

# Briefing on the submission of the Application for Procurement of IT Architecture Development Strategy, RBR 2022/24



- Description of the published information about the Procurement;
- Registration in the E-Tenders system (available user manuals);
- Introduction to the Qualification stage regulations;
- Procurement Q&A process;
- Submission of the Application;
- FAQ;
- Answers to the questions from the participants.


[www.railbaltica.org/tenders](http://www.railbaltica.org/tenders)



### Tenders

To simplify interaction with potential suppliers, we hereby provide information on the Rail Baltica Global Project procurement in the three Baltic States – Estonia, Latvia and Lithuania. The information published below concerns only open Rail Baltica procurement. To obtain information about closed tenders, please see the website of the relevant national contracting authority. For the closed tenders of RB RAIL AS, go to [Archive](#).

### Contracting Authority

RB Rail AS		Estonia	Latvia	Lithuania	
RB Rail AS					
Procurement ID No.	Title	Announced	Updated	Submission Date	Language
RBR 2022/25	Design and design supervision services for the construction of the new railway line through Kaunas Urban Node	24.11.2022	24.11.2022	16.01.2023	
RBR 2022/24	Competitive procedure with negotiations "IT Architecture Development Strategy"	11.11.2022	29.11.2022	14.12.2022	

## Competitive procedure with negotiations "IT Architecture Development Strategy", RBR 2022/24

Announced: 11.11.2022

Updated: 29.11.2022

Submission Date: 14.12.2022

The Contracting authority joint stock company RB Rail AS, legal address: Satekles str. 2b, Riga, LV-1050, Latvia, announces Competitive procedure with negotiations "IT Architecture Development Strategy".

The identification number of this Competitive procedure with negotiations is RBR 2022/24.

The applicable CPV codes are:

- 1) Main CPV code: 72000000-5 (IT services: consulting, software development, Internet and support);
- 2) Additional CPV codes: 72222000-9 (Information systems or technology planning services). Competitive procedure with negotiations and subject matter is co-financed by Connecting Europe Facility (CEF).

Competitive procedure with negotiations is organized in accordance with the Public Procurement Law of the Republic of Latvia. Competitive procedure with negotiations is carried out using the E-Tenders system (<https://www.eis.gov.lv/EKEIS/Supplier>) which is a subsystem of the Electronic Procurement System.

To apply for this Competitive procedure with negotiations Interested supplier has to register in the E-Tenders system by submitting the Tenderer's Electronic Procurement System registration documents (if the Tenderer is not registered in Electronic Procurement System) to State Regional Development Agency (please see information here: <http://www.railbaltica.org/procurement/e-procurement-system/>).

**Subject matter of Competitive procedure with negotiations**

The subject matter of the Competitive procedure with negotiations is to define the long-term IT Architecture Strategy for Contracting Authority and Rail Baltica project. A general description of the subject matter of the Competitive procedure with negotiations for informative purposes is included in Annex No 2 of the Regulation. A detailed description of the subject matter (Technical Specification) of the Competitive procedure with negotiations will be disclosed to the Candidates who will be selected for submitting a Proposal during the Second Stage of the Competitive procedure with negotiations.

**Availability of the Documents of the Competitive procedure with negotiations**

Regulations of the Competitive procedure with negotiations and all its annexes are available on the E-Tenders system in a profile of publication on the webpage <https://www.eis.gov.lv/EKEIS/Supplier/Procurement/90668> and on the Contracting authority's Internet webpage <http://www.railbaltica.org/tenders/> (see section "Documents of the Competitive procedure with negotiations" below). Regulations of the Competitive procedure with negotiations are available free of charge.

**Submission of Proposals**

Proposals shall be submitted electronically using the tools offered by the E-Tenders system available at <https://www.eis.gov.lv/EKEIS/Supplier/Procurement/90668> by

**14 December 2022 till 15:00 o'clock (Riga time).**

Only Proposals submitted via E-Tenders system will be accepted and evaluated for participation in the Competitive procedure with negotiations.

Any Proposals submitted outside the E-Tenders system will be declared as submitted in a non-compliant manner and will not participate in the procurement procedure.

**Opening of Proposals**

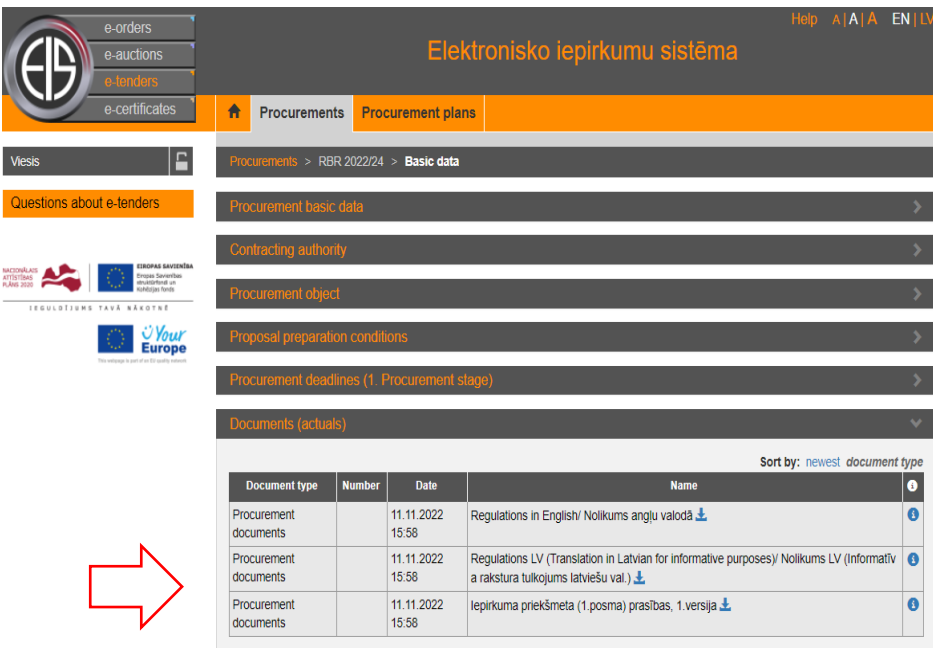
The Proposals will be opened on the E-Tenders system on **14 December 2022 at 15:00 o'clock (Riga time)** during the opening meeting. It is possible to follow the opening of submitted Proposals online on the E-Tenders system.

**Contact person of the Contracting authority**

Procurement Specialist **Zaneta Podniece**, phone: +371 29356405, e-mail address: [zaneta.podniece@railbaltica.org](mailto:zaneta.podniece@railbaltica.org). Documents of Competitive procedure with negotiations (Downloads)

1. "IT Architecture Development Strategy" Regulations in English with annexes ([download](#)).
2. "IT Architecture Development Strategy" Regulations in Latvian with annexes (only for informative reasons) ([download](#)).

<https://www.eis.gov.lv/EKEIS/Supplier>



Elektronisko iepirkumu sistēma

Help | A | A | EN | LV

Procurements | Procurement plans

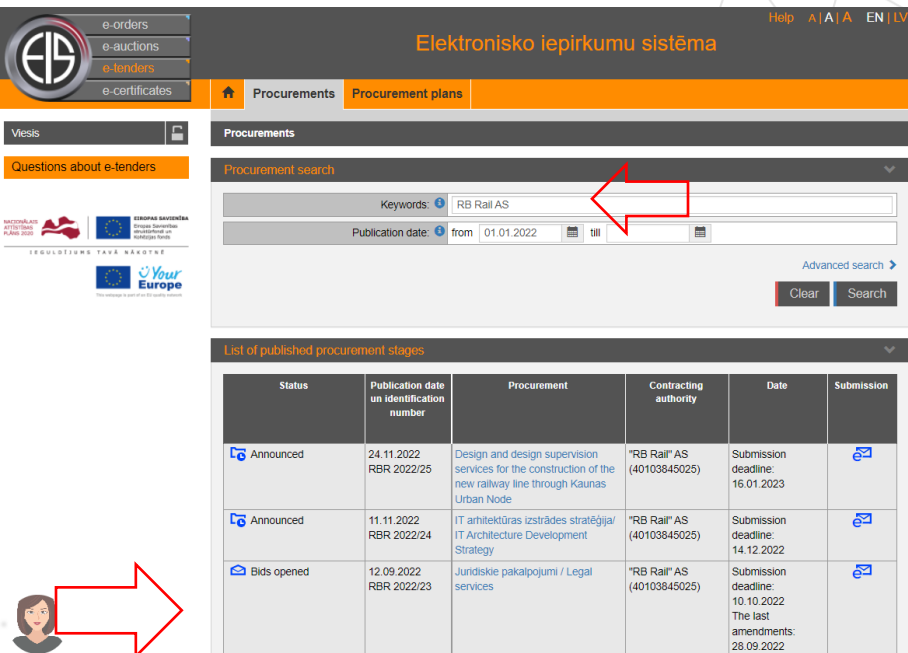
Procurements > RBR 2022/24 > Basic data

Questions about e-tenders

Documents (actuals)

Sort by: newest document type

Document type	Number	Date	Name
Procurement documents		11.11.2022 15:58	Regulations in English/ Nolikums angļu valodā <a href="#">↓</a>
Procurement documents		11.11.2022 15:58	Regulations LV (Translation in Latvian for informative purposes/ Nolikums LV (informatīva rakstura tulkojums latviešu val.) <a href="#">↓</a>
Procurement documents		11.11.2022 15:58	Iepirkuma priekšmeta (1.posma) prasības, 1.versija <a href="#">↓</a>



Elektronisko iepirkumu sistēma

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Procurements | Procurement plans

Procurement search

Keywords: RB Rail AS

Publication date: from 01.01.2022 till

Advanced search

Clear Search

List of published procurement stages

Status	Publication date un identification number	Procurement	Contracting authority	Date	Submission
Announced	24.11.2022 RBR 2022/25	Design and design supervision services for the construction of the new railway line through Kaunas Urban Node	"RB Rail" AS (40103845025)	Submission deadline: 16.01.2023	<a href="#">✉</a>
Announced	11.11.2022 RBR 2022/24	IT arhitektūras izstrādes stratēģija/ IT Architecture Development Strategy	"RB Rail" AS (40103845025)	Submission deadline: 14.12.2022	<a href="#">✉</a>
Bids opened	12.09.2022 RBR 2022/23	Juridiskie pakalpojumi / Legal services	"RB Rail" AS (40103845025)	Submission deadline: 10.10.2022 The last amendments: 28.09.2022	<a href="#">✉</a>

## EPS registration procedure

To register into the EPS, the supplier must fill in and submit the following to the State Regional Development Agency (SRDA):

- EPS user's registration form (signed by the supplier's authorised representative);
- Authorisation to act as administrator within the e-tender system in name of the user (signed by the supplier's authorised representative and the administrator to be authorised, meaning that the authorisation must be confirmed by two persons).

SRDA contacts: <http://www.vraa.gov.lv/en/>

Necessary application forms in English language:

[Authorisation of the Administrator Application Form](#)

[Registration Form](#)

Once the forms have been filled, they must be submitted to SRDA. The forms may be submitted either:

- in print;
- electronically, with a secure e-signature [1], by sending the electronic document to the email address: [pasts@vraa.gov.lv](mailto:pasts@vraa.gov.lv).

After receiving the registration documents, SRDA registers the organisation as an EPS's member and creates a user with an assigned role supplier administrator. The supplier administrator receives an e-mail with the system's access data – a username, password and a code card.

**Detailed manual on how to use the e-tender sub-system can be found [here](#).**

**General questions on How to use e-tender subsystem can be found [here](#).**

**Use of European Single Procurement Document (ESPD) in e-tender sub-system can be found [here](#).**



The screenshot shows the Rail Baltica website with the following content:

- Header: "This is the official website of the Rail Baltica Global Project" and "EN" language selector.
- Navigation menu: ABOUT RAIL BALTICA, NEWS, PROJECT IMPLEMENTERS, **PROCUREMENT**, FOR EXPERTS, INFO CENTRE.
- Section: **E-Procurement System**
- Text: "Due to changes in the Latvian Public Procurement law, all Rail Baltica tender applications administered by RB RAIL AS onwards will be processed using free of charge electronic information system and its sub-system e-tender. The Electronic Procurement System (EPS) is currently an alternative to previous application and proposal submission system in Latvia that will completely replace the previous system of paper proposal submission."
- Text: "In accordance with Article 39 and Transition provisions of the Public Procurement law of the Republic of Latvia, all contracting authorities registered in Latvia, including RB RAIL AS, as of 1 October 2017, have to ensure submission of electronic applications and proposals for public procurements if the contract value is equal or exceeds 135 000 euros for goods and services and 5 225 000 euros in case of construction tenders."
- Text: "RB RAIL AS is inviting its potential suppliers to register to EPS in order to access e-tender sub-system and participate in its current and future tenders. To use the e-tender sub-system of EPS, all non-registered users must register to EPS and create user rights to administrate the e-tender subsystem."
- Text: "The EPS will benefit all involved parties as it will reduce the administrative burden put on both parties as well as the related costs. The system will also shorten the tendering process and will ensure greater transparency. The new"
- Image: A person's hands holding a tablet displaying "PROCUREMENT" next to a laptop and a coffee cup.

Two registration forms must be submitted to State Regional development agency

To Assign the administrator of the of the Profile

Affirmation from authorized administrator of the E-procurement system participant	
(place)	(date)
By signing this document the E-procurement systems participant	
(name of the E-procurement system participant)	
authorized administrator:	
(Name and Surname of the authorized administrator)	
<ul style="list-style-type: none"> <li>Assumes the responsibility of respecting the terms of use of the e-procurement system, the related documents and legal transaction terms (including the active framework agreement of the e-order subsystem) applicable to each subsystem of the e-procurement system, as well as other relevant requests applicable to participants of the e-procurement system;</li> <li>Agrees upon processing of personal data within the framework of the e-procurement system, which objective is to ensure identification to the system and contact information of users of the e-procurement system;</li> <li>Commits to assure and retain personal data and will refrain from unlawful disclosure of it;</li> <li>Commits to assure that users assigned personal data and refrain from unlawful</li> </ul>	
Contact information of the administrator:	
e-mail	
telephone	
Authorized administrator	
(Name and Surname)	(Signature)
<small>Note do not fill the "Signature" section if the document is signed electronically using a secure e-signature according to regulations by law.</small>	

Registration of the Company in E-Tender system

Registration form for the participant of the E-procurement system and an authorization for initial administrator	
(place)	(date)
(name of the participant)	
represented by	
<input type="checkbox"/> Member of the Board <input type="checkbox"/> Chairman of the Board <input type="checkbox"/> An attorney <input type="checkbox"/> Procurator	
<input type="checkbox"/> Another legal basis	(indicate other legal basis for representation or held position)
(Name and Surname of the participant's representative)	
By signing this registration form the participant:	
<ul style="list-style-type: none"> <li>Agrees to join the e-procurement system and obtain the status of participant of the e-procurement system (indicate your user type in the e-procurement system, only one can be selected):                             <ul style="list-style-type: none"> <li><input type="radio"/> Economical operator (micro enterprise)</li> <li><input type="radio"/> Economical operator (small enterprise)</li> <li><input type="radio"/> Economical operator (average enterprise)</li> <li><input type="radio"/> Economical operator (big enterprise)</li> <li><input type="radio"/> Contracting authority</li> </ul> </li> </ul>	
	(Contracting authority)
	(indicate the Contracting authority relies upon)
	approved with a signature that is legally
	which ensure confirmation the identity of
	the user, the taken actions, the created documents and the transactions done within the e-procurement system and its subsystems;
	<ul style="list-style-type: none"> <li>Undertakes to respect the terms of use of the e-procurement system, the related documents and legal transaction terms (including the active framework agreement of the e-order subsystem) applicable to each subsystem of e-procurement system, as well as other relevant requirements applicable to users of the e-procurement system;</li> <li>Authorizes as an participant's initial administrator</li> </ul>
	(Name and Surname of administrator)


Electronically signed and sent to email address: [pasts@vraa.gov.lv](mailto:pasts@vraa.gov.lv)

- 1) Please register as soon as possible;
- 2) Please specify in registration form e-mail address where incoming mails are checked regularly and check also spam folder before your registration is approved.
- 3) If you have any problems with registration or any other questions regarding EPS and E-Tenders subsystem, please contact:





## How to contact the Electronic Procurement Department of the State Regional Development Agency

Support Center for the Electronic Procurement System

 [eis@vraa.gov.lv](mailto:eis@vraa.gov.lv)

 66155511

Correspondence Address

 [pasts@vraa.gov.lv](mailto:pasts@vraa.gov.lv)

Location of the provider of the electronic procurement system

 Alberta iela 10,  
Rīga, LV-1010

Advice on the Electronic Procurement System can be obtained

Monday	08:30-16:30
Tuesday	08:30-16:30
Wednesday	08:30-16:30
Thursday	08:30-16:30
Friday	08:30-16:30

To the Users of the Electronic Procurement System

In order to receive an answer to your questions promptly, please consult the employees of the Department of Electronic Procurement and, by writing an email, choose an employee who has competence in your question or by calling the support center phone, select the relevant topic of the conversation from the entry

If you have any problems with registration in EPS and E-Tenders subsystem, you may contact directly to:

Senior Consultant

**Zigurds Drafens**

zigurds.drafens@vraa.gov.lv

tel. +371 67509520

Advice on joining the e-Procurement system and updating  
user access data



## Most frequent questions regarding registration of group of suppliers:

Q: Which companies shall be registered as users of E-Tenders system in order to submit Application/ Proposal if the Candidate or tenderer is a group of suppliers?

A: If the candidate is a partnership (consisting of several companies which have made commitment to submit application or proposal jointly):

- 1) All members may register as users of E-Tenders system and submit application jointly;
- 2) Partnership may authorize one member to submit application/ proposal on behalf of the partnership (partnership agreement must be concluded and attached);

If the candidate is just relying on capabilities and capacity of other entities in order to meet any of qualification requirements or involve sub-contractors, these entities shall not be registered as users of E-Tenders system.

## REGULATION

### 1. GENERAL INFORMATION

Procurement Procedure: Competitive procedure with negotiation

The Competition consists of two stages:

Stage One (qualification) – selection of the Candidates.

Stage Two (proposals) – submission of initial proposal(s) of the qualified Candidates and negotiations, submission of final proposal(s) and awarding of Agreement.

**The subject-matter of the Competition – is to define the long-term IT Architecture Strategy for Contracting Authority and Rail Baltica project.**

General description of the subject-matter of the Competition is included in Annex No 2 “General description of the subject - matter” to the Regulations for the Selection of the Candidates. **During the stage of the Selection of the Candidates, General description of the subject matter is given for informative purposes only.**

Detailed description of the subject-matter of the procurement will be issued to the Candidates, which will be selected for participation in the Stage Two of the Competition.

## REGULATION

### 2. INFORMATION ABOUT THE STAGE TWO OF THE COMPETITION AND THE CONTRACT

### 4. SELECTION CRITERIA FOR THE CANDIDATES

#### 4.1. Exclusion grounds (*will be verified according to Section 5.5. of Regulation*)

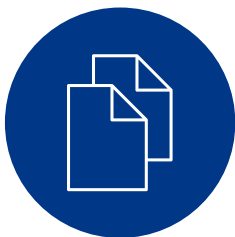
##### 5. SELECTION CRITERIA FOR CANDIDATES

##### 5.1. Legal standing and suitability to pursue the professional activity

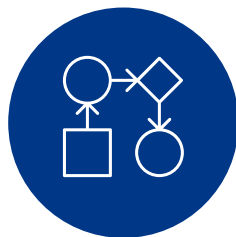
No	Requirement	Documents to be submitted
5.1.1.	The Candidate, all members of the partnership (if the Candidate is a partnership), persons on whose capacity a Candidate relies, must be registered in the Registry of Enterprises or Registry of Inhabitants, or an equivalent register in their country of residence, if the legislation of the respective country requires registration of natural or legal persons.	<ul style="list-style-type: none"> <li>For a Candidate (or a member of a partnership, a person on whose capacity a Candidate relies) <i>which is a legal person registered in Latvia</i>, the Contracting Authority shall verify the information itself in publicly available databases.</li> <li>For a Candidate (or a member of a partnership, a person on whose capacity a Candidate relies) <i>which is a natural person</i> – a copy of an identification card or passport.</li> <li>For a Candidate (or a member of a partnership, a person on whose capacity a Candidate relies) <i>which is a legal person registered abroad</i> (with its permanent place of residence abroad) –</li> </ul>

##### 9. CONTENTS AND FORM OF THE APPLICATION

- 9.1. Application must be submitted electronically in E-Tenders subsystem of the Electronic Procurement System, in accordance with the following options for the Candidate:
- 9.1.1. by using the available tools of E-Tenders subsystem, filling the attached forms of the E-Tenders subsystem for the Competitor
  - 9.1.2. by preparing and filling the necessary electronic documents outside the E-Tenders subsystem and attaching them to the relevant requirements (in this situation, the Candidate takes responsibility for the correctness and compliance of the forms to requirements of documentation and form samples);
  - 9.1.3. by encrypting electronically prepared Application outside subsystem of E-Tenders subsystem with data protection tools provided by third parties and protection with electronic key and password (in this situation, the Candidate takes responsibility for the correctness and compliance of the forms to the requirements of such documentation and form samples as well as ensuring the capability for the Contracting Authority to open and read the document)
- 9.3. The following documents shall be included in the Application:
- 9.3.1. Application for participation in the Competition in accordance with Annex No 1 of the Regulation;
  - 9.3.2. Information and documents confirming compliance of the Candidate with the selection criteria for the Candidates (Annex No 3 – 5 and other documents stipulated in the Section 5 of the Regulation) or the corresponding ESPD;
  - 9.3.3. Information and documents relating to partnership and entities on whose capacity the Candidate is relying (in accordance with Section 6 of the Regulation) or the corresponding ESPD.



Use the forms which have been provided in the procurement regulations (usually annexes regarding supplier experience, financial standing etc.)



Annexes are prepared and structured in a way to assist the supplier in the preparation of all requested information and not to miss some information.



Consider the requirement included in the procurement regulations and describe the compliance at least in the same detail.

DESCRIPTION OF THE CANDIDATE'S EXPERIENCE FOR THE COMPETITION  
**"IT ARCHITECTURE DEVELOPMENT STRATEGY"**  
 (ID NO RBR 2022/24)

[Note: The Candidate shall indicate in the table the experience, which attests compliance with the requirements set in Clause 5.3. of the Regulations for the Selection of Candidates: Within the previous 5 (five) years (2017, 2018, 2019, 2020, 2021, 2022 until the date of submission of the Application) the Candidate has gained experience in the development of at least 3 (three) IT architecture strategies with project (contract) value of each IT architecture strategy at least EUR 500 000,00 (five hundred thousand euro) excluding VAT, where:

1) at least 1 (one) IT architecture strategy was related to railway sector (e.g., national rail, metro, light rail, high speed rail, etc.) and delivered for client(s) with ERTMS or CBTC-based railway operations.

The IT architecture strategy should be delivered and accepted by the Client.

No	Name, registration number, contact person (name of representative, phone, e-mail) of the Client <sup>19</sup>	Date of commencement (month/year) and date of acceptance by the Client of the IT architecture strategy	Title and brief description of the delivered IT architecture strategy, including sector and information on client's railway operations (for experience stipulated in Subclause 1) of the Clause 5.3. of the Regulations)	Value of the project (contract) of IT architecture strategy *
1.	[Name, registration No of the Client.  Name, phone, e-mail of the Client's contact person]	From [month/year] - to [month/year] <sup>20</sup>	[Title and description of the delivered IT architecture strategy]  [To prove Candidate's experience stipulated in Subclause 1) of the Clause 5.3. of the Regulations information that proves that delivered IT architecture strategy was related to railway sector (e.g., national rail,	[ ] <sup>21</sup> EUR without VAT

<sup>19</sup> In case of doubt, the Contracting authority has the right to contact the Client to verify that the experience specified complies with the requirements set in Section 5.3. of the Regulations.

<sup>20</sup> Within the previous 5 (five) years (2017, 2018, 2019, 2020, 2021, 2022 until the date of submission of the Application). The IT architecture strategy should be delivered and accepted by the Client and its final completion date is within the previous 5 (five) years (2017, 2018, 2019, 2020, 2021 and 2022 until the date of submission of the Application). The Candidate is also entitled to rely on the development of the IT architecture strategy, which was started before the period mentioned in this clause, but the development of IT architecture strategy was completed and accepted by the Client during the previous five years (2017, 2018, 2019, 2020, 2021 and 2022 until the date of submission of the Application).

<sup>21</sup> At least 500 000,00 EUR (five hundred thousand euro) without VAT.



Supplier can ask questions and clarify requirements and request to amend them

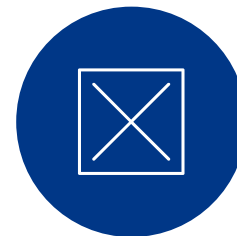
**NB! Please read the Q&A letters published in RBR website before asking your question!**

In Qualification stage questions may be asked:

1. By e-mail to:  
[zaneta.podniece@railbaltica.org](mailto:zaneta.podniece@railbaltica.org)

2. In EPS system  
(for registered users)

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**No amendments after submission!**  
Tenderer has accepted the requirements by submitting the proposal!

- Qualification assessment is carried out according to YES/NO principle



- Evaluation according to award criteria

**NB!** During the qualification assessment or evaluation Commission is not allowed to deviate from the qualification requirements or award criteria.

Commission is willing to clarify all unclear information in the proposal before it makes the decision regarding non-compliance, however...

Commission must ensure:

- Transparency
- Free competition
- Equal and fair treatment
- Effective use of the funds of RB

Dos and Dont's:

- It is **allowed** to clarify information which is included in the proposal (clarifications)
- It is **not allowed** to add totally new information to the proposal (amendments)

NB! Commission cannot recognize as compliant agreements, documents etc. which are dated after the proposal submission deadline, except the exclusion ground documents.



There are no restrictions in any of RB Rail AS Procurements regarding the form in which supplier/-s can participate in the procurement.

However, in case supplier plans to participate in the procurement as partnership there are specific requirements, such as:



In the proposal a **cooperation agreement must be submitted** where it is agreed upon liability and responsibility of each member of the partnership.



**Content of the partnership (members) cannot change** during the procurement procedure.  
Choose the potential partners carefully to minimize the risk of future disagreements!

**NB! Agreement must be signed by all members of partnership.**

# Entities on which capabilities supplier is relying

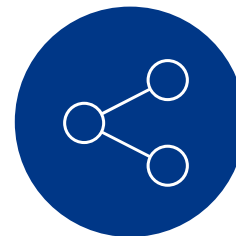
These are entities which experience, financial status etc. supplier is relying upon to comply with qualification requirements.



All Entities must be **clearly indicated** in the annex attached to the procurement regulations.



There must be **signed agreement or other document** between the supplier and the Entity indicating that the resource on which it is relying will be available during the contract.

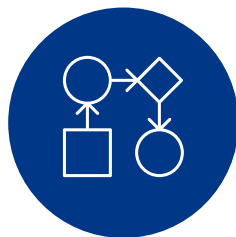


**Entity and subcontractor** is not the same, but a third party can be Entity and subcontractor at the same time.

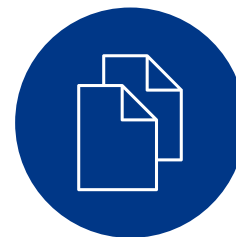
**NB! Employees of the candidate are not Entities or subcontractors.**



Commission must verify that the application/proposal and other respective documents have been **signed by a person who has representation rights.**



If the person/s in the company registration certificate differs from the one signing the proposal, it is mandatory to **submit the respective power of attorney** or other document that verify the persons rights to represent the supplier.



In some cases the chain between the person indicated in the company registration certificate and the person who has signed the proposal consist of **several documents.**

**NB! All chain of documents (PoA) must be provided to the Commission.**

# Useful Information

**Deadline for the submission of the Applications: 14 December 2022, 15:00 (EET) (Riga time) in E-Tenders system**

**Please note: make sure you submit the Application timely (do not leave to the last day/minute), Applications submitted earlier are not accessible or readable before the opening time!!!**

- RBR website: <https://www.railbaltica.org/tenders/>
- RBR Procurement plan 2021: <https://www.railbaltica.org/procurements/>
- RBR procurements in E-tendering system: <https://www.eis.gov.lv/EKEIS/Supplier/Organizer/3001>
- Public Procurement Law of the Republic of Latvia: <https://likumi.lv/ta/id/287760-publisko-iepirkumu-likums>
- Cabinet Regulation No. 107 of the Republic of Latvia: <https://likumi.lv/ta/id/289086-iepirkuma-proceduru-un-metu-konkursu-norises-kartiba>
- Procurement Monitoring Bureau of Republic of Latvia website: <https://www.iub.gov.lv/en>
- EU public procurement directive: <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=celex%3A32014L0024>
- European Court of Justice judgements: [https://curia.europa.eu/jcms/jcms/j\\_6/en/](https://curia.europa.eu/jcms/jcms/j_6/en/)

Thank you!

Time for Q&A session!

