

REGULATIONS

FOR THE PROCUREMENT
“Legal services”
(IDENTIFICATION NO RBR 2025/12)

RBCR-RBR-XX-XX-RGL-X6-00002

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1. ABBREVIATIONS AND TERMS

No	Abbreviation/ Terms	Definition
1.1.	Common procurement vocabulary (CPV)	A nomenclature approved by the European Union which is applied in public procurement procedures
1.2.	Contracting authority	The joint stock company RB Rail AS, registration number: 40103845025, legal address: Satekles iela 2B, Riga, LV-1050, Latvia
1.3.	Contractor	Service provider awarded the right to enter into the Framework agreement in Procurement to provide Services in accordance with requirements stipulated in Regulations and Framework agreement
1.4.	Framework agreement	Agreement between Contracting authority and a Contractor to provide Services, substantially in the form enclosed in Annex No 5 "Draft Framework agreement" of the Regulations
1.5.	Identification number (ID No)	Designation, which includes the abbreviation of the name of the Contracting authority (the first capital letters), the relevant year and the procurement sequence number in ascending order (RBR 2025/12)
1.6.	Procurement	Procurement procedure "Legal services" (identification number: RBR 2025/12) in which all interested Suppliers are entitled to submit their Proposals
1.7.	Procurement commission	Commission the composition of which has been established by the Contracting authority, order No 1.9-2025-18 dated 03.10.2025.
1.8.	Proposal	Documentation package the Tenderer submits to participate in the Procurement
1.9.	Public Procurement Law (PPL)	Public Procurement Law of the Republic of Latvia
1.10.	Regulations	Regulations of the Procurement "Legal services" (identification number: RBR 2025/12), as well as all the enclosed annexes
1.11.	Services	Legal services described in the Regulations (mainly in Annex No 1 "Technical specification" and Annex No 5 "Draft Framework agreement" to the Regulations)
1.12.	Supplier	A natural person or a legal person, a group or association of such persons in any combination thereof, which offers to provide Services
1.13.	Tenderer	A Supplier which has submitted a Proposal
1.14.	VAT	Value Added Tax.

2. GENERAL INFORMATION

- 2.1. The identification number of the Procurement is RBR 2025/12.
- 2.2. The Procurement is co-financed by the Contracting Authority and Connecting Europe Facility (CEF).
- 2.3. The Procurement is organized in accordance with Section 10, Paragraph one the Public Procurement Law of Republic of Latvia in effect on the date of publishing the contract notice.
- 2.4. The Procurement is carried out using E-Tenders system (<https://www.eis.gov.lv/EKEIS/Supplier>) which is subsystem of the Electronic Procurement System (<https://www.eis.gov.lv/EIS/>).
- 2.5. The Regulations is freely available on Contracting authority's profile in the E-Tenders system on webpage <https://www.eis.gov.lv/EKEIS/Supplier/Procurement/159416> and on the webpage of the Contracting authority <https://www.railbaltica.org/tenders/>.
- 2.6. Amendments to the Regulations and answers to Suppliers' questions will be published on Contracting authority's profile in the E-Tenders system on webpage <https://www.eis.gov.lv/EKEIS/Supplier/Procurement/159416> and on the Contracting authority's webpage <https://www.railbaltica.org/tenders/>. It is the Supplier's responsibility to constantly follow the information published on the webpages and to take it into consideration in preparation of its Proposal.
- 2.7. Contact person of the Contracting authority for this Procurement is Deputy Head of Legal Department (Procurement) Ieva Rudzīte, mobile: +371 26002380, e-mail: ieva.rudzite@railbaltica.org.

- 2.8. The exchange of information between the Procurement commission and the Supplier or Tenderer shall be in writing (by sending documents electronically to e-mail or using E-Tenders system) in English (if information is submitted in Latvian, it shall be accompanied by a translation into English).
- 2.9. If the Supplier does not have access to the E-Tenders system, the Supplier shall follow the guidance for obtaining access to the system available on the Contracting authority's website at <https://www.railbaltica.org/procurement/e-procurement-system/>.
- 2.10. The Supplier can request additional information regarding the Regulations. Additional information can be requested in writing through the E-Tendering subsystem or (only in case the Supplier does not have access to the system) by sending it to the Procurement commission electronically to the e-mail (please see Section 2.7 of the Regulations), indicating the Procurement Identification number.
- 2.11. Any additional information must be requested in a timely manner, so that the Procurement commission can reply on time - no later than 6 (six) days prior to the deadline of the Proposal submission. The Procurement commission shall provide a response within 5 (five) working days from the day of the receipt of the request from the Supplier.
- 2.12. The Supplier covers all expenses which are related to the preparation of the Proposal and its submission to the Contracting authority. Under no circumstances the Contracting authority will be liable for compensation of any costs and damages related to the preparation and submission of the Proposal or the Supplier's participation in the Procurement.

3. THE RIGHTS OF THE PROCUREMENT COMMISSION

- 3.1. The Procurement commission has the right to demand at any stage of the Procurement that the Tenderer submits all or part of the documents which certify Tenderer's compliance to the requirements for the selection of tenderers. The Procurement commission does not demand documents or information which is already at its disposal or is available in public data bases.
- 3.2. If the Tenderer submits document derivatives (e.g., copies), then in case of doubt about the authenticity of the submitted document derivation the Procurement commission can demand that the Tenderer shows the original documents.
- 3.3. During the evaluation of the Proposals, the Procurement commission has the right to request the Tenderer to clarify the information included in its Proposal.
- 3.4. If the Procurement commission determines that the information about the Tenderer, its subcontractors and persons upon whose capacity the Tenderer is relying on that is included in the submitted documents is unclear or incomplete, it demands that the Tenderer or a competent institution clarifies or expands the information included in the Proposal. The deadline for submission of the necessary information is determined in proportion to the time which is required to prepare and submit such information. If the Procurement commission has demanded to clarify the submitted documents but the Tenderer has not done this in accordance with the requirements stipulated by the Procurement commission, the Procurement commission is under no obligation to repeatedly demand that the information included in these documents is clarified. The Procurement commission has the right to reject all Proposals which are found not to comply with the requirements of the Procurement documentation.

4. THE OBLIGATIONS OF THE PROCUREMENT COMMISSION

- 4.1. The Procurement commission ensures the documentation of the procurement process.
- 4.2. The Procurement commission ensures free and direct electronic access to the Procurement documents on Contracting authority's profile at the E-Tenders system's webpage <https://www.eis.gov.lv/EKEIS/Supplier/Procurement/159416> and on the webpage of the Contracting authority <https://www.railbaltica.org/tenders/>.

- 4.3. If an interested Supplier has in a timely manner in writing by post or electronically (including through E-Tenders system), or delivering in person requested additional information about the requirements included in Procurement documents regarding the preparation and submission of the Proposal or regarding the selection of Tenderers, the Procurement commission provides a response electronically within 5 (five) working days but not later than 6 (six) days before the deadline for submitting Proposals. Simultaneously with sending this information to the Supplier who had asked the question, the Contracting authority also publishes the information on Contracting authority's profile in the E-Tenders system's webpage <https://www.eis.gov.lv/EKEIS/Supplier/Procurement/159416> and on its webpage <https://www.railbaltica.org/tenders/> where Procurement documents are available, indicating the question asked.
- 4.4. If the Contracting authority has amended the Procurement documents, it publishes this information on Contracting authority's profile in the E-Tenders system's webpage <https://www.eis.gov.lv/EKEIS/Supplier/Procurement/159416> and on the Contracting authority's webpage <https://www.railbaltica.org/tenders/> where Procurement documents are available, no later than 1 (one) day after the notification regarding the amendments has been submitted to Procurement Monitoring Bureau for publication. If Supplier wishes to receive relevant updates/notifications by e-mail regarding the Procurement (e.g., when amendments to the procurement documentation are published), Supplier shall register as an interested supplier on the E-Tenders system for the particular Procurement.
- 4.5. The exchange and storage of information is carried out in such a way that all data included in the Proposals is protected and the Contracting authority can check the content of the Proposals only after the expiration of the deadline for their submission. From the day of submission of Proposals until the opening of the Proposals the Contracting authority does not disclose information regarding the existence of other Proposals. During the Proposal evaluation, the Contracting authority does not disclose any information regarding the evaluation process until the announcement of the results.
- 4.6. The Procurement commission evaluates Tenderers and their Proposals based on the Public Procurement Law, Regulations, as well as other applicable regulatory enactments.

5. THE RIGHTS OF THE TENDERER

- 5.1. The Supplier has the right to submit registration documents for the registration on the Electronic Procurement System (if the Supplier is not registered in Electronic Procurement System) in State Regional Development Agency (please see information here: <https://www.railbaltica.org/for-partners/e-procurement-system/>).
- 5.2. The Tenderer can request and within 3 (three) business days after submitting the request receive a copy of the Proposal opening sheet, which is an annex to the Proposal opening meeting minutes.
- 5.3. If the Contracting authority gets the necessary information about the Tenderer directly from a competent institution, through data bases or other sources and the Tenderer's submitted information differs from information obtained by the Contracting authority, the Tenderer in question has the right to submit evidence to prove the correctness of the information the Tenderer has submitted, if the information obtained by the Contracting authority does not conform to the factual situation.
- 5.4. If a Tenderer believes that its rights have been violated or such violation is possible due to possible violation of the regulatory enactments of the European Union or other regulatory enactments, the Tenderer has the right to submit a complaint to the Procurement Monitoring Bureau according to the procedure stipulated in the Section 68 of Public Procurement Law regarding the Tenderer selection requirements, Technical specification or other requirements relating to Procurement, or relating to the activities by the Contracting authority or the Procurement commission during the Procurement.

6. SUBJECT-MATTER OF THE PROCUREMENT

- 6.1. The subject-matter of the Procurement is provision of the legal services (hereinafter-Services) for RB Rail AS in accordance with Annex No 1 "Technical specification" of the Regulations (hereinafter – Technical

specification) and Framework agreement. Through Procurement the Contracting authority intends to establish a list of experienced legal advisors (law firms or legal persons) (hereinafter – Panel law firms) having required qualification and experience in particular service lines as defined in Section 2.1. of Technical specification (hereinafter – Service lines) who could be called on-demand basis to provide independent professional legal services on various legal matters in Estonia, Latvia and Lithuania.

- 6.2. The applicable CPV code is 79100000-5 (Legal services).
- 6.3. The subject matter is not divided into parts. The Tenderer shall submit a Proposal for the entire Procurement.
- 6.4. The Tenderer is not permitted to submit variants of the Proposal. If variants of the Proposal will be submitted, the Proposal will not be reviewed.
- 6.5. The delivery of the Services will take place in Estonia, Latvia, Lithuania.
- 6.6. Period of provision of Services: 24 (twenty-four) months after the commencement date or until the maximum Framework agreement amount indicated in the Section 6.7 of the Regulations is reached, whichever comes first. The Framework agreement can be extended for a period of up to additional 24 (twenty-four) months if the Framework agreement amount has not been reached.
- 6.7. The value of the Framework agreement shall not exceed EUR 600 000 (six hundred thousand euros), excluding VAT.
- 6.8. Rights to conclude Framework agreement will be awarded to up to 3 (three) Tenderers with the most economically advantageous proposals selected according to Section 20 of Regulations.

7. TENDERER

7.1. The Proposal can be submitted by:

- 7.1.1. A Supplier who is a legal or natural person which offers on the market to perform works, supply products or provide services accordingly and who complies with the selection criteria for Tenderers;
- 7.1.2. A group of Suppliers (hereinafter also –partnership) which offers on the market to perform works, supply products or provide services accordingly and who complies with the selection criteria for Tenderers:
 - 7.1.2.1. A group of Suppliers who has formed a partnership for the Procurement. In this case all the members of the partnership shall be listed in Annex No 4 “Application for participating in the Procurement” of the Regulations. If it will be decided to award contracting rights to such partnership, then prior to concluding the Framework agreement the partnership shall at its discretion either enter into a partnership agreement (within the meaning of The Civil Law of the Republic of Latvia, Sections 2241-2280) and submit one copy of this agreement to the Contracting authority or establish a general or limited partnership (within the meaning of The Commercial Law of the Republic of Latvia, Division IX and X) and notify the Contracting authority in writing.
 - 7.1.2.2. An established and registered partnership (a general partnership or a limited partnership within the meaning of the Commercial Law of the Republic of Latvia, Division IX and X) which complies with the selection criteria of Tenderers.
- 7.2. According to Article 5k of Council Regulation (EU) 2022/576 of 8 April 2022 amending Regulation (EU) No 833/2014 concerning restrictive measures in view of Russia’s actions destabilizing the situation in Ukraine¹ it is prohibited to participate in the Procurement:
 - 7.2.1. a Russian national, or a natural or legal person, entity or body established in Russia;
 - 7.2.2. a legal person, entity or body whose proprietary rights are directly or indirectly owned for more than 50% by an entity referred to in Sub-Section 7.2.1. of this Section;

¹ Available here: <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32022R0576>.
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or

- 7.2.3. a natural or legal person, entity or body acting on behalf or at the direction of an entity referred to in Sub-Section 7.2.1. or 7.2.2. of this Section, including, where they account for more than 10% of the Framework agreement value, subcontractors, suppliers or entities whose capacities are being relied on within the meaning of the Public Procurement Law.

- 7.3. With reference to Section 15 of the Public Procurement Law and the Contracting Authority's discretion in the application of Section 15 of the Public Procurement Law, participation of any entities from the Russian Federation and/or the Republic of Belarus is prohibited.

8. SELECTION CRITERIA FOR TENDERERS

8.1. Exclusion grounds

Before making the decision to award the right to enter into the Framework agreement, the Procurement commission will verify whether the Tenderer, to whom the Framework agreement should be awarded, is not a subject for International or national sanctions or substantial sanctions by the European Union (EU) or the North Atlantic Treaty Organization (NATO) Member State. The Procurement commission will exclude the Tenderer from further participation in the Procurement in any of the following circumstances:

No	The reasons for the exclusion	Documents to be submitted if requested by the Procurement commission ²
8.1.1.	International or national sanctions or substantial sanctions by the European Union (EU) or the North Atlantic Treaty Organization (NATO) Member State affecting the interests of the financial and capital market has been imposed to the: a) Tenderer or a person who is the Tenderer's management board or supervisory board member, beneficial owner, person with representation rights or a procura holder, or a person who is authorised to represent the Tenderer in operations in relation to a branch, b) member of the partnership or a person who is the partnership's management board or supervisory board member, beneficial owner, person with representation rights or a procura holder (if the Tenderer is a partnership), and such sanctions can affect the execution of the Contract.	For a Tenderer <u>registered or residing in Latvia</u>, the Contracting authority will verify the information itself from the Register of Enterprises of the Republic of Latvia. For a Tenderer <u>registered or residing outside of Latvia</u>, the Tenderer shall submit an appropriate statement from the competent authority of the country of registration or residence with all the information necessary for the examination regarding the Tenderer or a member of the partnership (if the Tenderer is a partnership), including but not limited, information about beneficial owner or the fact that there is no possibility to find out the beneficial owner.

8.2. Legal standing and suitability to pursue the professional activity

No	Requirement	Documents to be submitted
8.2.1.	The Tenderer, all members of the partnership (if the Tenderer is a partnership), a person on whose capacity Tenderer relies and a subcontractor 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 the natural or legal persons.	- For a Tenderer, a member of a partnership, a person on whose capacity Tenderer relies, a subcontractor, which is a legal person registered in Latvia, the Contracting authority will verify the information itself in publicly available databases. - For a Tenderer, a member of the partnership, a person on whose capacity Tenderer relies who is a natural person – a copy of an identification card or passport.

² There is no obligation to submit documents, unless specifically requested by the Procurement commission.

	- For a Tenderer, a member of a partnership, a person on whose capacity Tenderer relies, a subcontractor, which is a legal person registered abroad (with its permanent place of residence abroad) – a copy of a valid registration certificate or a similar document issued by a foreign authority in charge of the registration of legal persons in the country of their residence where from at least the fact of registration, shareholders, officials and procura holders (if any) can be determined. - <u>If the Proposal is submitted by a partnership</u>, the Proposal shall include an agreement (or a letter of intent to enter into agreement) signed by all members of the partnership on the participation in the Procurement which lists responsibilities of each and every partnership member, a joint commitment to fulfil the Framework agreement and which authorizes one key member to sign the Proposal and other documents, to receive and issue orders on behalf of the partnership members, and with whom all payments shall be made. Additionally, in this document Tenderer shall indicate the member of the partnership on whose capacity it relies to certify its financial and economic performance and who will be financially and economically responsible for the fulfilment of the Contract. - If the Proposal or any other document, including any agreement, is not signed by the legal representative of the Tenderer, members of the partnership or person on whose capacity the Tenderer relies, a document certifying the rights of the persons who have signed the Proposal or any other document to represent the Tenderer, a member of the partnership or a person on whose capacity the Tenderer is relying (powers of attorney, authorization agreements etc.) must be included.
8.2.2 The representative of the Tenderer, a member of a partnership, a person on whose capacity Tenderer relies, a subcontractor who has signed documents contained in the Proposal, has the right of signature, i.e., it is an official having the right of signature or a person authorized by the Tenderer or a member of a partnership, or a person on whose capacity Tenderer relies, or a subcontractor respectively.	- For a Tenderer, a member of a partnership, a person on whose capacity Tenderer relies, a subcontractor, which is a legal person registered in Latvia, the Contracting authority will verify the information itself in publicly available databases. - For a Tenderer, a member of a partnership, a person on whose capacity Tenderer relies and a subcontractor which is a legal person registered outside of Latvia, the Tenderer shall submit a document confirming the right of signature (representation) of the representative of the Tenderer, a member of a partnership, a person on whose capacity Tenderer relies or a subcontractor, who signs documents contained in the Proposal. - If the Tenderer, a member of a partnership, a person on whose capacity Tenderer relies on or a subcontractor submits a power of attorney (original or a copy certified by the Tenderer) additionally there shall be submitted documents confirming

that the issuer of the power of attorney has the right of signature (representation) of the Tenderer.

8.3. Economic and financial standing

No	Requirement	Documents to be submitted
8.3.1.	The Tenderer's or all members of the partnership together (if the Tenderer is a partnership and confirms the average financial turnover jointly), average annual financial turnover within last 3 (three) years (2022, 2023, 2024) is not less than EUR 700 000,00 (seven hundred thousand euros) per year. In the event the average annual financial turnover of a limited partner of a limited partnership (within the meaning of the Commercial Law of the Republic of Latvia, Division X) exceeds its investment in the limited partnership, the average annual financial turnover shall be recognised in the amount of the investment in the limited partnership. In the event the Tenderer or a member of a partnership (if the Tenderer is a partnership) has operated in the market for less than 3 (three) years, the requirement shall be met during the Tenderer's actual operation period. For law firms that have been registered in the Commercial register in accordance with the procedures specified in the Commercial Law of the Republic of Latvia due to the amendments in the Advocacy Law of the Republic of Latvia, Section 116 (successors to rights and liabilities of such law firms which had been established until the day when amendments to Section 116 of Advocacy Law of the Republic of Latvia came into force), exception applies – their predecessor's average turnover will be recognized.	- Filled and signed Annex No 3 "Confirmation of Tenderer's financial standing" of the Regulations. - Audited or self-approved (if the annual financial statement is not required by the law of the country of residence of the Tenderer) annual financial statements for financial years 2022, 2023, 2024 or other document showing the turnover of the Tenderer or each member of the partnership on whose capacity Tenderer is relying to certify its financial and economic performance and who will be financially responsible for the fulfilment of the Framework agreement (if the Tenderer is a partnership), or other entity on whose capacity Tenderer is relying to certify its financial and economic performance and who will be financially responsible for the fulfilment of the Framework agreement. For a Tenderer, a member of the partnership, a person on whose capacity Tenderer relies on which is a legal person registered in Latvia, the Contracting authority will verify the information itself in publicly available databases. - For a limited partnership (within the meaning of the Commercial Law of the Republic of Latvia, Division X) - an additional document evidencing the amount of the investment by the limited partner (the partnership agreement or a document with a similarly binding legal effect). - If the previous 3 (three) reporting years of the Tenderer differ from the years specified in this Section 8.3.1 of the Regulations (2022, 2023, 2024), the financial turnover necessary must be indicated for the Tenderer's previous 3 (three) reporting years. - If the Proposal is submitted by a partnership, Tenderer shall indicate the member of the partnership on whose capacity Tenderer is relying to certify its financial and economic performance and who will be financially and economically responsible for fulfilment of the Framework agreement including this information in the agreement of cooperation (or letter of intent to enter into agreement) stipulated in Section 8.2.1 of the Regulations. If the Tenderer is relying on any other entity's capacity to certify its financial and economic performance and this entity will be financially and economically responsible for the fulfilment of the Framework agreement, Tenderer along with the Proposal submits confirmation or agreement on cooperation and/or passing of resources to the Tenderer, signed between such entity and the Tenderer (please see the Section 9 of the Regulations for detailed information).
8.3.2.	The Tenderer or at least one member of the partnership (if the Tenderer is a partnership) shall have a valid professional risk indemnity	- Documentation that proves its possession of a valid insurance certificate that meets requirements set in Section 8.3.2 of the Regulations or a written statement

insurance with limit of liability in the amount of at least EUR 1 000 000 (one million euros) for any insurance claim and in the aggregate for the policy period with extended reporting period for at least 3 (three) years.	of an insurance institution specifying that in case the Tenderer will be awarded the Framework agreement, the insurance institution will issue the insurance certificate that meets requirements set in Section 8.3.2 of the Regulations.
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8.4. Technical and professional ability (Team of Key experts)

No	Requirement	Documents to be submitted
	The Tenderer should propose a team consisting of Key experts which meet the requirements set out in the Section 3.1 and 3.2. of the Technical specification. All positions mentioned in the Section 3.2 of the Technical specification must be covered. The Tenderer shall propose <u>one Key expert for each country</u> (Latvia, Lithuania and Estonia) and <u>for each position</u> mentioned in the Section 3.2 of the Technical specification. The Tenderer can propose one Key expert for several positions, if proposed expert meets the requirements for the specific position and it will not negatively affect the provision of the Services.	- Filled in Annex No 4 "Description of Key expert's experience" of the Regulations, <u>signed by the relevant Key expert</u>. - If one expert is proposed for more than one Key expert position, separate description of Key expert's experience (Annex No 4 of the Regulations) accompanied with complete set of other requested documents shall be submitted. - In case of doubts, the Procurement commission is entitled to request the Tenderer to submit contact information of the Client, so that the Procurement commission can check the compliance of the specified experience with the requirements.
8.4.1.	Each proposed Key expert shall have English skills (at least C1 Level – based on Common European Framework of Reference for Languages) in understanding, speaking and writing	- Self-declared information about language skills filled in Annex No 4 "Description of Key expert's experience" of the Regulations and <u>signed by the relevant Key expert</u>.
8.4.2.	Each proposed Key expert should have at least a Master's degree (or equivalent) in Law or Lawyer's qualification.	- Filled in Annex No 4 "Description of Key expert's experience" of the Regulations, <u>signed by the relevant Key expert</u>. - A copy of a diploma proving relevant level of education.
8.4.3.	Proposed Key experts must fulfill the relevant minimum mandatory requirements stipulated in the Section 3.2 of the Technical specification.	- Filled in Annex No 4 "Description of Key expert's experience" of the Regulations, signed by the relevant Key expert.
8.4.4.	In addition to the requirements stipulated in the Section 3.2 of the Technical specification, each proposed Key expert should have at least 3 (three) years' work experience as Senior lawyer within the period of last 5 (five) years (from <u>2020</u> until the submission date of the Proposals). Proposed Key expert will be considered as a Senior lawyer if she/he is a lawyer who: - as employee or self-employed person provides his/her services to the law firm or a company in the role of middle or senior manager (for example, a senior lawyer or a manager) or - he/she is holding a management position at state or municipal authority (for example, a head of a unit or department) or	- Filled in Annex No 4 "Description of Key expert's experience" of the Regulations, <u>signed by the relevant Key expert</u>.

	- he/she has the rights to pass autonomous decisions or - he/she is in charge of one or several employees or he/she has right to delegate the tasks to other people or subordinates and to monitor how tasks are performed.	
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- 8.5. Information, provided in the Proposal to prove the compliance with above-mentioned requirements for Economic and financial standing (Section 8.3 of the Regulations) shall be clear and understandable without any additional analysis or external proof of the submitted information. The Procurement commission shall not be obliged to use additional sources of information to make a decision regarding Tenderer's compliance with the qualification requirements. The Tenderer shall remain fully responsible for the provision of sufficiently detailed information in the Proposal required to confirm clearly the compliance with qualification requirements set in the Regulations.
- 8.6. Statements and other documents issued by Latvian competent authorities in the cases referred in Public Procurement Law shall be accepted and recognized by the Procurement commission if they have been issued not earlier than 1 (one) month prior to the day of submission, but the statements and other documents issued by foreign competent authorities shall be accepted and recognized by the Procurement commission if they have been issued not earlier than 6 (six) months prior to the day of submission, unless the issuer of the statement or the document has specified a shorter term of validity thereof.

9. RELIANCE ON THE CAPACITY OF OTHER PERSONS

- 9.1. For the fulfilment of the Framework agreement, to comply with the selection requirements for the Tenderers related to the economic and financial standing and technical and professional capacity, the Tenderer may rely on the capacity of other persons, regardless of the legal nature of their mutual relationship. In this case:
- 9.1.1. The Tenderer shall indicate in the Proposal all persons on whose capacity it relies by filling in the table in Annex No 2 "Application for participation in the Procurement" of the Regulations and prove to the Contracting authority that the Tenderer will have available all the necessary resources for the fulfilment of the Framework agreement by submitting a signed confirmation or agreement on cooperation and/or passing of resources to the Tenderer between such persons and the Tenderer. The confirmations and agreements on cooperation and passing of resources can be replaced with any other type of documents by which the Tenderer is able to prove that necessary resources will be available to the Tenderer and will be used during the fulfilment of the Contract.
- 9.1.2. Documents on cooperation and passing of resources must be sufficient to prove to the Contracting authority that the Tenderer will have the ability to fulfil the Framework agreement, as well as that during the validity of the Framework agreement Tenderer will in fact use the resources of such person upon whose capacity it relies.
- 9.1.3. The Contracting authority shall require joint and several liability for the execution of the Framework agreement between the:
- 9.1.3.1. Tenderer and a person on whose capacity Tenderer is relying on to certify its financial and economic performance and who will be financially and economically responsible for fulfilment of the Contract;
- 9.1.3.2. each member of the partnership (if the Tenderer is a partnership) on whose capacity Tenderer is relying on and who will be financially and economically responsible for fulfilment of the Contract.
- 9.2. The Tenderer may relay on the capacity of other persons only if these persons will provide services that require the relevant capacity.
- 9.3. If Tenderer is a partnership, the member of the partnership upon whose qualification the partnership relies on to confirm that its qualification conforms to the requirements stipulated in the Regulations must provide the respective services for which the respective qualification was required.

10. SUBCONTRACTING

- 10.1. The Tenderer shall indicate in the Proposal all subcontractors of the Tenderer by filling in the table in Annex No 2 "Application for participation in the Procurement" of the Regulations.

11. FINANCIAL PROPOSAL

- 11.1. The Financial proposal shall be indicated and submitted as part of the Annex No 2 "Application for participation in the Procurement" of the Regulations.
- 11.2. Tenderer shall indicate one blended hourly rate as remuneration for provided Services under all Service lines indicated in the Section 2 of the Technical specification.
- 11.3. The proposed hourly rate shall be indicated in euro without VAT.
- 11.4. The proposed hourly rate must be calculated and indicated with an accuracy of 2 (two) decimal places after comma. If more than 2 (two) decimal places after comma will be indicated, then only the first two decimal places will be considered.
- 11.5. The proposed hourly rate shall include all taxes, fees and payments, and all costs related to the fulfilment of the specific Services that can be reasonably estimated, except VAT, including but not limited to:
- 11.5.1. visits to the Contracting authority (cost of business trips, time of consultants and daily allowance) (except costs to be reimbursed as specified in Section 6.5. of the Framework agreement),
- 11.5.2. field research,
- 11.5.3. purchase of external materials and researches,
- 11.5.4. purchase of external experts if applicable,
- 11.5.5. all other costs unless otherwise explicitly stated in the Framework agreement.
- 11.6. The proposed hourly rate is fixed for all the term of the fulfilment of the Framework agreement and will not be recalculated.

12. TECHNICAL PROPOSAL

- 12.1. Technical proposal consists of following additional experience:
- 12.1.1. Up to 3 (three) additional projects for each of the Key Expert on top of minimum qualification requirements indicated in Section 3.2 of the Technical specification;
- 12.1.2. FIDIC experience of Construction, Real Estate and Environmental Law Key expert (Section 20.3.1.1.2.).
- 12.2. Information regarding additional experience (Section 12.1.1.) must be added in Annex No 4 "Description of Key experts experience" in Section 4 "Additional experience for points according to Section 12.1.1. of the Regulations (Technical proposal)".
- 12.3. Information regarding additional experience (Section 12.1.2.) must be added in Annex No 4 "Description of Key experts experience" in Section 5 "FIDIC standards" for Construction, Real Estate and Environmental Law Key expert only.
- 12.4. Technical proposal will be evaluated according to Section 20.3 of the Regulations.
- 12.5. Technical proposal must be submitted to receive additional points according to Section 20.2.1. of the Regulations. If the Tenderer does not submit the Technical proposal it will not be rejected automatically but it will not receive additional point.
- 12.6. If any of the projects indicated to fulfil the relevant minimum mandatory requirements stipulated in the Section 3.2 of the Technical specification will be recognized as non-compliant with the requirements, the Procurement commission will use projects indicated for additional points and evaluate them against minimum mandatory requirements. If additional projects are evaluated against minimum mandatory requirements (used to demonstrate compliance with minimum mandatory requirements), no additional points will be granted for such projects.

13. CONTENTS AND FORM OF THE PROPOSAL

- 13.1. The Proposal must be submitted electronically on E-Tenders system of the Electronic Procurement System in accordance with the following options for the Tenderer:
- 13.1.1. by using the available tools of the E-Tender system, filling the attached forms of the E-Tender system for the Procurement;
 - 13.1.2. by preparing and filling the necessary electronic documents outside the E-Tenders system and attaching them to relevant requirements (in this situation the Tenderer takes responsibility for the correctness and compliance of the forms to requirements of documentation and form samples);
 - 13.1.3. by encrypting electronically prepared Proposal outside of the E-Tenders system with data protection tools provided by third parties, and protection with electronic key and password (in this situation, the Tenderer takes responsibility for the correctness and compliance of the forms to requirements of documentation and form samples as well as ensuring capability to open and read the document by the Contracting authority).
- 13.2. During preparation of the Proposal, the Supplier shall respect the following requirements:
- 13.2.1. Each document mentioned in Section 13.3 of the Regulations must be filled separately, each in a separate electronic document in line with forms attached to Procurement in a Microsoft Office 2010 (or later) format and attached to the designated part of the Procurement (<https://www.eis.gov.lv/EKEIS/Supplier/Procurement/159416>) on E-Tenders system;
 - 13.2.2. Upon submission, the Tenderer signs the Proposal with secure electronic signature and time-stamp or with electronic signature provided by Electronic Procurement System. The Tenderer can use secure electronic signature and time-stamp and sign Application form, Technical proposal, Financial proposal and other documents separately.
- 13.3. Documents to be included in the Proposal:
- 13.3.1. Application for participation in the Procurement including the information about entities on whose capacity Tenderer is relying on and Tenderer's subcontractors accompanied with relevant documents (please see the Section 9 and 10 of the Regulations; form enclosed as Annex No 2 of Regulations);
 - 13.3.2. Information and documents confirming compliance of the Tenderer with the selection criteria for the Tenderers (please see the Section 8 of the Regulations; form enclosed as Annex No 3 and 4 of Regulations);
 - 13.3.3. Financial proposal (please see the Section 11 of the Regulations; form enclosed as Annex No 2 of the Regulations);
 - 13.3.4. Technical proposal (prepared in accordance with the Section 12 and the Annex No 1 of the Regulations; form enclosed as Annex 4 of the Regulations), signed by the relevant Key expert;
 - 13.3.5. Information and documents relating to subcontractors (please see the Section 10 of the Regulations form enclosed as Annex No 2 of the Regulations).
- 13.4. The Proposal may contain original documents or their derivatives (e.g., copies). In the Proposal or in reply to a request of the Procurement commission Tenderer shall submit only such original documents which have legal force. In order for the document to gain legal force it has to be issued and formatted in accordance with the Latvian Law on Legal Force of Documents of the Republic of Latvia (<https://likumi.lv/ta/en/id/210205-law-on-legal-force-of-documents>), but public documents issued abroad shall be formatted and legalized in accordance with the requirements of the Document Legalization Law of the Republic of Latvia (<https://likumi.lv/ta/id/301436-dokumentu-izstradasanas-un-noformesanas-kartiba>). Public documents issued abroad can be self-approved by the Tenderer, if it is applicable by the legislation of the respective country. When submitting the Proposal, the Tenderer has the right to certify the correctness of all submitted documents' derivatives and translations with

one certification. The Proposal must be signed by a person who is legally representing the Tenderer or is authorized to represent the Tenderer in the Procurement.

- 13.5. The Proposal must be signed by a person who is legally representing the Tenderer or is authorized to represent the Tenderer in this Procurement (please see the Section 8.2.2 of the Regulations).
- 13.6. The Tenderer shall prepare Proposal in electronic form using the E-Tenders system available on <https://www.eis.gov.lv/EKEIS/Supplier/Procurement/159416>.
- 13.7. The Proposal must be submitted in a written form in English or in Latvian (if submitted in Latvian, translation of the Proposal in English must be provided together with the Proposal).

14. ENCRYPTION OF THE PROPOSAL INFORMATION

- 14.1. E-Tender system which is a subsystem of the Electronic Procurement System ensures first level encryption of the information provided in the Proposal documents.
- 14.2. If the Tenderer applied additional encryption to the information in the Proposal (according to the Section 13.1.3 of the Regulations), the Tenderer must provide the Procurement commission with the electronic key with the password to unlock the information not later than within 15 (fifteen) minutes after the deadline of the Proposal opening.

15. SUBMISSION OF A PROPOSAL

- 15.1. The Proposal (documents referred to in the Section 13.3 of the Regulations) shall be submitted electronically using the E-Tenders system available on <https://www.eis.gov.lv/EKEIS/Supplier/Procurement/159416>. **The deadline for submission of proposals is specified in the "Contract Notice", and in the Contracting Authority's buyer profile in the Electronic Procurement System.**
- 15.2. The Tenderer may recall or amend submitted Proposal before the expiry of the deadline for the submission of Proposals by using the E-Tenders system.
- 15.3. Only Proposals submitted on the E-Tenders system will be accepted and evaluated for participation in the Procurement. Any Proposal submitted outside the E-Tenders system will be declared as submitted in a non-compliant manner and will not participate in the Procurement.

16. OPENING OF PROPOSALS

- 16.1. The Proposals will be opened on the E-Tenders system, during the opening session. It is possible to follow the opening of submitted Proposals online on the E-Tenders system. **The opening time of proposals is specified in the "Contract Notice", and in the Contracting Authority's buyer profile in the Electronic Procurement System.**
- 16.2. The Proposals will be opened by using the tools offered by the E-Tenders system. The proposed contract prices and other information that characterizes the Proposal (excluding confidential information) will be published on the E-Tenders system.
- 16.3. The information regarding the Tenderer, the time of Proposal submission, the proposed hourly rate and other information that characterizes the Proposal is generated at the opening of the Proposals by the E-Tenders system and written down in the Proposal opening sheet which will be published on the E-Tenders system and Contracting authority's webpage.

17. VERIFICATION OF PROPOSALS FOR COMPLIANCE

- 17.1. Following of the opening of the Proposals the Procurement commission verifies the compliance of Proposals received. The Procurement commission evaluates the Proposals in closed sessions.

- 17.2. The Procurement commission verifies whether the submitted Proposals comply with the requirements stipulated in the Section 13 of the Regulations and whether all required information and documents are submitted and selects for further evaluation the compliant Proposals.
- 17.3. The Procurement commission verifies whether the Tenderers comply with the selection criteria stipulated in the Section 8.2. – 8.4 of the Regulations and selects compliant Tenderers for further evaluation.

18. VERIFICATION OF TECHNICAL PROPOSAL

- 18.1. The Procurement commission verifies whether the submitted Technical proposals are compliant with the Annex No 1 “Technical specification” and Sections 12 and 20.3. of the Regulations.

19. VERIFICATION OF FINANCIAL PROPOSALS

- 19.1. The Procurement commission verifies whether Tenderers have filled-in the relevant part of the Annex No 2 “Application for participation in the Procurement” of the Regulations in accordance with the requirements.
- 19.2. The Procurement commission verifies whether there are any arithmetical errors, whether an abnormally low Proposal has been received, as well as assesses and compares the proposed contract prices.
- 19.3. The Procurement commission informs the Tenderer whose arithmetical errors have been corrected about the correction of arithmetical errors and the corrected financial proposal.
- 19.4. When evaluating the financial proposal, the Procurement commission takes corrections into account.
- 19.5. The Procurement commission has the right to demand that the Tenderer explains the calculation upon which the financial proposal is based and other related aspects in order to ascertain the objectivity of the financial proposal and whether an abnormally low Proposal has been submitted.
- 19.6. The Procurement commission further evaluates the compliant Proposals which have not been declared as abnormally low proposals.

20. FRAMEWORK AGREEMENT AWARD CRITERIA

- 20.1. The Proposal selection criterion is the most economically advantageous proposal according to the evaluation methodology described in this paragraph below.
- 20.2. The economically most advantageous proposal shall be the Proposal which will receive the highest sum of scores for the following criteria:

No.	Evaluation criteria	Maximum points
20.2.1	Quality of the Technical proposal , which will be evaluated in accordance with the Section 20.3 of the Regulations:	60
20.2.1.1	<i>Additional experience of proposed Key experts - additional projects;</i>	<i>54</i>
20.2.1.2	<i>Additional experience of proposed Key experts – FIDIC standards.</i>	<i>6</i>
20.2.2	Proposed hourly rate mentioned in the Section 11.2 of the Regulations , which will be evaluated in accordance with the Section 20.4 of the Regulations.	40
Total		100

20.3. Evaluation of the Technical proposal

- 20.3.1. Evaluation of the additional experience of proposed Key experts:

20.3.1.1. Additional points for Key experts can be obtained as:

20.3.1.1.1. additional projects on top of minimum of the qualification criteria and

20.3.1.1.2. additional experience of the Construction, Real Estate and Environmental Law Expert :

Additional experience of the Construction, Real Estate and Environmental Law Expert

Tenderer can receive 6 points if it proposes at least 1 (one) Construction, Real Estate and Environmental Law Expert who has at least 1 (one) completed project that meets the minimum requirements for Construction, Real Estate and Environmental Law Expert experience stipulated in the Section 3.2 of the Technical specification **and this project involved application of FIDIC standards.**

20.3.2. Every proposed Key expert shall be evaluated based on his/her experience that is above the minimum of the qualification criteria. One Key expert can propose maximum 3 additional projects on top of minimum qualification criteria set in Technical specification. If minimum qualification criteria will not be fulfilled, the Procurement commission will evaluate the additional projects to fulfil minimum requirements first.

20.3.2.1. Only the following experience, which exceeds the minimum experience that is requested in the Section 8.4 of the Regulations and the Section 3.2 of the Technical specification shall be awarded with points according to the following sub-criteria and methodology:

No	Criteria	Points	Max points
a)	For each Key expert's experience ³ for every project proposed on top of minimal requirements stipulated in the Section 3.2 of the Technical specification. - Maximum points in one service line per one country – 3 points; - Maximums points per one service line together – 9 points. -	1	54
b)	At least one Construction, Real Estate and Environmental Law Expert has at least one completed project that meets the minimum requirements for Construction, Real Estate and Environmental Law Expert experience stipulated in the Section 3.2 of the Technical specification and this project involved FIDIC standards.	6	6
TOTAL:			60

20.3.2.2. The Procurement commission shall obtain the final score for each Technical proposal in this criteria by summing up all points obtained by the particular Technical proposal in this criteria and dividing the sum with the number of members of the Procurement commission which participated in the evaluation of the Technical proposals. The result shall be used as the points for the particular Technical proposal for the purposes of Section 20.5 of the Regulations.

20.4. Evaluation of the proposed hourly rate mentioned in the Section 11.2 of the Regulations

20.4.1. The Proposal will receive points for proposed hourly rate mentioned in the Section 11.2 of the Regulations in accordance with following formula: $points = \frac{\text{lowest proposed hourly rate from the compliant proposals}}{\text{Tenderer's proposed hourly rate}} \times 40$

20.5. The Procurement commission shall sum up the points obtained by each Proposal by summing up all points that particular Proposal obtained in accordance with the procedures set out in Section 20.3 – 20.4 of the Regulations and dividing by the number of members of Procurement commission participated in the evaluation. The points obtained are calculated and indicated with an accuracy of 2 (two) decimal places after comma. The Framework agreement will be awarded up to the 3 (three) Tenderers whose Proposals obtain the highest final score according to Section 20.2 – 20.5 of the Regulations.

20.6. In case several Tenderers will obtain equal number of points, the Procurement commission will award the right to conclude the Framework agreement to the Tenderer which has obtained higher score for its Technical proposal. If also this score will be equal, then the Procurement commission will award the right to conclude the Framework agreement to the Tenderer which has obtained higher score for additional experience of its proposed Key experts (Section 20.2.1, Sub-Section a) of the Regulations). If also this score

³ For additional experience of the Corporate Governance Expert, Employment Law Expert, Construction, Real Estate and Environment Law Expert, Public Procurement Law Expert, Competition Law and State Aid Expert or Dispute Resolution Expert.

will be equal, then the Procurement commission will invite representatives of those particular Tenderers and organize a draw. In situation, when representatives of Tenderers chose to not be present at the draw, the Procurement commission will carry out the draw without representatives of Tenderers presence by inviting impartial participant from the Contracting authority.

21. TENDERER CHECK PRIOR TO MAKING THE DECISION REGARDING THE CONCLUSION OF THE FRAMEWORK AGREEMENT

- 21.1. Prior to making the decision about assigning rights to conclude the Framework agreement, the Procurement commission performs a check regarding requirements stipulated in Section 8.1. of the Regulations for the tenderer and members of a partnership (if the tenderer is a partnership).

22. DECISION MAKING, ANNOUNCEMENT OF RESULTS AND ENTERING INTO A CONTRACT

- 22.1. The Procurement commission selects Tenderers in accordance with the set selection criteria for Tenderers, verifies the compliance of the Proposals with the requirements stipulated in the Regulations and chooses the Proposal in accordance with the contract award criteria as described in Section 20 of the Regulations. The most economically advantageous Proposal shall be selected.
- 22.2. Within 3 (three) business days from the date of decision about the Procurement results the Procurement commission informs all the Tenderers about the decision made by sending the information by post or electronically (including on the E-Tenders system) and keeping the evidence of the date and means of sending the information. The Procurement commission announces the name of the chosen Tenderer, indicating:
- 22.2.1. to the rejected Tenderer - the reasons for rejecting its Proposal;
- 22.2.2. to the Tenderer who has submitted compliant Proposal - the characterization of the chosen Proposal and the relative advantages;
- 22.2.3. the deadline by which the Tenderer may submit a complaint to the Procurement Monitoring Bureau regarding violations of the public procurement procedure.
- 22.3. If the Procurement is terminated, the Procurement commission within 3 (three) business days simultaneously informs all Tenderers about all the reasons why the Procurement is terminated and informs about the deadline within which a Tenderer may submit a complaint to the Procurement Monitoring Bureau regarding the violations of the public procurement procedure.
- 22.4. The Procurement commission when informing about the results has the right not to disclose specific/confidential information, if it may infringe upon public interests or if the Tenderer's legal commercial interests or the conditions of competition would be violated.
- 22.5. The selected Tenderer upon receiving the notification from the Procurement commission must:**
- 22.5.1. within 5 (five) business days - to submit to the Contracting authority a copy of a partnership agreement or notification regarding the establishment of the partnership, if required pursuant to requirements under the Section 7.1.2.1 of the Regulations;
- 22.5.2. within 10 (ten) days from receiving the invitation - to sign the Contract.
- 22.6. The Procurement commission has the right to choose the next most economically advantageous Proposal, if the Tenderer in the time stipulated by the Regulations:
- 22.6.1. refuses to conclude a partnership agreement or to establish the partnership in the cases and deadlines defined by the Regulations or in the cases and deadlines defined by the Regulations does not submit a copy of the partnership agreement or does not inform of the founding of a partnership company;
- 22.6.2. refuses to conclude the Framework agreement or does not submit a signed Framework agreement within the deadlines defined in the Regulations.

- 22.7. In any of such cases mentioned in the Section 22.6 of the Regulations, the Procurement commission is entitled to terminate the Procurement without selecting any Proposal or to select the Proposal with the next most economically advantageous Proposal. For either of these decisions a written decision must be made.
- 22.8. Prior to making the decision regarding the conclusion of the Framework agreement with the next Tenderer, the Procurement commission assesses whether the next Tenderer is one market participant together with the initially selected Tenderer. If the next selected Tenderer is found to be one market participant together with the initially selected Tenderer, the Procurement commission makes a decision to terminate the Procurement without selecting any Proposal. If the next selected Tenderer is found to be one market participant together with the initially selected Tenderer or it does not comply with requirements set in the Section 22.7 of the Regulations, the Procurement commission decides to terminate the Procurement without selecting any Proposal.

23. ANNEXES

1. Annex No 1 - Technical specification on 9 pages;
2. Annex No 2 - Application for participation in the Procurement (form) on 3 pages;
3. Annex No 3 - Confirmation of the Tenderer's financial standing (form) on 1 page;
4. Annex No 4 - Description of the Key expert's experience (form) on 9 pages;
5. Annex No 5 - Draft Framework agreement on 31 page.

ANNEX 1. TECHNICAL SPECIFICATION

**TECHNICAL SPECIFICATION
FOR THE PROCUREMENT
“LEGAL SERVICES”
(ID NO RBR 2025/12)**



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

Riga
2025

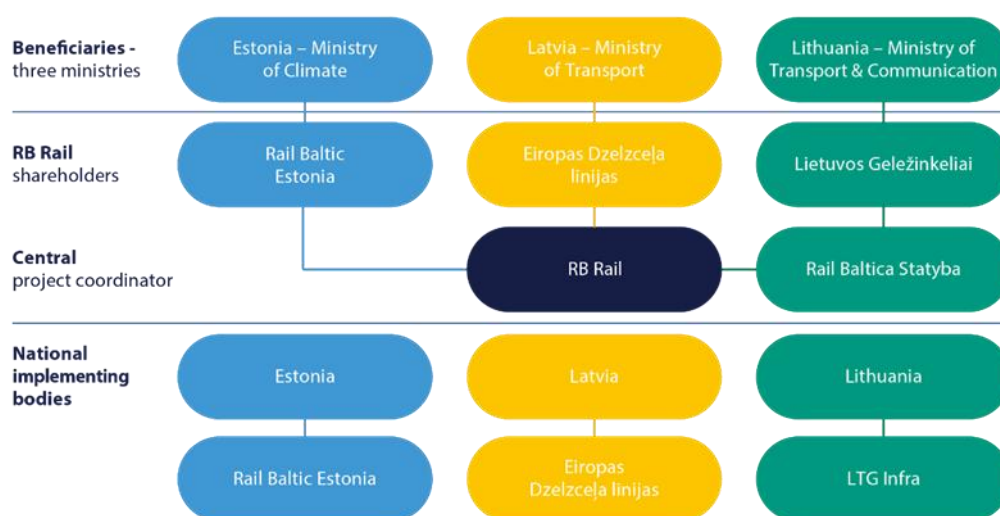
INTRODUCTION TO RAIL BALTICA

Rail Baltica is a greenfield rail transport infrastructure project aiming to integrate the Baltic states into the European rail network. Spanning five European Union countries – Poland, Lithuania, Latvia, Estonia, and indirectly, Finland – it will connect major cities including Helsinki, Tallinn, Pärnu, Riga, Panevėžys, Kaunas, Vilnius, and Warsaw. Rail Baltica is a part of two European transport network corridors – North Sea-Baltic TEN-T corridor as well as the Baltic Sea - Black Sea - Aegean Sea TEN-T corridor.

With a length of almost 900 km, Rail Baltica is designed for both passenger and freight traffic, featuring a maximum speed of 249 km/h for passengers and 120 km/h for freight. Environmentally friendly, it will be fully electrified, producing less noise and vibration.

To meet growing investment needs and the 2030 deadline, Rail Baltica will be implemented in phases. The first phase, estimated at 15.3 billion EUR, will establish an operational cross-border corridor linking Estonia, Latvia, and Lithuania with Poland. The second phase, dependent on future funding, will complete full integration into Europe's rail network.

Rail Baltica is managed through cooperation between the central coordinator of the project RB Rail AS, national implementing bodies, and the responsible ministries of Estonia, Latvia, and Lithuania. RB Rail AS, a joint venture of the three countries, coordinates the project at the international level, overseeing planning, system integration and assurance, subsystem development, consolidated material procurement and cross-border integration. Each country has its own national implementing body – Rail Baltic Estonia, Eiropas Dzelzceļa līnijas in Latvia, and LTG Infra in Lithuania – responsible for local implementation of the project. The responsible ministries provide regulatory oversight, secure national funding, and ensure alignment with national and EU policies.



Rail Baltica prioritizes sustainability, safety, and modernity. Utilizing the latest technologies and materials, it adheres to stringent safety standards, including the European Railway Traffic Management System (ERTMS) for train control and safety measures such as two-level crossings and full fencing. Passenger stations will offer convenient access and amenities, while new intermodal freight terminals will facilitate efficient cargo transfer between transport modes. In addition to passenger travel, businesses will be able to use Rail Baltica for freight transport and logistics.

The new railway will make it easier for companies to provide services across the entire region and take advantage of new growth opportunities. Fast and reliable cargo services will ensure better access to the European market and companies in the Baltic states will become more competitive at global level. Railways are significantly and

measurably more environmentally friendly than other forms of transport. Rail Baltica will be fully electrified, thereby reducing CO2 emissions to the lowest possible levels.

Rail Baltica will contribute to the security of the Baltic states by establishing railway connectivity with their allies in Europe and improving military logistics in the entire region. By aligning rail gauge and other technical parameters with the European railways, Rail Baltica will be part of European military mobility.

By 2030, it aims to complete the corridor with its emphasis on sustainability, safety, and modernity, Rail Baltica represents a significant step towards a more integrated, efficient, and environmentally friendly transportation network in the Baltic region and beyond.

1. SUPPORT FROM EXPERTS

2.1 RB Rail AS is seeking to establish a panel of experienced legal advisors (the “**Panel of law firms**”) to provide legal services (the “**Services**”) to the RB Rail AS on various legal matters in Estonia, Latvia and Lithuania. All of the Services are to be delivered in English as a primary language and in Latvian and/or Lithuanian and/or Estonian, if needed. Please see below a detailed list of required Services, whose provision is divided into the following service lines (the “**Service lines**”):

No	The Service line	Description of the Services
1	Corporate governance	The Tenderer must be able to provide legal services in the following fields: - company formation, winding-up/dissolution and liquidation; - disposals, mergers and reorganizations; - management buyouts and leveraged buyouts; - joint ventures and partnership related issues; - corporate governance; - corporate financing matters; - tax matters; - responsibilities and liability of the Management Board, Supervisory Board and Shareholders; - due diligence (corporate law matters); - corporate dispute resolution; - data registration, updating in various registers (including data on branches); - national regulatory compliance (related to ESG, cybersecurity etc.); - corporate document development, including branch-related; - other legal services related to the corporate governance and the above-mentioned activities.
2	Employment law	The Tenderer must be able to provide legal services in the following fields: - employment contracts and their termination; - collective agreements, trade unions and other bodies that protect interests of employees (e.g., work council in Lithuania); - executive compensation and benefits; - outsourcing; - labor dispute resolution; - employment of foreign nationals; - other legal services related to employment laws and the above-mentioned activities.

3	Construction, Real Estate and Environment	The Tenderer must be able to provide legal services in the following fields: - construction design development and detailed planning; - construction contracts; - construction supervision; - planning, zoning and building rights; - regulatory compliance; - commercial lease; - mortgages and other encumbrances; - real estate due diligence; - compliance with environmental law; - construction, real estate and environment dispute resolution; - other legal services related to real estate and the above-mentioned activities.
4	Public Procurement	The Tenderer must be able to provide legal services in the following fields: - public procurement process structuring; - organizing of public procurement procedures; - drafting of public procurement contracts and tender documentation; - review of tender documentation (regulations, terms of reference (technical specification), contracts etc.); - collateral and guaranties structures; - public procurement process related disputes; - implementation and enforcement of public procurement contracts; - assessment of public procurement related issues; - interpretation and implementation of public procurement laws; - other legal services related to public procurements and above-mentioned activities.
5	Competition Law and State Aid	The Tenderer must be able to provide legal services in the following fields: - horizontal and vertical agreements; - abuse of dominance; - compliance with applicable competition and state aid laws; - competition dispute resolution; - other legal services related to competition laws/state aid and the above-mentioned activities.
6	Dispute resolution	The Tenderer must be able to provide legal services in the following fields: - Provision of the support to subject matter experts in dispute resolution; - Representation of clients in an administrative, civil disputes and other alternative prelitigation proceedings and litigation stage; - other legal services related to the above-mentioned activities. <i>Please note that representation in arbitration proceedings is not included in the scope of this or any other Service line!</i>

2. KEY EXPERTS FOR SERVICE LINES

- 3.1 It will be required that implementation of all entrusted assignments is led by specific persons who comply with the minimum qualification criteria stipulated in Section 8.4 of the Regulations and in the table below in Section 3.2. of this Technical Specification, i.e., Corporate Governance Experts, Employment Law Experts, Construction, Real Estate and Environment Law Experts, Public Procurement Law Experts, Competition Law and State Aid Experts and Dispute Resolution Experts (the **"Key experts"**). Therefore, in the Proposal the Tenderer must individually indicate the whole team of Key experts who will work in each of the relevant countries – Latvia, Lithuania and Estonia, in each of the Service lines No 1 – 6. Information about each of the Key experts must be provided separately by filling and submitting Annex No. 4 "Description of Key Expert's Experience" to the Regulations.

When indicating the experience of each of the Key experts in the Annex No. 4 "Description of Key Expert's Experience" to the Regulations, the Tenderer must take into account that **only those projects where the Key experts have participated as a lead experts are acceptable**. In the context of the Technical specification, only those experts who had main responsibility for the implementation of the indicated projects can be considered as lead experts (any kind of assisting role shall not be considered as sufficient to satisfy project experience requirements).

Any of the projects listed in the Annex No. 4 "Description of Key Expert's Experience" to the Regulations must have been implemented within last 5 (five) years (from 2020 to the proposal submission date). RB Rail AS reserves the right to request copies of documentation of the particular project proving the Key expert's role in a project and the responsibilities covered.

The Tenderer may propose one Key expert for several positions (for more than one country or Service line), if the proposed Key expert meets all the requirements applicable for the specific position and it will not negatively affect the capacity of provision of the Services. By submitting a Proposal, the Tenderer confirms that all of the Key experts have the required professional experiences, and they have participated in projects that complies with the requirements of table below.

- 3.2 The Tenderer must ensure the availability of the following Key experts in each of the given Service lines:

3.2.1.	Service line No 1	Corporate governance (3 (three) Key experts in total, 1 (one) for each of the Baltic countries)
Corporate Governance Experts in Latvia, Estonia and Lithuania must meet the following minimal experience requirements (please note that the requirements for the respective Key expert in Latvia differ from the requirements for the Key experts in Estonia and Lithuania):		
I. Requirements for the Corporate Governance Expert in Latvia Over the last 5 (five) years (from 2020 to the Proposal submission date) the Corporate Governance Expert has provided legal services within framework of 3 (three) different projects, each of which meets at least 1 (one) of the following sets of criteria (A or B): A. within a year (12 (twelve) months) the Key expert has provided legal services to a client - a public limited liability company (<i>akciju sabiedrība</i>) registered in Latvia, on corporate governance issues in the amount of at least 150 (one hundred fifty) billable hours or EUR 22 500 (twenty-two thousand five hundred euros), excluding value added tax; OR B. the Key expert has provided legal services to a client - a company registered in Latvia, in relation to cross-border* mergers or demergers, spin-offs and/or reorganizations in the amount of at least 300 (three hundred) billable hours or EUR 45 000 (forty-five thousand euros), excluding value added tax. <i>*Cross-border means that at least two of involved legal persons are registered in two different countries and at least one is registered in the European Union.</i> II. Requirements for the Corporate Governance Experts in Estonia and Lithuania Over the last 5 (five) years (from 2020 until the proposal submission date) the Corporate Governance Expert has provided legal services within framework of 3 (three) different projects, each of which meets at least 1 (one) of the following sets of criteria (A or B): A. within a year (12 (twelve) months) the Key expert has provided legal services to a client being a company registered in a country to which the Key expert has been assigned (Estonia or Lithuania) on		

corporate and/or corporate governance matters in the amount of at least 50 (fifty) billable hours or EUR 7 500 (seven thousand five hundred euros), excluding value added tax;

OR

- B. the Key expert has provided legal services to a client being a company registered in a country to which the expert has been assigned (Estonia or Lithuania) in relation to cross-border* mergers or demergers, spin-offs and/or reorganizations in the amount of at least 100 (one hundred) billable hours or EUR 15 000 (fifteen thousand euros), excluding value added tax.

**Cross-border means that at least two of involved legal persons are registered in two different countries and at least one is registered in the European Union.*

3.2.2.	Service line No 2	Employment law (3 (three) Key experts in total, 1 (one) for each of the Baltic countries)
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Employment Law Experts in Latvia, Estonia and Lithuania must meet the following minimal experience requirements:

Over the last 5 (five) years (from 2020 until the Proposal submission date) the Employment Law Expert has provided legal services within framework of **3 (three) different projects**, each of which meets at least 1 (one) of the following sets of criteria (A, B or C):

- A. within a year (12 (twelve) months) the Key expert has provided legal services to a client or clients being a companies registered in a country to which the Key expert has been assigned (Latvia, Estonia or Lithuania) on employment matters in the amount of at least 200 (two hundred) billable hours or EUR 30 000 (thirty thousand euros), excluding value added tax;

OR

- B. the Key expert has represented a client being a company registered in a country to which the Key expert has been assigned (Latvia, Estonia or Lithuania) in an employment law dispute, and such legal services were provided in the amount of at least 100 (one hundred) billable hours or EUR 15 000 (fifteen thousand euros), excluding value added tax;

OR

- C. the Key expert has provided legal services to a client being a company registered in a country to which the expert has been assigned (Latvia, Estonia or Lithuania) on employment matters in connection to company formation, winding-up and liquidation, company disposals, mergers and reorganizations in the amount of at least 100 (one hundred) billable hours or EUR 15 000 (fifteen thousand euros), excluding value added tax.

3.2.3.	Service line No 3	Construction, Real Estate and Environment (3 (three) Key experts in total, 1 (one) for each of the Baltic countries)
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Construction, Real Estate and Environment Law Experts in Latvia, Estonia and Lithuania must meet the following minimal experience requirements:

Over the last 5 (five) years (from 2020 until the Proposal submission date) the Construction, Real Estate and Environment Law Expert has provided legal services within framework of **3 (three) different projects**, each of which meets at least 1 (one) of the following sets of criteria (A or B):

- A. the Key expert has provided legal services to a client being a company registered in a country to which the Key expert has been assigned (Latvia, Estonia or Lithuania) in relation to 1 (one) construction and/or design contract drafting and/or negotiations in the amount of at least 200 (two hundred) billable hours or EUR 30 000 (thirty thousand euros), excluding value added tax;

OR

- B. the Key expert has been representative of a client being a company registered in a country to which the Key expert has been assigned (Latvia, Estonia or Lithuania) in the construction and/or design contract claims or litigation/arbitration process, and such legal services were provided in the amount of at least 200 (two hundred) billable hours or EUR 30 000 (thirty thousand euros), excluding value added tax.

3.2.4.	Service line No 4	Public Procurement (3 (three) Key experts in total, 1 (one) for each of the Baltic countries)
<u>Public Procurement Law Experts in Latvia, Estonia and Lithuania</u> must meet the following minimal experience requirements (please note that the requirements for the Key expert in Latvia differ from the requirements for the Key experts in Estonia and Lithuania):		
I. <u>Requirements for the Public Procurement Law Expert in Latvia</u> Over the last 5 (five) years (from 2020 until the Proposal submission date) the Public Procurement Law Expert has provided legal services within framework of 3 (three) different projects, each of which meets at least 1 (one) of the following sets of criteria (A or B): A. the Key expert has provided consultations for drafting or has drafted public procurement documents (regulations and/or technical specification) for a public procurement that meets <u>all of the following criteria</u>: i. The procurement process was regulated by the Public Procurement Law of Latvia; ii. a procurement contract price was equal or higher than EUR 750,000 (seven hundred fifty thousand euros), excluding value added tax; iii. the procurement was finished with the procurement commission decision to award a contract (the Decision); iv. an appeal time of the Decision is expired or, if the Decision was appealed, the Procurement Monitoring Bureau/court declared this appeal ungrounded. OR B. the Key expert has represented a contracting authority or a tenderer before the Procurement Monitoring Bureau and/or court in a public procurement dispute, that has <u>all the following characteristics</u>: i. the procurement process was regulated by the Public Procurement Law of Latvia; ii. a procurement contract price was equal or higher than EUR 750,000 (seven hundred fifty thousand euros), excluding value added tax; iii. a decision on the dispute was taken in favour of a client; iv. a decision has come into force. II. <u>Requirements for the Public Procurement Law Experts in Estonia and Lithuania</u> Over the last 5 (five) years (from 2020 until the Proposal submission date) the Public Procurement Law Expert has provided legal services within framework of 3 (three) different projects, each of which meets at least 1 (one) of the following sets of criteria (A or B): A. The Key expert has provided consultations for drafting or has drafted public procurement documents (regulations and/or technical specification) for a public procurement that meets <u>all the following criteria</u>: i. the procurement process was regulated in accordance with the Public Procurement law of the country to which the Key expert has been assigned (Estonia or Lithuania); ii. a procurement contract price was equal or higher than EUR 250,000 (two hundred fifty thousand euros), excluding value added tax; iii. the procurement was finished with the procurement commission decision to award a contract (the Decision); iv. an appeal time of the Decision is expired or, if the Decision was appealed, institution that is responsible for overseeing and regulating public procurement processes/court declared this appeal ungrounded		

OR

- B. the Key expert has represented a contracting authority or a tenderer before the institution that is responsible for overseeing and regulating public procurement processes and/or court in a public procurement dispute, that has all the following characteristics:
- i. the procurement process was regulated in accordance with the Public Procurement law of the country to which the Key expert has been assigned (Estonia or Lithuania);
 - ii. a procurement contract price was equal or higher than EUR 250,000 (two hundred fifty thousand euros), excluding value added tax;
 - iii. a decision on the dispute was taken in favour of a client;
- a decision has come into force.

3.2.5.

Service
line No 5

Competition Law and State Aid
(3 (three) Key experts in total, 1 (one) for each of the Baltic countries)

Competition Law and State Aid Experts in Latvia, Estonia and Lithuania must meet the following minimal experience requirements (please note that the requirements for the Key expert in Latvia differ from the requirements for the Key experts in Estonia and Lithuania):

I. Requirements for the Competition Law and State Aid Expert in Latvia

Over the last 5 (five) years (from 2020 until the Proposal submission date) the Competition Law and State Aid Expert has provided legal services within framework of **3 (three) different projects**, each of which meets at least 1 (one) of the following sets of criteria (A or B):

- A. within a year (12 (twelve) months) the Key expert has provided legal services on state aid matters to a client – a company registered in Latvia, in the amount of at least 50 (fifty) billable hours or EUR 7 500 (seven thousand five hundred euros), excluding value added tax;

OR

- B. the Key expert has advised and/or represented a client – a company registered in Latvia, in relation to the competition law dispute in Competition Counsel and/or court, and such legal services were provided in the amount of at least 100 (one hundred) billable hours or EUR 15 000 (fifteen thousand euros), excluding value added tax;

II. Requirements for the Competition Law and State Aid Experts in Estonia and Lithuania

Over the last 5 (five) years (from 2020 until the proposal submission date) the Competition Law and State Aid Expert has gained experience in at least **3 (three) projects**, each of which meets at least 1 (one) of the following criteria (A or B):

- A. the Key expert has provided legal services on state aid matters to a client being a company registered in a country to which the Key expert has been assigned (Estonia or Lithuania) in the amount of at least 50 (fifty) billable hours or EUR 7 500 (seven thousand five hundred euros), excluding value added tax;
- OR
- B. the Key expert has advised and/or represented the client in relation to the competition law dispute before national authority responsible for enforcing competition law and promoting fair competition and/or court of the country to which the Key expert has been assigned (Estonia or Lithuania), and such legal services were provided in the amount of at least 50 (fifty) billable hours or EUR 7 500 (seven thousand five hundred euros), excluding value added tax.

3.2.6.

Service
line No 6

Dispute Resolution
(3 (three) Key experts in total, 1 (one) for each of the Baltic countries)

Dispute Resolution Experts in Latvia, Estonia and Lithuania must meet the following minimal experience requirements:

I. Requirements for the Dispute Resolution Experts in Latvia

Over the last 5 (five) years (from 2020 until the Proposal submission date) the Dispute Resolution Expert has provided legal services within framework of **3 (three) different projects**, each of which meets at least 1 (one) of the following sets of criteria (A or B):

- A. the Key expert has represented a client in civil proceedings (including in several separate legal proceedings) before courts of Latvia and such legal services were provided in the amount of at least 500 (five hundred) billable hours or EUR 75 000 (seventy-five thousand euros), excluding value added tax;

OR

- B. the Key expert has represented a client in administrative proceedings (including in several separate legal proceedings) before courts of Latvia and such legal services were provided in the amount of at least 500 (five hundred) billable hours or EUR 75 000 (seventy-five thousand euros), excluding value added tax.

The Dispute Resolution Expert must have at least one project experience in each of criteria – both, experience in civil proceeding and administrative proceeding, must be shown!

II. Requirements for the Dispute Resolution Experts in Estonia and Lithuania

Over the last 5 (five) years (from 2020 until the Proposal submission date) the Dispute Resolution Expert has provided legal services within framework of **3 (three) different projects**, each of which meets at least 1 (one) of the following sets of criteria (A or B):

- III. The Key expert has represented a client in civil proceedings (including in several separate legal proceedings) before courts of the country to which the Key expert has been assigned (Estonia or Lithuania), and such legal services were provided in the amount of at least 300 billable hours or EUR 45 000 (forty-five thousand euros), excluding value added tax;

OR

- IV. the Key expert has represented a client in administrative proceedings (including in several separate legal proceedings) before courts of the country to which the Key expert has been assigned (Estonia or Lithuania), and such legal services were provided in the amount of at least 300 (three hundred) billable hours or EUR 45 000 (forty-five thousand euros), excluding value added tax.

N!B! Each of the Dispute Resolution Experts must have at least one project experience in each of criteria, i.e., both, experience in civil proceeding and administrative proceeding, must be shown!

- 3.3 Section 3.2 of this document specifies the minimum experience requirements mandatory for the Key Experts. The Tenderer might receive additional points for proposed Key Experts' experience in accordance with the requirements stipulated in the Section 20.3.1. of the Procurement Regulations.
- 3.4 The set of rights and obligations that the Tenderer will have to take into account in the event of being awarded the right to conclude the agreement (including in relation to travel costs, assignment of tasks, evaluation of performance, etc.) is specified in the draft Framework agreement, which is attached to the Regulations as Annex No. 5: "Draft Framework agreement".

ANNEX 2. APPLICATION FOR PARTICIPATION IN PROCUREMENT

APPLICATION FOR PARTICIPATION IN THE PROCUREMENT "LEGAL SERVICES"

(ID No RBR 2025/12)

Name of the Tenderer or all members of the partnership	
Registration number of the Tenderer or all members of the partnership ⁴	
VAT payer registration number of the Tenderer or all members of the partnership	
Tender's or all members of partnership taxpayer number in Latvia <i>(must be filled in about all relevant persons if a taxable person's number has been assigned in Latvia, otherwise please fill "N/A")</i>	
Name, surname and position of the person authorized to represent the Tenderer or name of nominated representative (in case of established partnership)	
Legal address of the Tenderer or all members of the partnership	
Correspondence address of the Tenderer or all members of the partnership	
Bank of the Tenderer or all members of the partnership	
Bank code (SWIFT) of the Tenderer or all members of the partnership	
Bank account (IBAN) of the Tenderer or all members of the partnership	
Contact person and contact information of the Tenderer (name, surname, position, telephone number, e-mail)	

By submitting the Proposal, the Tenderer hereby:

1. Confirms participation in the procurement "Legal services", ID No RBR 2025/12;
2. Confirms that, if the Tenderer will be awarded the Framework agreement, the Tenderer will provide quality and timely performance of the contractual liabilities for the proposed price and in accordance with the requirements of the Annex No 1 "Technical specification" of the Regulations;
3. Offers to deliver Services in accordance with the Annex No 1 "Technical specification" of the Regulations for the following blended hourly rate⁵ (without VAT):
_____ EUR/h
4. Proposes following Key experts for the Service provision:

⁴ Tenderer registered or residing outside of Latvia, if applicable, shall indicate VAT payer registration number assigned by the State Revenue Service in Latvia.

⁵ When preparing the Financial proposal, the rules of Section 11 of the Regulations must be considered.

No	Service line	Key expert	Country	Name of the Key expert
1	Corporate Governance	Corporate Governance Expert	Latvia	
			Estonia	
			Lithuania	
2	Employment law	Employment Law Expert	Latvia	
			Estonia	
			Lithuania	
3	Construction, Real Estate and Environment	Construction, Real Estate and Environment Law Expert	Latvia	
			Estonia	
			Lithuania	
4	Public Procurement	Public Procurement Law Expert	Latvia	
			Estonia	
			Lithuania	
5	Competition Law and State Aid	Competition Law and State Aid Expert	Latvia	
			Estonia	
			Lithuania	
6	Dispute resolution	Dispute Resolution Expert	Latvia	
			Estonia	
			Lithuania	

5. Indicates that Tenderer will rely on the capacity of following entities (if applicable):

No	Name of the entity (registration No., legal address)	Description of the capacity
1		
2		
n+1		

6. Indicates that Tenderer will involve following subcontractors in the provision of the Services (if applicable):

No	Name of the sub-contractor (registration No., legal address)	Description of the sub-contracted task	Sub-contracted tasks		Size of the enterprise ⁶
			Amount, EUR (without VAT)	% from the proposed price	
I	Subcontractors the value of services to be provided by which amounts to at least EUR 10 000 (ten thousand euros)				
1					

⁶ Please indicate the size of enterprise (small, medium or other) as defined in the Article 2 of Commission Recommendation of 6 May 2003 concerning the definition of micro, small and medium-sized enterprise. Available here: http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv:OJ.L_.2003.124.01.0036.01.ENG&toc=OJ.L:2003:124:TOC

2					
n+1					
Total:					
II	Subcontractors the value of services to be provided by which amounts below EUR 10 000 (ten thousand euros)				
1					
2					
n+1					
Total:					
Total (I+II)					

7. Confirms that Regulations is clear and understandable, that it does not have any objections and complaints and that in the case of granting the right to enter into a Framework agreement it shall fulfil all conditions of the Regulations as well as enter into a Framework agreement in accordance with the Draft Framework agreement enclosed with the Regulations (Annex No 5 of the Regulations);
8. Confirms that in the preparation and submission of its Proposal, Tenderer has fully considered all the clarifications issued by the Contracting authority;
9. Confirms that Tenderer has prepared the Proposal without connection with any other person, company or parties likewise submitting a Proposal and that it is prepared in all respects for in good faith, without collusion or fraud;
10. Confirms that Tenderer's offered services are free from all liens, interests or other rights of third parties;
11. Agrees that the Contracting authority reserves itself the right to reject any or all Proposals and cancel the procurement process before entry into Framework agreement on the grounds specified in the Regulations or the law;
12. Guarantees that all information and documents provided are true;
13. Confirms⁷ that meets the criteria of (please indicate by ticking relevant box):

☐	a small	☐	a medium	☐	an other
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sized enterprise⁸ as defined in the Article 2 of the Commission Recommendation of 6 May 2003 concerning the definition of micro, small and medium-sized enterprise.⁹

14. Information on beneficial owners¹⁰ of the Tenderer:

No	Name of the beneficial owner and other related information which identifies person
1.	
...	

[date of signing]

[name and position of the representative of the Tenderer]

⁷ Tenderer must indicate size of enterprise for each member of the partnership, if the Tenderer is a partnership.

⁸ The information on the size of the Tenderer is used solely for statistical purposes and is not in any way whatsoever used in the evaluation of the Tenderer or the Proposal.

⁹ Available here - http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv:OJ.L_.2003.124.01.0036.01.ENG&toc=OJ.L:2003:124:TOC

¹⁰ Beneficial owner: a natural person who is the owner of the customer - legal person - or who controls the customer, or on whose behalf, for whose benefit or in whose interests business relationship is being established or an individual transaction is being executed, and it is at least: a) regarding legal persons - a natural person who owns, in the form of direct or indirect shareholding, more than 25 per cent of the capital shares or voting stock of the legal person or who directly or indirectly controls it; b) regarding legal arrangements - a natural person who owns or in whose interests a legal arrangement has been established or operates, or who directly or indirectly exercises control over it, including who is the founder, proxy or supervisor (manager) of such legal arrangement.

ANNEX 3. CONFIRMATION OF FINANCIAL STANDING

CONFIRMATION OF TENDERER'S FINANCIAL STANDING FOR THE PROCUREMENT

"LEGAL SERVICES"

(ID No RBR 2025/12)

1. Section 8.3.1 of the Regulations

The Tenderer's or all members of the partnership together (if the Tenderer is a partnership and confirms the average financial turnover jointly), average annual financial turnover within last 3 (three) years (2022, 2023, 2024) is not less than: 700 000,00 (seven hundred thousand euros).

In the event the average annual financial turnover of a limited partner of a limited partnership (within the meaning of the Commercial Law of the Republic of Latvia, Division X) exceeds its investment in the limited partnership, the average annual financial turnover shall be recognized in the amount of the investment in the limited partnership.

In the event the Tenderer or a member of a partnership (if the Tenderer is a partnership) has operated in the market for less than 3 (three) financial years, the requirement shall be met during the Tenderer's actual operation period.

If the previous 3 (three) reporting years of the Tenderer differ from the years specified in the Section 8.3.1 of the Regulations (2022, 2023, 2024), the financial turnover must be indicated for the Tenderer's previous 3 (three) reporting years.

Financial turnover

No	Year	Total Turnover in EUR	Notes
		The Tenderer or member of the partnership (if the Tenderer is a partnership) on whose capacity Tenderer is relying to certify its financial and economic performance (Section 8.3.1 of the Regulations) and who will be financially and economically responsible for fulfilment of the Contract or other entity on whose capacity Tenderer is relying (if the Tenderer is relying on other entity's capacity) to certify its financial and economic performance and who will be financially and economically responsible for fulfilment of the Contract: _____ Name of the Tenderer/member of a partnership/other entity	
1.	2022		
2.	2023		
3.	2024		
Average annual turnover within the last 3 (three) financial years			

**If the financial turnover is in another currency than euro, for this Proposal it should be recalculated in euro in accordance with the currency exchange rate published by the European Central Bank on the proposal submission date¹¹.*

[date of signing]

[name and position of the representative of the Tenderer]

¹¹ Available here: https://www.ecb.europa.eu/stats/policy_and_exchange_rates/euro_reference_exchange_rates/html/index.en.html
 Template Number:
 RBGL-RBR-TPL-Z-00008 Rev. 1.0

ANNEX 4. DESCRIPTION OF KEY EXPERT'S EXPERIENCE**KEY EXPERT'S APPLICATION
FOR PARTICIPATION IN THE PROCUREMENT****"LEGAL SERVICES"
(ID No RBR 2025/12)
FOR THE SERVICE LINE**

Title of the Service line

The position for which the Key expert is proposed

Country

Name of Key expert	
Education	
Obtained degree	
Personal contact information (phone and e-mail)	

1. Professional experience within last 5 (five) years¹²:

No	Employing organization	Employment period (start – finish dates: month/year – month/year)	Positions held	Activities / Tasks performed
1.				
2.				
3.				

2. English language skills¹³:

Understanding		Speaking		Writing
Listening	Reading	Spoken interaction	Spoken production	
<i>Enter level</i>	<i>Enter level</i>	<i>Enter level</i>	<i>Enter level</i>	<i>Enter level</i>

Levels: A1/A2 - Basic user; B1/B2 - Independent user; C1/C2 - Proficient user.

I confirm that I have consented that my candidature is proposed in the procurement “Legal services”, ID No RBR 2025/12.

I confirm that in case the Tenderer [name of the Tenderer or members of the partnership] will conclude the Framework agreement as the result of the Procurement I will participate as Key expert in the execution of the Framework agreement.

Annexes (diplomas, etc.):

- 1) Project experience
- 2) _____
- 3) _____

[date of signing]

[signature]

[name of the Key expert]

¹² Please see the Section 8.4.5. of the Regulations.

¹³ Language skill level is based on Common European Framework of Reference for Languages (see <http://europass.cedefop.europa.eu/resources/european-language-levels-cefr>)

Project experience¹⁴ of Corporate Governance Expert:

3. Minimum qualification requirements according to Section 8.4.4. of the Regulations and Section 3.2. of the Technical specification

No	Project and description of its compliance to requirements ¹⁵	Period of the service provision (month/year – month/year)	Client, client's contact information for references (name of representative, phone, e-mail) ¹⁶	Position in the project and description of the role and responsibilities, e.g., relevant experience related to the particular Service line	Total legal fee of provided services (EUR, excl. VAT)	Total billable hours of provided services
1.						
2.						
3.						

4. Additional experience for points according to Section 12.1.1. of the Regulations (Technical proposal)

No	Project and description of its compliance to requirements ¹⁷	Period of the service provision (month/year – month/year)	Client, client's contact information for references (name of representative, phone, e-mail) ¹⁸	Position in the project and description of the role and responsibilities, e.g., relevant experience related to the particular Service line	Total legal fee of provided services (EUR, excl. VAT)	Total billable hours of provided services
1.						
2.						
3.						

¹⁴ List of projects must be related only to a particular position and Service line an expert is applying for.

¹⁵ Please specify experience and criteria of project according to description in the table of Section 3.2.1. of the Technical Specification.

¹⁶ In case of doubt, the Contracting authority has the right to contact the Client to verify that the services specified complies with the requirements.

¹⁷ Please specify experience and criteria of project according to description in the table of Section 3.2.1. of the Technical Specification.

¹⁸ In case of doubt, the Contracting authority has the right to contact the Client to verify that the services specified complies with the requirements.

Project experience¹⁹ of Employment Law Expert:

3. Minimum qualification requirements according to Section 8.4.4. of the Regulations and Section 3.2. of the Technical specification

No	Project and description of its compliance to requirements (e.g., Clause 1 (a or b), Clause 2 (a or b) or Clause 3 (a or b) ²⁰)	Period of the service provision (month/year – month/year)	Client, client's contact information for references (name of representative, phone, e-mail) ²¹	Position in the project; description of the role and responsibilities, e.g. ,relevant experience related to the particular Service line	Total legal fee of provided services (EUR, excl. VAT)	Total billable hours of provided services
1.						
2.						
3.						

4. Additional experience for points according to Section 12.1.1. of the Regulations (Technical proposal)

No	Project and description of its compliance to requirements ²²	Period of the service provision (month/year – month/year)	Client, client's contact information for references (name of representative, phone, e-mail) ²³	Position in the project and description of the role and responsibilities, e.g., relevant experience related to the particular Service line	Total legal fee of provided services (EUR, excl. VAT)	Total billable hours of provided services
1.						
2.						
3.						

¹⁹ List of projects must be related only to a particular position and Service line an expert is applying for.

²⁰ Please specify experience and criteria of project according to description in the table of Section 3.2.2. of the Technical Specification.

²¹ In case of doubt, the Contracting authority has the right to contact the Client to verify that the services specified complies with the requirements.

²² Please specify experience and criteria of project according to description in the table of Section 3.2.2. of the Technical Specification.

²³ In case of doubt, the Contracting authority has the right to contact the Client to verify that the services specified complies with the requirements.

Project experience²⁴ of Construction, Real Estate and Environment Law Expert:

3. Minimum qualification requirements according to Section 8.4.4. of the Regulations and Section 3.2. of the Technical specification

No	Project and description of its compliance to requirements (e.g., Clause 1 (a or b) or Clause 2 (a or b) ²⁵)	Period of the service provision (month/year – month/year)	Client, client's contact information for references (name of representative, phone, e-mail) ²⁶	Position in the project; description of the role and responsibilities, e.g., relevant experience related to the particular Service line	Total legal fee of provided services (EUR, excl. VAT)	Total billable hours of provided services
1.						
2.						
3.						

4. Additional experience for points according to Section 12.1.1. of the Regulations (Technical proposal)

No	Project and description of its compliance to requirements ²⁷	Period of the service provision (month/year – month/year)	Client, client's contact information for references (name of representative, phone, e-mail) ²⁸	Position in the project and description of the role and responsibilities, e.g., relevant experience related to the particular Service line	Total legal fee of provided services (EUR, excl. VAT)	Total billable hours of provided services
1.						
2.						
3.						

²⁴ List of projects must be related only to a particular position and Service line an expert is applying for.

²⁵ Please specify experience and criteria of project according to description in the table of Section 3.2.3. of the Technical Specification.

²⁶ In case of doubt, the Contracting authority has the right to contact the Client to verify that the services specified complies with the requirements.

²⁷ Please specify experience and criteria of project according to description in the table of Section 3.2.3. of the Technical Specification.

²⁸ In case of doubt, the Contracting authority has the right to contact the Client to verify that the services specified complies with the requirements.

5. FIDIC standards²⁹

No	Project and description of its compliance to requirements ³⁰	Period of the service provision (month/year-month/year)	Client, client's contact information for references (name of representative, phone, e-mail) ³¹	Position in the project; description of the role and responsibilities (including FIDIC experience)	Total legal fee of provided services (EUR, excl. VAT)	Total billable hours of provided services
1.						

²⁹ Only 1 project may be indicated.

³⁰ Please specify experience and criteria of project according to description in the table of Section 3.2.3. of the Technical Specification taking into account that it must be related to application of FIDIC standards.

³¹ In case of doubt, the Contracting authority has the right to contact the Client to verify that the services specified complies with the requirements.

Project experience³² of Public Procurement Law Expert:

3. Minimum qualification requirements according to Section 8.4.4. of the Regulations and Section 3.2. of the Technical specification

No	Project and description of its compliance to requirements ³³	Period of the service provision (month/year – month/year)	Client, client's contact information for references (name of representative, phone, e-mail) ³⁴	Position in the project; description of the role and responsibilities, e.g., relevant experience related to the particular Service line	Link to Procurement and/or Procurement dispute publication, Procurement Id No	Planned procurement contract price (EUR, excl. VAT)
1.						
2.						
3.						

4. Additional experience for points according to Section 12.1.1. of the Regulations (Technical proposal)

No	Project and description of its compliance to requirements ³⁵	Period of the service provision (month/year – month/year)	Client, client's contact information for references (name of representative, phone, e-mail) ³⁶	Position in the project and description of the role and responsibilities, e.g., relevant experience related to the particular Service line	Total legal fee of provided services (EUR, excl. VAT)	Total billable hours of provided services
1.						
2.						
3.						

³² List of projects must be related only to a particular position and Service line an expert is applying for.

³³ Please specify experience and criteria of project according to description in the table of Section 3.2.4. of the Technical Specification.

³⁴ In case of doubt, the Contracting authority has the right to contact the Client to verify that the services specified complies with the requirements.

³⁵ Please specify experience and criteria of project according to description in the table of Section 3.2.4. of the Technical Specification.

³⁶ In case of doubt, the Contracting authority has the right to contact the Client to verify that the services specified complies with the requirements.

Project experience³⁷ of **Competition Law and State Aid Expert**:

3. Minimum qualification requirements according to Section 8.4.4. of the Regulations and Section 3.2. of the Technical specification

No	Project and description of its compliance to requirements ³⁸	Period of the service provision (month/year – month/year)	Client, client's contact information for references (name of representative, phone, e-mail) ³⁹	Position in the project; description of the role and responsibilities, e.g., relevant experience related to the particular Service line (for Clause 3– details for each of merger)	Link to the state authority's final decisions	Total legal fee of provided services (EUR, excl. VAT)	Total billable hours of provided services
1.							
2.							
3.							

4. Additional experience for points according to Section 12.1.1. of the Regulations (Technical proposal)

No	Project and description of its compliance to requirements ⁴⁰	Period of the service provision (month/year – month/year)	Client, client's contact information for references (name of representative, phone, e-mail) ⁴¹	Position in the project and description of the role and responsibilities, e.g., relevant experience related to the particular Service line	Total legal fee of provided services (EUR, excl. VAT)	Total billable hours of provided services
1.						
2.						
3.						

³⁷ List of projects must be related only to a particular position and Service line an expert is applying for.

³⁸ Please specify experience and criteria of project according to description in the table of Section 3.2.5. of the Technical Specification.

³⁹ In case of doubt, the Contracting authority has the right to contact the Client to verify that the services specified complies with the requirements.

⁴⁰ Please specify experience and criteria of project according to description in the table of Section 3.2.5. of the Technical Specification.

⁴¹ In case of doubt, the Contracting authority has the right to contact the Client to verify that the services specified complies with the requirements.

Project experience⁴² of Dispute Resolutions Expert:

3. Minimum qualification requirements according to Section 8.4.4. of the Regulations and Section 3.2. of the Technical specification

No	Project and description of its compliance to requirements ⁴³	Period of the service provision (month/year – month/year)	Client, client's contact information for references (name of representative, phone, e-mail) ⁴⁴	Position in the project; description of the role and responsibilities, e.g., relevant experience related to the particular Service line	Total legal fee of provided services (EUR, excl. VAT)	Total billable hours of provided services
1.						
2.						
3.						

4. Additional experience for points according to Section 12.1.1. of the Regulations (Technical proposal)

No	Project and description of its compliance to requirements ⁴⁵	Period of the service provision (month/year – month/year)	Client, client's contact information for references (name of representative, phone, e-mail) ⁴⁶	Position in the project and description of the role and responsibilities, e.g., relevant experience related to the particular Service line	Total legal fee of provided services (EUR, excl. VAT)	Total billable hours of provided services
1.						
2.						
3.						

⁴² List of projects must be related only to a particular position and Service line an expert is applying for.

⁴³ Please specify experience and criteria of project according to description in the table of Section 3.2.6. of the Technical Specification.

⁴⁴ In case of doubt, the Contracting authority has the right to contact the Client to verify that the services specified complies with the requirements.

⁴⁵ Please specify experience and criteria of project according to description in the table of Section 3.2.6. of the Technical Specification.

⁴⁶ In case of doubt, the Contracting authority has the right to contact the Client to verify that the services specified complies with the requirements.