of the procurement regulations that indicates the information regarding contents and form of the Application.</p>
	<p>If we scan 'wet signed/original signed (with a pen)' documents and upload them onto the EPS as our submission and then courier those same originals to Riga, is this acceptable?</p> <p>Or do we have to submit with electronic e-signatures (i.e., using the DocuSign e-signature tool)?</p>	<p>Procurement commission kindly explains, as referred to mentioned above, <b><u>the Candidate can choose how to sign the Application, considering the above-mentioned ways.</u></b></p> <p><b><u>Yes, the Candidate can submit scanned documents as part of the Application.</u></b> However, there is no need to send original documents via courier to the Procurement commission. Please note, that according to Clause 15.4. of the procurement regulations the Procurement commission has the right to ask the Candidate to submit (show) original documents.</p> <p>In addition, please pay attention that <b>the Application (Documentation package</b> the Candidate submits to participate in the First Stage of the Competition) <b>must be signed by authorised person</b> (in this case should be included its authorisation document (e.g., power of attorney) expressis verbis stating the authorisations to sign, submit and otherwise manage the documents)</p>

Procurement commission chairperson

Ž. Podniece

*THIS DOCUMENT IS SIGNED ELECTRONICALLY WITH A QUALIFIED ELECTRONIC SIGNATURE  
AND CONTAINS A TIME STAMP*