



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

# Procurement Webinar 2023

**30 March,** 13:00-16:00 (EEST)



# RB Rail AS procurement: Where to apply?

## Legislation

Public  
Procurement Law  
of Republic of  
Latvia

## E-tendering

Latvian e-tendering system (EIS)  
(owned and operated by state authorities):  
[www.eis.gov.lv](http://www.eis.gov.lv)

Tenderer must be sure  
that the person who  
submits the tender on E-  
tendering system has  
the rights to sign the  
tender

If you have not used the  
system before, please  
make sure you upload the  
documents and submit  
the tender in a timely  
manner to avoid any  
misunderstandings

## RB Rail AS profile

[https://www.eis.gov.lv/  
/EKEIS/Supplier/Orga  
nizer/3001](https://www.eis.gov.lv/EKEIS/Supplier/Organizer/3001)

RB Rail AS  
profile on EIS

**NB!** Registration in EIS can take up to one week.

Guidance available here: [www.railbaltica.org/procurement/e-procurement-system/](http://www.railbaltica.org/procurement/e-procurement-system/)

# Registered v.s. non-registered users of E-Tenders system:

## Registered

- To see the publicly available data regarding announced procurement;
- To receive notifications on the updates to the announced procurement;
- To submit questions regarding announced procurements;
- To submit the proposal/application.
- To receive the information sent from the Procurement Commission during the procurement procedure.

## Non-registered

- To see the publicly available data regarding announced procurement.

# Register in the E-Tenders sub-system:



Filled in registration blank of the participant (signed by the supplier's authorized representative);



Filled in participant's administrator's authorization blank (signed by the supplier's authorized representative and the administrator to be authorized, meaning that the authorization must be confirmed by two persons).



Submit the registration documents to the State Regional Development Agency (SRDA) In print or Electronically, with a secure e-signature, by sending the electronic document to the email address: [pasts@vraa.gov.lv](mailto:pasts@vraa.gov.lv).

# Create users and assign roles for sub-system:



Supplier's authorized signatory – an organization's authorized signatory or a person who is authorized to sign a proposal in the economic operator's name in the EPS e-tender subsystem;



Supplier's proposal preparer – a person who performs actions in the e-tender subsystem to prepare the economic operator's proposal and save as completed in the system;



Supplier's supervisor – a person who registers in the e-tender subsystem as the receiver of the respective procurement regulation and selects the responsible persons to submit a proposal for the respective procurement.



# The registration templates (in EPS homepage):

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 by him will confirm in written statement that they retain personal data and refrain from unlawful disclosure of it.</li> </ul>	
Contact information of the administrator:	
e-mail	
telephone	
Authorized administrator	
	(Name and Surname)
	(Signature)
Note	do not fill the "Signature" section if the document is signed electronically using a secure e-signature according to regulations by law.

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):</li> </ul>	
<input type="radio"/> Economical operator (micro enterprise)	<input type="radio"/> Economical operator (average enterprise)
<input type="radio"/> Economical operator (small enterprise)	<input type="radio"/> Economical operator (big enterprise)
<input type="radio"/> Contracting authority	(indicate legal form of Contracting authority)
(if applicable indicate institution or municipality the Contracting authority relies upon)	
<ul style="list-style-type: none"> <li>Commits to recognize as conclusive as legally binding and approved with a signature that is legally binding on the user through application of the signature tools, 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;</li> <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)	

# Create the proposal or application:

## Creating of the proposal

The proposal can be created by a user who has been assigned the appropriate roles to work in the e-tenders subsystem.

Fill out template forms according to the requirements defined by the Contracting Authority (Annexes included in the Regulations and attached in the E-Tenders system for procurement).

Create the proposal for one or several procurement lots (in accordance with requirements set in the Regulations). Please note that documents conforming compliance shall be added to each of the lots separately!

## Signing of the proposal

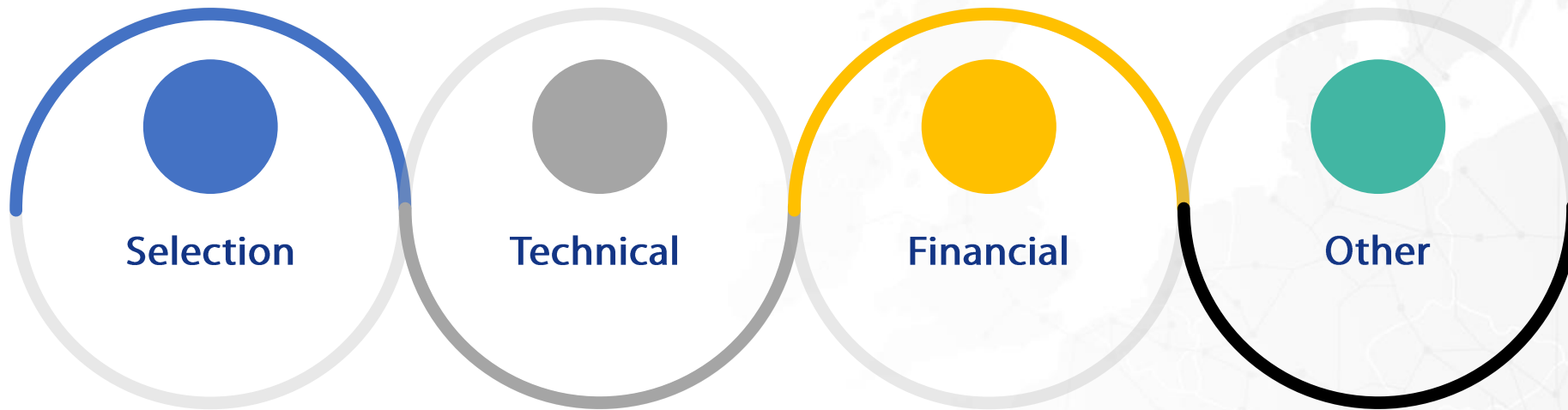
A user with the role 'Supplier signatory' has the right to sign an offer.

Signing the proposal/application - in the E-Tenders system or electronically signed. Signed by a person who has representation rights.

If Candidate applies as a partnership - information on the partnership members shall be provided. In the proposal a cooperation agreement or other document shall be submitted where it is agreed upon liability and responsibility of each member of the partnership.

# Questions and Answers:

## REQUIREMENTS



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

Supplier can ask questions and clarify requirements, including to request to amend them. No amendments after submission!



# Submission and opening of Proposals and Applications:



Applications and proposals are opened in the E-Tenders system 4 hours after the submission deadline.



If malfunctions of the E-Tenders system are established due to which it has not been possible to submit tenders or applications for at least two hours within the last 24 hours in total or for 10 minutes within the last four hours until expiry of the time limit for the submission of tenders or applications, the holder of the system shall, after restoration of the operation of the system, postpone the time limit for the submission of tenders or applications by one working day.

On the day of the malfunction, the procurement procedure shall be postponed.

# Submission and opening of Proposals and Applications:



When malfunctions of the E-Tenders system are established due to which it has not been possible to submit tenders or applications for a period of more than four hours within the last 24 hours in total or for 10 minutes or more in the last four hours until expiry of the time limit for the submission of tenders or applications, the holder of the system shall, upon restoration of the operation of the system, postpone the submission of tenders or applications by one working day.



On the day of restoring the operation of the system, a notice of the malfunctions of the system shall be posted thereon, indicating the procurements and procurement procedures the time limits of which have been postponed.



Applications and proposals are opened by using the tools offered by the E-Tenders system, the public information of the Applications proposals shall be published in the E-Tenders System (excluding confidential information).

## Handy tips:

- Interactive training for suppliers, who have to prepare or submit a tender for a procurement procedure announced in the e-tender subsystem is available at SRDA homepage: <http://paligs.eis.gov.lv/suppliers/>).
- Economical operator may apply as a documentation recipient in the procurement procedures announced in the e-tender subsystem (by adding procurement to the favourite list/registering for the updates on particular procurement).
- Detailed information is available here: <https://www.eis.gov.lv/EIS/Publications/PublicationView.aspx?PublicationId=1173>



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