

REGULATIONS

FOR THE PROCUREMENT
“INTERNATIONAL RECRUITMENT SERVICES”
(IDENTIFICATION NO RBR 2026/3)

RBCR-RBR-XX-XX-RGL-X6-00005

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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.	Contract Agreement (also)	signed agreement between Contracting authority and Contractor to provide Services, substantially in the form enclosed in Annex No 9 "Draft Contract" of the Regulations.
1.3.	Contracting authority Principal (also)	The joint stock company RB Rail AS, registration number 40103845025, legal address: Satekles iela 2b, Riga, LV-1050, Latvia.
1.4.	Contractor	The Tenderer awarded the right to enter into the Contract in Procurement to provide Services in accordance with requirements stipulated in Regulations and Contract.
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 2026/3).
1.6.	Procurement	Procurement "International recruitment services" (identification number: RBR 2026/3) 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 1.9-2026-4 dated 5 th March 2026.
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.	Recruitment project	<p>Within the meaning of Section 8.4. "Technical and professional ability" of the Regulations "Recruitment project" means a set of recruitment services performed for the needs of the client, initiated by client's written assignment order and completed by filling of an open vacancy as a result of those services. The Recruitment project, in the meaning of this term, is not a separate contract with the client, but part of a recruitment services agreement concluded for a defined period or total value.</p> <p>The Tenderer can prove experience also within an ongoing contract, as long as the specific Recruitment project, which proved the requested experience is completed. With completed Recruitment project it is understood that an open vacancy has been successfully</p>

		filled, i.e., the candidate has been hired and has withstood the probation period.
1.11.	Regulations	Regulations of the procurement “International recruitment services” (identification number: RBR 2026/3), as well as all the enclosed annexes.
1.12.	Services	Recruitment services in accordance with Annex No 1 “Technical specification” of the Regulations.
1.13.	Supplier (also Service Provider)	A natural person or a legal person, a group or association of such persons in any combination thereof, which offers to provide Services.
1.14.	Tenderer	A Supplier which has submitted a Proposal.
1.15.	VAT	Value Added Tax.

2 GENERAL INFORMATION

- 1.1. The Procurement is co-financed by the Contracting authority and Connecting Europe Facility (CEF).
- 1.2. The Tenderer shall submit a Proposal for the entire volume of the Procurement.
- 1.3. 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.
- 1.4. Procurement is organized in accordance with the Section 9 of the Public Procurement Law of the Republic of Latvia (hereinafter – Public Procurement Law) in effect on the date of publishing the contract notice.
- 1.5. Procurement documentation is published using E-Tenders system which is subsystem of the Electronic Procurement System (<https://www.eis.gov.lv/EKEIS/Supplier/>).
- 1.6. The Regulations is freely available in Contracting authority’s profile in the E-Tenders system on the webpage <https://www.eis.gov.lv/EKEIS/Supplier/Procurement/169793> and on the webpage of the Contracting authority <http://railbaltica.org/tenders/>.
- 1.7. Answers to Suppliers’ questions will be published on the E-Tenders system’s webpage <https://www.eis.gov.lv/EKEIS/Supplier/Procurement/169793> and on the Contracting authority’s webpage <http://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.
- 1.8. Contact person of the Contracting authority for the Procurement is Senior Procurement Specialist Vineta Ezergaile, telephone: +371 29352018, e-mail address: vineta.ezergaile@railbaltica.org.
- 1.9. The exchange of information between the Procurement commission and the Supplier shall be in writing (by sending documents electronically to e-mail indicated in the Section 2.8 of the Regulations or using E-Tenders system) in English (if information is submitted in Latvian, it shall be accompanied by a translation into English).
- 1.10. If the Supplier does not have access to the E-Tenders system, the Supplier can follow the guidance for obtaining access to the system available on the Contracting authority’s website at <http://www.railbaltica.org/procurement/e-procurement-system/>.
- 1.11. The Supplier can request additional information regarding the Regulations. Additional information shall be requested in writing through the E-Tenders system 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 2.8 of the Regulations). Any additional information must be requested in a timely

fashion, so that the Procurement commission can reply on time - no later than 4 (four) days prior to the deadline of the Proposal submission. The Procurement commission shall provide response within 3 (three) business days from the day of receipt of the request from the Supplier.

- 1.12. The Supplier covers all expenses, which are related to the preparation of the Proposal and its submission to the Contracting authority. Under no circumstances 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 freely available in public databases at no additional cost.
- 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 presents original documents to the Procurement commission.
- 3.3 During the Proposal evaluation, the Procurement commission has the right to request Tenderer to clarify the information included in its Proposal.
- 3.4 If the Procurement commission determines that the information about the Tenderer, its subcontractors or persons upon whose capacity the Tenderer is relying that is included in submitted documents is unclear or incomplete, it demands that the Tenderer or a competent institution clarifies 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 requested 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 be 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 in Contracting authority's profile on the E-Tenders system's webpage <https://www.eis.gov.lv/EKEIS/Supplier/Procurement/169793> and on the webpage of the Contracting authority <http://railbaltica.org/tenders/>.
- 4.3 If an additional information has been requested according to Section 2.11 of the Regulations, Contracting authority sends this information to the Supplier who asked the question, publishes this information in Contracting authority's profile on the E-Tenders system's webpage <https://www.eis.gov.lv/EKEIS/Supplier/Procurement/169793> and on its webpage <http://railbaltica.org/tenders/> where Procurement documents are available, indicating the question asked.
- 4.4 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 any information regarding the existence of other Proposals. During the time of Proposal evaluation, the Contracting authority does not disclose any information regarding the evaluation process until the announcement of the results.

- 4.5 The Procurement commission evaluates Tenderers and their Proposals based on the Public Procurement Law, Procurement documents, as well as other applicable regulatory enactments.

5 THE RIGHTS OF THE TENDERER

- 5.1 The Supplier has the right to submit 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 <http://www.railbaltica.org/procurement/e-procurement-system/>).
- 5.2 If the Contracting authority gets the necessary information about the Tenderer directly from a competent institution, through databases 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.
- 5.3 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 an application to the Administrative court according to the procedure stipulated in the Section 9, Paragraph 23 of the Public Procurement Law and Administrative Procedure Law of the Republic of Latvia 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 the provision international recruitment services according to the Annex No 1 "Technical specification" of the Regulations (hereinafter – Services).
- 6.2 The applicable CPV code is 79600000-0 (Recruitment services).
- 6.3 The maximum contract price is EUR 41 900,00 (forty-one thousand nine hundred euros zero cents) without VAT. Contracting authority is not obliged to acquire the full contract price during the term of the Contract. The Contracting authority is not bounded by the specific volumes of the order and will order services according to the actual need and its financial capabilities, for the prices proposed in the Tenderer's Financial proposal.
- 6.4 The Contract term is 24 (twenty-four) months after the commencement date or until the maximum contract price indicated in the Section 6.3 of the Regulations is reached, whichever comes first. There will be an option to extend the term of the Contract for another 24 (twenty-four) months, if the contract amount will not be reached within the initial period.
- 6.5 The subject matter of the Procurement is not divided into parts. The Tenderer shall submit a Proposal for the entire Procurement.
- 6.6 The right to conclude Contract will be awarded to the Tenderer with the most economically advantageous proposal selected according to Section 17 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 provide Services and who complies with the selection criteria for Tenderers;
- 7.1.2 A group of Suppliers (hereinafter also – partnership) which offer on the market to provide Services and who complies with the selection criteria for Tenderers:

- 7.1.1.1. A group of Suppliers who have formed a partnership for Procurement. In this case all members of the partnership shall be listed in Annex No 2 “Application for participation in the Procurement” of the Regulations. If it will be decided to award contracting rights to such partnership, then prior to concluding the Contract 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 shall 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;
- 7.1.1.2. 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 for 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;
- 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 Contract 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

The Contracting authority shall exclude the Tenderer from further participation in the Procurement in any of the following circumstances:

No	The reason for the exclusion	Documents demonstrating the absence of the exclusion grounds ²
8.1.1	<p>Within previous 3 (three) years before submission of the Proposal the:</p> <ul style="list-style-type: none"> - Tenderer or person who is Tenderer’s management board or supervisory board member, person with representation rights, procura holder or person who is authorised to represent the Tenderer in operations in relation to a branch; - partnership member, if Tenderer is a partnership, or its management board or 	<p>For a</p> <ul style="list-style-type: none"> - Tenderer or person who is Tenderer’s management board or supervisory board member, person with representation rights, procura holder or person who is authorised to represent the Tenderer in operations in relation to a branch; - partnership member, if Tenderer is a partnership, or its management board or supervisory board member, person with

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

² Unless documents are specifically requested by the Procurement commission, no obligation to submit any.

No	The reason for the exclusion	Documents demonstrating the absence of the exclusion grounds ²
	<p>supervisory board member, person with representation rights, procura holder or person who is authorised to represent the partnership member in operations in relation to a branch;</p> <ul style="list-style-type: none"> - subcontractor the value of the services to be provided by which amounts to at least EUR 10 000 and its management board or supervisory board member, person with representation rights, procura holder or person who is authorised to represent the subcontractor in operations in relation to a branch; - person on whose capacity Tender is relying to certify its compliance with the requirements or its management board or supervisory board member, person with representation rights, procura holder or person who is authorised to represent such person in operations in relation to a branch; - beneficial owner³ of the Tenderer; - person who has decisive influence in the Tenderer on the basis of participation within the meaning of the laws and regulations regarding groups of companies (concern)⁴ or its management board or supervisory board member, person with representation rights, procura holder or person who is authorised to represent such person in operations in relation to a branch <p>has been found guilty of any of the following criminal offences by such prosecutor's penal order or a court judgement that has entered into effect and has become incontestable and unappealable, or a coercive measure has been applied thereto:</p> <ul style="list-style-type: none"> a) establishment, leading of a criminal organisation, involvement in such 	<p>representation rights, procura holder or person who is authorised to represent the partnership member in operations in relation to a branch;</p> <ul style="list-style-type: none"> - subcontractor the value of the services to be provided by which amounts to at least EUR 10 000 and its management board or supervisory board member, person with representation rights, procura holder or person who is authorised to represent the subcontractor in operations in relation to a branch; - person on whose capacity Tender is relying to certify its compliance with the requirements or its management board or supervisory board member, person with representation rights, procura holder or person who is authorised to represent such person in operations in relation to a branch; - beneficial owner of the Tenderer or its management board or supervisory board member, person with representation rights, procura holder or person who is authorised to represent the beneficial owner in operations in relation to a branch; <p><u>who is registered or residing outside of Latvia</u>, Tenderer shall submit an appropriate statement from the competent authority of the country of registration or residence.</p> <p>For a person who has decisive influence in the Tenderer on the basis of participation within the meaning of the laws and regulations regarding groups of companies (concern) who is registered or residing in Latvia and who is registered or residing outside of Latvia, Tenderer shall submit a statement approved by competent authority indicating persons who has</p>

³ Here and hereafter: **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.

⁴ Here and hereafter please see here: <https://likumi.lv/ta/en/en/id/4423-group-of-companies-law>

No	The reason for the exclusion	Documents demonstrating the absence of the exclusion grounds ²
	<p>organisation or in an organised group included within such organisation, or in another criminal formation, or participation in criminal offences committed by such organisation;</p> <p>b) accepting of bribes, giving of bribes, misappropriation of a bribe, intermediation in bribery, unlawful participation in property transactions, unauthorised receipt of benefits, commercial bribery, unlawful requesting, receiving, or giving of benefit, trading with influence;</p> <p>c) fraud, misappropriation, or money laundering;</p> <p>d) terrorism, financing of terrorism, establishment or organisation of a terrorist group, travelling for terrorism purposes, justification of terrorism, invitation to terrorism, terrorism threats, or recruitment or training of a person for the committing of acts of terrorism;</p> <p>e) human trafficking,</p> <p>f) evasion of tax payments or payments equivalent thereto.</p>	<p>decisive influence.⁵ If this/these person/-s is/are registered or residing in Latvia, the Contracting authority will verify the information itself in publicly available databases, if - registered or residing outside of Latvia, Tenderer additionally shall submit an appropriate statement from the competent authority of the country of registration or residence.</p>
8.1.2	<p>It has been detected that on the last day of Proposal submission term or on the day when a decision has been made on possible granting of rights to conclude the Contract:</p> <ul style="list-style-type: none"> - Tenderer; - partnership member, if Tenderer is a partnership; - subcontractor the value of the services to be provided by which amounts to at least EUR 10 000; - person on whose capacity Tender is relying to certify its compliance with the requirements; - beneficial owner of the Tenderer; - person who has decisive influence in the Tenderer on the basis of participation within the meaning of the laws and regulations regarding groups of companies (concern) 	<p>For a:</p> <ul style="list-style-type: none"> - Tenderer; - partnership member, if Tenderer is a partnership - subcontractor the value of the services to be provided by which amounts to at least EUR 10 000; - person on whose capacity Tenderer is relying to certify its compliance with the requirements; - beneficial owner of the Tenderer; <p><u>who is 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. Additionally, the Tenderer shall indicate the taxpayer registration number assigned by the State Revenue Service of the Republic of Latvia, if such registration number has been</p>

⁵ Here and hereinafter: If such documents of the competent authority are not being issued, the Tenderer shall submit certificate that is provided by competent executive authority or a judicial authority, a sworn notary or a competent organization of the relevant industry.

No	The reason for the exclusion	Documents demonstrating the absence of the exclusion grounds ²
	<p>have outstanding tax liabilities (including in the field of mandatory State social insurance):</p> <p>a) in Latvia in accordance with the law “On Taxes and Fees” or</p> <p>b) in the country of registration or permanent place of residence thereof in accordance with the legal acts of the relevant foreign country.</p>	<p>assigned to the Tenderer and/or persons mentioned above.</p> <p>For a person who has decisive influence in the Tenderer on the basis of participation within the meaning of the laws and regulations regarding groups of companies (concern) who is registered or residing in Latvia and who is registered or residing outside of Latvia, Tenderer shall submit a statement approved by competent authority indicating persons who has decisive influence. If this/these person/-s is/are registered or residing in Latvia, the Contracting authority will verify the information itself in publicly available databases, if - registered or residing outside of Latvia, Tenderer additionally shall submit an appropriate statement from the competent authority of the country of registration or residence.</p>
8.1.3	<p>Insolvency proceedings have been announced, the business activities have been suspended, the business is under liquidation for a:</p> <ul style="list-style-type: none"> - Tenderer; - partnership member, if Tenderer is a partnership; - subcontractor the value of the services to be provided by which amounts to at least EUR 10 000; - person on whose capacity Tender is relying to certify its compliance with the requirements. 	<p>For a:</p> <ul style="list-style-type: none"> - Tenderer; - partnership member, if Tenderer is a partnership; - subcontractor the value of the services to be provided by which amounts to at least EUR 10 000; - person on whose capacity the Tenderer is relying to certify its compliance with requirements; <p><u>who is registered or residing in Latvia</u>, the contracting authority will verify the information itself in publicly available databases.</p> <p>For a:</p> <ul style="list-style-type: none"> - Tenderer; - partnership member, if Tenderer is a partnership; - subcontractor the value of the services to be provided by which amounts to at least EUR 10 000; - person on whose capacity the Tenderer is relying to certify its compliance with requirements; <p><u>who is registered or residing outside of Latvia</u>, the person shall submit an appropriate statement from the competent authority of the country of registration or residence.</p>

No	The reason for the exclusion	Documents demonstrating the absence of the exclusion grounds ²
8.1.4	<p>A person preparing the Procurement documents (an official or employee of the Contracting authority), a member of the Procurement commission, an expert, or a secretary of the Procurement commission is connected to the:</p> <ul style="list-style-type: none"> - Tenderer; - partnership member, if Tenderer is a partnership; - subcontractor the value of the services to be provided by which amounts to at least EUR 10 000; - person on whose capacity Tender is relying to certify its compliance with the requirements; - beneficial owner of the Tenderer <p>within the meaning of Section 25, Paragraph one or two of the Public Procurement Law⁶ or is interested in the selection of one specific Tenderer and the Contracting authority has no possibility to prevent this situation by less restrictive measures with respect Tenderer.</p>	<p>No obligation to submit documents, unless specifically requested by the Procurement commission.</p>
8.1.5	<p>A:</p> <ul style="list-style-type: none"> - Tenderer; - partnership member, if Tenderer is a partnership; - subcontractor the value of the services to be provided by which amounts to at least EUR 10 000; - person on whose capacity Tender is relying to certify its compliance with the requirements; - person who has decisive influence in the Tenderer on the basis of participation within the meaning of the laws and regulations regarding groups of companies (concern) <p>is a legal person or association of persons is registered in an offshore⁷.</p>	<p>For a:</p> <ul style="list-style-type: none"> - Tenderer; - partnership member, if Tenderer is a partnership; - subcontractor the value of the services to be provided by which amounts to at least EUR 10 000; - person on whose capacity the Tenderer is relying to certify its compliance with requirements <p><u>who is registered or residing in Latvia</u>, the contracting authority will verify the information itself in publicly available databases.</p> <p>For a:</p> <ul style="list-style-type: none"> - Tenderer;

⁶ Here and hereinafter please see here: <https://likumi.lv/ta/id/287760-publisko-iepirkumu-likums>.

⁷ Here and hereinafter: **Offshore** - low tax or tax-free country or territory in accordance with Corporate income tax law of the Republic of Latvia except Member States of EEA (European Economic Area) or its territories, Member States of the World Trade Organization Agreement on State Treaties or territories and such countries and territories with which European Union and Republic of Latvia has international agreements for open market in public procurement area.

No	The reason for the exclusion	Documents demonstrating the absence of the exclusion grounds ²
		<ul style="list-style-type: none"> - partnership member, if Tenderer is a partnership; - subcontractor the value of the services to be provided by which amounts to at least EUR 10 000; - person on whose capacity the Tenderer is relying to certify its compliance with requirements <p><u>who is registered or residing outside of Latvia</u>, the person shall submit an appropriate statement from the competent authority of the country of registration or residence.</p> <p>For a person who has decisive influence in the Tenderer on the basis of participation within the meaning of the laws and regulations regarding groups of companies (concern) who is registered or residing in Latvia and who is registered or residing outside of Latvia, Tenderer shall submit a statement approved by competent authority indicating persons who has decisive influence. If this/these person/-s is/are registered or residing in Latvia, the Contracting authority will verify the information itself in publicly available databases, if - registered or residing outside of Latvia, Tenderer additionally shall submit an appropriate statement from the competent authority of the country of registration or residence.</p>
8.1.6	<p>The owner or holder of more than 25 per cent of capital shares (stocks) of the:</p> <ul style="list-style-type: none"> - Tenderer; - partnership member, if Tenderer is a partnership; - subcontractor the value of the services to be provided by which amounts to at least EUR 10 000; - person on whose capacity Tender is relying to certify its compliance with the requirements; - person who has decisive influence in the Tenderer on the basis of participation within the meaning of the laws and regulations regarding groups of companies (concern) 	<p>For a:</p> <ul style="list-style-type: none"> - Tenderer; - partnership member, if Tenderer is a partnership; - subcontractor the value of the services to be provided by which amounts to at least EUR 10 000; - person on whose capacity the Tenderer is relying to certify its compliance with requirements; - person who has decisive influence on participation in the sense of the normative/regulatory acts <p><u>who is registered in Latvia</u>, the Contracting authority will verify the information itself in publicly available databases.</p> <p>If an information about the owners and holders of capital shares (stocks) is not provided in</p>

No	The reason for the exclusion	Documents demonstrating the absence of the exclusion grounds ²
	<p>registered in Republic of Latvia, is a registered offshore company (legal person) or offshore association of persons.</p>	<p>publicly available databases, e.g., for a joint stock company registered in Latvia, the Tenderer shall submit self-declaration which approves the fact that there are no registered owners or shareholders of the Tenderer or any other person mentioned in this Section (with more than 25% of share capital) who are registered offshore.</p> <p>For a person who has decisive influence in the Tenderer on the basis of participation within the meaning of the laws and regulations regarding groups of companies (concern), the Tenderer shall submit a statement approved by competent authority indicating persons who has decisive influence.</p>
8.1.7	<p>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:</p> <p>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,</p> <p>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),</p> <p>and such sanctions can affect the execution of the Contract.</p>	<p>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.</p> <p>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.</p>

8.2 Legal standing and suitability to pursue the professional activity

No	Requirement	Documents to be submitted
8.2.1	<p>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 natural or legal persons.</p>	<ul style="list-style-type: none"> - For a Tenderer (or a member of a partnership), a person on whose capacity a Tenderer relies, which is a legal person registered in Latvia, the Contracting authority will verify the information itself in publicly available databases. - For a Tenderer (or a member of a partnership), a person on whose capacity a Tenderer relies, which is a natural person – a copy of an identification card or passport shall be submitted. - For a Tenderer (or a member of a partnership), a person on whose capacity a Tenderer relies, 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 shall be submitted wherefrom at least the fact of registration, shareholders, officials and procura holders (if any) can be determined. - If the Proposal is submitted by a partnership, the Proposal shall include an agreement (or letter of intent to enter into agreement) signed by all members on the participation in the Procurement which lists responsibilities of each and every partnership member 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 will 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 documents 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 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	<p>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 the last 3 (three) financial years, is not less than EUR 80 000 (eighty thousand <i>euros</i>).</p> <p>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.</p> <p>In the event the Tenderer or a member of a partnership (if the Tenderer is a partnership) or entity on whose</p>	<ul style="list-style-type: none"> - Filled in and signed Annex 3 "Confirmation of financial standing" (by the Tenderer or each member of the partnership (if the Tenderer is a partnership) or entity on whose capabilities the Tenderer is relying on to certify its financial and economic performance and who will be financially and economically responsible for fulfilment of the Contract). - 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 last 3 (three) financial years⁸, 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 Contract (if the Tenderer is a partnership), or other entity on whose capacity

⁸ The Tenderer can prove compliance with the requirement stipulated in the Section 8.3.1 of the Regulations with the annual financial statements for 2022, 2023 and 2024 or the annual financial statements for 2023, 2024 and 2025 (if the Tenderer has already completed the reporting year and the annual financial statement for 2025 is available).

capabilities the Tenderer is relying to certify its financial and economic performance has operated in the market for less than 3 (three) financial years, the requirement shall be met during its actual operation period.

If the previous 3 (three) reporting years of the Tenderer differ from the years specified in Footnote No 8 of the Regulations, the financial turnover must be indicated for the Tenderer's previous 3 (three) reporting years.

Tenderer is relying to certify its financial and economic performance and who will be financially responsible for the fulfilment of the Contract.

- If the Proposal is submitted by a partnership or in case the Tenderer is relying on capabilities of other entity to certify its financial and economic performance, the Tenderer shall indicate the member of the partnership or entity on whose capabilities the Tenderer is relying to certify its financial and economic performance and who will be financially and economically responsible for fulfilment of the contract including this information in the agreement of cooperation (or letter of intention to enter into such agreement) (please see Section 9 of the Regulations for detailed information).
- For a limited partnership (within the meaning of the Commercial Law of the Republic of Latvia, Division X) - additional document evidencing the amount of the investment by the limited liability partner (the partnership agreement or a document with a similarly binding legal effect).
- In the case the previous three financial years of Tenderer differ from financial years stated in Regulations, financial turnover shall be indicated for the previous three financial years where audited or approved annual financial statement is available.

8.4 Technical and professional ability

No	Requirement	Documents to be submitted
8.4.1	<p>The Tenderer within the previous 3 (three) years (from 2022 until the deadline for submission of the Proposal) has acquired experience in recruitment and placement of candidates within European Union or the European Economic Area in at least 5 (five) Recruitment projects:</p> <p>a) that were related to the infrastructure or railway sector;</p> <p>b) where technical "<u>P level</u>" positions have been selected from both job levels**:</p> <ul style="list-style-type: none"> - P4 position level candidate and - P5 position level candidate; 	<ul style="list-style-type: none"> - Filled in and signed Annex No 4 "Description of Tenderer's experience" of the Regulations; - Copies of references from respective clients or similar documents provided by the third party (the client / contracting authority) evidencing the experience for each Recruitment project.

	<p>c) where the Tenderer has conducted recruitment abroad, i.e., outside the Tenderer's country of registration.</p> <p><i>*Definition of each "P level" position please see in the Annex No 1 "Technical specification" of the Regulations.</i></p> <p><i>** At least 5 (five) candidates together, combining P4 and P5 position level candidates.</i></p>	
<p>8.4.2</p>	<p>The Tenderer within last 3 (three) years (from 2022 until the deadline for submission of the Proposal) has acquired experience in recruitment of candidates in at least 5 (five) Recruitment projects where Tenderer used specific recruitment methods and tools (sourcing, headhunting, assessments methods etc.).</p>	<ul style="list-style-type: none"> - Filled in and signed Annex No 4 "Description of Tenderer's experience" of the Regulations; - Copies of references from respective clients or similar documents provided by the third party (the client / contracting authority) evidencing the experience for each Recruitment project.
<p>8.4.3</p>	<p>The Tenderer shall propose a Project Manager who meets the following requirements:</p> <p>a) within the previous 3 (three) years (from 2022 until the deadline for submission of the Proposal), has acquired experience in the recruitment and placement of candidates within the European Union or the European Economic Area, in at least 3 (three) Recruitment projects that meet all of the following criteria:</p> <ol style="list-style-type: none"> 1) has led the full recruitment process (including attraction, screening, interviewing, testing, reference checks, and selection), including the development of job specifications with qualification and competency criteria; 2) Recruitment projects were related to the infrastructure or railway sector. <p>b) has at least B2 Level English skills in speaking, understanding and writing (based on Common European Framework of Reference for Languages⁹).</p>	<ul style="list-style-type: none"> - Filled in Annex No 5 "Description of Project Manager's experience" of the Regulations and <u>signed by the Project Manager.</u>

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) and Technical and professional

⁹In accordance with the Common European Framework of Reference. Available here: <http://europass.cedefop.europa.eu/resources/european-language-levels-cefr>

ability (Section 8.4 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 decide 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 competent authorities of the Republic of Latvia in the cases referred to in Public Procurement Law of the Republic of Latvia shall be accepted and recognised 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 recognised 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. This rule does not apply to specialists' diploma providing relevant level of education, fact of registration supporting documents, copies of ID cards, passports, marriage certificates or documents certifying economic standing of the Tenderer.
- 8.7 If the documents with which a Tenderer registered or permanently residing abroad can certify its compliance with the requirements of Section 8.1 of the Regulations are not issued or these documents are insufficient, such documents can be replaced with an oath or, if the regulatory enactments of the country in question do not allow for an oath, - with a certification by the Tenderer or by another person mentioned in Section 8.1 of the Regulations before a competent executive governmental or judicial institution, a sworn notary or a competent organization of a corresponding industry in their country of registration (permanent residence). Regarding all documents submitted based on an oath given under law (e.g., sworn-statements, declarations on oath etc.), the Tenderer must provide (indicate) legal grounds to law or enactment in accordance with such statements or declarations on oath have been given.
- 8.8 If the Tenderer complies with any of the exclusion grounds mentioned in Section 8.1.1, 8.1.3 or 8.1.4 of the Regulations, the Tenderer indicates this fact in Annex No 2 "Application for participating in the Procurement" of the Regulations.

9 RELIANCE ON THE CAPACITY OF OTHER PERSONS

- 9.1 For the fulfilment of the Contract, 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 which is attached as an Annex No 6 "A list of other entities on whose capacity Tenderer relies" of the Regulations and prove to the Contracting authority that the Tenderer will have available all the necessary resources for the fulfilment of the Contract by submitting a signed confirmation or agreement on cooperation and/or passing of resources to the Tenderer between such persons and the Tenderer; or submitting letter of intention to enter into such agreement. The confirmations and agreements on cooperation and passing of resources can be replaced by the Tenderer with any other type of documents with which the Tenderer is able to prove that the necessary resources will be available to the Tenderer and will be used during the term of 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 Contract, as well as that during the validity of the Contract the Tenderer will in fact use the resources of such person upon whose capacity the Tenderer relies.

- 9.2 The Contracting authority will evaluate the person on whose capacity the Tenderer to whom the rights to conclude the Contract should be assigned is relying according to Section 8.1.1. - 8.1.6. of the Regulations.

10 SUBCONTRACTING

- 10.1 In the fulfilment of the Contract the Tenderer may involve subcontractors. In this case the Tenderer indicates in the Proposal all subcontractors by filling in the table which is attached as Annex No 7 "A list of subcontractors for the Procurement" of the Regulations, fills necessary information in E-Tenders system and proves to the Contracting authority that the Tenderer will have available all the necessary resources for the fulfilment of the Contract, by submitting a signed document (statement, confirmation or agreement on cooperation and/or passing of resources to the Tenderer between such subcontractors and the Tenderer or letter of intention to enter in such agreement or any other similar document). The documents named before can be replaced with any other type of document with which the Tenderer is able to prove that the necessary resources will be available to the Tenderer.
- 10.2 The Procurement commission will evaluate the subcontractor (the value of services to be provided by which amounts to at least EUR 10 000 (ten thousand euros)) of the Tenderer to whom the rights to conclude the Contract should be assigned according to Sections 8.1.1. - 8.1.6. of the Regulations. If subcontractor, the value of services to be provided by which amounts to at least EUR 10 000 (ten thousand euros), will comply with any of the exclusion grounds mentioned in Section 8.1.1 - 8.1.6 of the Regulations, the Procurement commission will request Tenderer to change such subcontractor. If the Tenderer will not submit documents about another subcontractor which complies with the selection criteria within 10 (ten) business days from the date when the request was issued or sent to the Tender, the Procurement commission will exclude the Tenderer from further participation in the Procurement.
- 10.3 The Contracting authority reserves the right to request the Tenderer to identify all subcontractors involved in delivery of Services irrespective of the amount of participation in the provision of Services upon signing the Contract.

11 FINANCIAL PROPOSAL

- 11.1 The Financial proposal shall be submitted by filling in the form in the Annex No 8 "Financial proposal" of the Regulations.
- 11.2 The proposed prices shall include all taxes, fees and payments and all costs related to the fulfilment of the Services except VAT.
- 11.3 The proposed prices shall be specified in EUR.
- 11.4 All costs that are not specifically listed, but which are necessary for the overall performance of the Contract (e.g. travel expenses (if any arise)) must be included in Financial proposal. The Contracting authority will not additionally reimburse any travel expenses incurred to Tenderer during the provision of Services.
- 11.5 The prices 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.
- 11.6 If the Tenderer's Financial proposal will not comply with all requirements of Section 11 of the Regulations, it will be considered non-compliant and will not be evaluated further.

12 CONTENTS AND FORM OF THE PROPOSAL

- 12.1 Proposal must be submitted electronically on E-Tenders subsystem of the Electronic Procurement System in accordance with the following options for the Tenderer:

- 12.1.1 by using the available tools of E-Tenders subsystem, filling the attached forms of the E-Tenders subsystem for Procurement;
 - 1.12.1. by preparing and filling the necessary electronic documents outside the E-Tenders subsystem 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);
 - 12.1.2 by encrypting electronically prepared Proposal outside of E-Tenders subsystem with data protection tools provided by third parties, and protection with electronic key and password (in this situation, 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).
- 12.2 During preparation of the Proposal, Tenderer shall respect the following requirements:
- 12.2.1 Each document mentioned in Section 12.3 of the Regulations must be filled separately, each in a separate electronic document in line with forms attached to Procurement on Contracting authority's profile in E-Tenders subsystem (<https://www.eis.gov.lv/EKEIS/Supplier/Procurement/169793>) in a Microsoft Office 2010 (or later) format and attached to the Procurement;
 - 12.2.2 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-stamp¹⁰ and sign Application, Financial proposal and other documents separately.
- 12.3 Documents to be included in the Proposal:
- 12.3.1 Application for participation in the Procurement in accordance with Annex No 2 of the Regulations;
 - 12.3.2 Financial proposal in accordance with Section 11 and Annex No 8 of the Regulations;
 - 12.3.3 Information and documents confirming compliance of the Tenderer with the selection criteria for the Tenderers (please see Section 8 of the Regulations; forms enclosed as Annex No 4 "Description of Tenderer's experience" and Annex No 5 "Description of Project Manager's experience" of the Regulations);
 - 12.3.4 Information and documents relating to other entities on whose capacity Tenderer is relying (please see the Section 9 of the Regulations; form enclosed as Annex No 6 "A list of other entities on whose capacity Tenderer relies" of the Regulations);
 - 12.3.5 Information and documents relating to subcontractors (please see the Section 10 of the Regulations; form enclosed as Annex No 7 "A list of subcontractors" of the Regulations).
- 12.4 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. For the document to gain legal force it must be issued and formatted in accordance with the 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/en/en/id/155411-document-legalisation-law>). Public documents issued abroad can be self-approved by the Tenderer, if it is

¹⁰ Qualified electronic signature within the meaning of REGULATION (EU) No 910/2014 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 23 July 2014 on electronic identification and trust services for electronic transactions in the internal market and repealing Directive 1999/93/EC.

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.

- 12.5 The Proposal must be signed by a person who is legally representing the Tenderer or is authorized to represent the Tenderer in the Procurement (please see Section 8.2.2 of the Regulations).
- 12.6 The Tenderer shall prepare Proposal in electronic form using the E-Tenders system available at <https://www.eis.gov.lv/EKEIS/Supplier/Procurement/169793>.
- 12.7 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).

13 ENCRYPTION OF THE PROPOSAL INFORMATION

- 13.1 E-Tenders system which is a subsystem of the Electronic Procurement System ensures first level encryption of the information provided in the Proposal documents.
- 13.2 If the Tenderer has applied additional encryption to the information contained in the Proposal (in accordance with Section 12.1.3 of the Regulations), the Tenderer shall provide the Procurement commission with the electronic key with the password required to unlock the information no later than 15 (fifteen) minutes after the Proposal submission deadline.

14 SUBMISSION OF A PROPOSAL

- 14.1. The Proposal (documents referred to in the Section 12.3 of the Regulations) shall be submitted electronically using the E-Tenders system available at <https://www.eis.gov.lv/EKEIS/Supplier/Procurement/169793> by:

30th April 2026 till 11:00 (Riga time).

- 14.2. The Tenderer may recall or amend its submitted Proposal before the expiry of the deadline for the submission of Proposals by using the E-Tenders system.
- 14.3. Only Proposals submitted on 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.
- 14.4. The Proposals will be opened on the E-Tenders system on **30th April 2026 starting at 15:00 (Riga time)** during the opening session. It is possible to follow the opening of submitted Proposals online on the E-Tenders system.
- 14.5. Proposals will be opened by using the tools offered by 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.
- 14.6. The information regarding the Tenderer, the time of Proposal submission 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 in the E-Tenders system and the Contracting authority's webpage.

15 VERIFICATION OF PROPOSALS FOR COMPLIANCE

- 15.1 The Procurement commission evaluates the Proposals in a closed session. Procurement commission is entitled to perform evaluation of the compliance only for the Tenderer to whom the rights to conclude the Contract may be assigned.
- 15.2 The Procurement commission verifies whether the submitted Proposals comply with the requirements stipulated in Section 12 of the Regulations and whether all required information and documents are submitted and selects for further evaluation the compliant Proposals.

16 VERIFICATION OF FINANCIAL PROPOSALS

- 16.1 The Procurement commission verifies whether the submitted Financial proposals comply with the requirements stipulated in Section 11 of the Regulations. The Procurement commission selects for further evaluation the compliant Financial proposals.
- 16.2 The Procurement commission verifies whether there are any arithmetical errors in Financial proposals and assesses and compares the prices proposed.
- 16.3 If the Procurement commission finds arithmetical errors in Financial proposal, the Procurement commission corrects them. The Procurement commission informs the Tenderer whose arithmetical errors have been corrected about the correction of arithmetical errors and the corrected Financial proposal.
- 16.4 When evaluating the corrected Financial proposal, the Procurement commission takes corrections into account.
- 16.5 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.

17 CONTRACT AWARD CRITERIA

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

No	Services	Calculation methodology	Maximal possible score
17.2.1.	<p>Recruitment of P4 position level candidate:</p> <p>Level of position related experience 5+ years.</p> <p>E.g., <u>High-Speed Railway Specialists,</u> <u>Railway System and Safety Engineers,</u> <u>System Engineers and Assurance Engineers,</u> <u>Project Controls and Program Management Experts.</u></p>	$Score = \frac{\text{Lowest proposed price}}{\text{Proposed price under evaluation}} \times 65$	65
17.2.2.	<p>Recruitment of P5 position level candidate:</p>	$Score = \frac{\text{Lowest proposed price}}{\text{Proposed price under evaluation}} \times 35$	35

	<p>Level of position related experience 10+ years.</p> <p><u>E.g., Project Directors,</u> <u>Heads of Departments,</u> <u>Senior Level Railway Experts.</u></p>		
Total:			100

- 17.3. The Procurement commission shall obtain the final score for each Proposal by summing up scores that particular Proposal obtained in accordance with the procedure set out in Section 17.2 of the Regulations and dividing the sum with the number of members of the Procurement commission which participated in the evaluation. The scores shall be calculated and indicated with an accuracy of 2 (two) decimal places after comma.
- 17.4. Contract shall be awarded to the Tenderer whose Proposal obtains the highest final score according to Section 17.2 - 17.3 of the Regulations.
- 17.5. In case several Proposals will obtain equal highest score, the Procurement commission will award the right to conclude the Contract to the Tenderer which will obtain higher score for criteria "P5 position level candidates" of the Section 17.2.1 of the Regulations. If also this score will be equal, the Procurement commission will invite representatives of those particular Tenderers and organize a draw. In situation, when representatives of Tenderers chose not to 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.

18 TENDERER CHECK PRIOR TO MAKING THE DECISION REGARDING THE CONCLUSION OF THE CONTRACT

- 18.1 Prior to making the decision about assigning rights to conclude the Contract, the Procurement commission performs a check regarding the existence of exclusion grounds stipulated in the Section 8.1 of the Regulations. The Tenderer should provide all the necessary evidence upon the Procurement commission request regarding check of exclusion grounds mentioned above.
- 18.2 If the Tenderer fails to submit required evidence before the deadline, the Procurement commission excludes the Tenderer from participation in the Procurement.

19 DECISION MAKING, ANNOUNCEMENT OF RESULTS AND ENTERING INTO A CONTRACT

- 19.1 The Procurement commission selects the 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 17 of the Regulations. The Tenderer with the most economically advantageous proposal shall be selected.
- 19.2 Within 3 (three) business days from the date of decision about the Procurement results the Procurement commission informs all Tenderers about the decision made by sending the information by post or electronically (including through 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 successful Tenderer, indicating:
- 19.2.1 to the rejected Tenderer - the reasons for rejecting its Proposal;
- 19.2.2 to the Tenderer who has submitted compliant Proposal - the characterization of the successful Proposal and the relative advantages;

- 19.2.3 the deadline by which the Tenderer may submit an application to the Administrative court regarding violations of the public procurement procedure.
- 19.3 If the Procurement is terminated, the Procurement commission within 3 (three) business days simultaneously informs all Tenderers about the date of decision, all the reasons because of which the Procurement is terminated and informs about the deadline within which a Tenderer may apply to the Administrative court regarding the violations of the public procurement procedure.
- 19.4 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.
- 19.5 The selected Tenderer upon receiving the specific notification from Procurement commission must:
- 19.5.1 within 5 (five) business days – to submit to the Contracting authority a copy of partnership agreement or notification regarding the establishment of the partnership, if required pursuant to requirements under Section 7.1.2.1 of the Regulations;
- 19.5.2 within 10 (ten) days – to sign the Contract.
- 19.6 The Contract will be concluded on the basis of the successful Tenderer's Proposal and in accordance with Annex No 9 "Draft contract" of the Regulations.
- 19.7 The Procurement commission has the right to choose the next most economically advantageous Proposal, if the Tenderer in the time stipulated by the Regulations:
- 19.7.1 refuses to conclude a partnership contract or 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 contract, or does not inform of the founding of a partnership company;
- 19.7.2 refuses to conclude the Contract or does not submit signed Contract within the deadlines defined in the Regulations.
- 19.8 In any of such cases mentioned in Section 19.7 of the Regulations, the Procurement commission is entitled to terminate this Procurement without selecting any Proposal or to select next most economically advantageous Proposal. For either of these decisions a written decision must be made.
- 19.9 Prior to making the decision regarding the conclusion of the Contract 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 or it does not comply with requirements set in Section 19.5 of the Regulations, the Procurement commission decides to terminate the Procurement without selecting any Proposal.

20 ANNEXES

1. Annex No 1 – Technical specification on 4 (four) pages;
2. Annex No 2 – Application for participation in the Procurement on 3 (three) pages;
3. Annex No 3 – Confirmation of the Tenderer's financial standing on 2 (two) pages;
4. Annex No 4 – Description of Tenderer's experience on 2 (two) pages;
5. Annex No 5 – Description of Project Manager's experience on 2 (two) pages;
6. Annex No 6 – A list of other entities on whose capacity Tenderer relies on 1 (one) page;
7. Annex No 7 – A list of subcontractors on 1 (one) page;
8. Annex No 8 – Financial proposal on 1 (one) page;
9. Annex No 9 – Info regarding the Draft contract on 1 (one) page.

ANNEX NO 1: TECHNICAL SPECIFICATION

TECHNICAL SPECIFICATION FOR THE PROCUREMENT
“INTERNATIONAL RECRUITMENT SERVICES”
(IDENTIFICATION NO RBR 2026/3)



**Co-funded by
the European Union**

Riga
2026

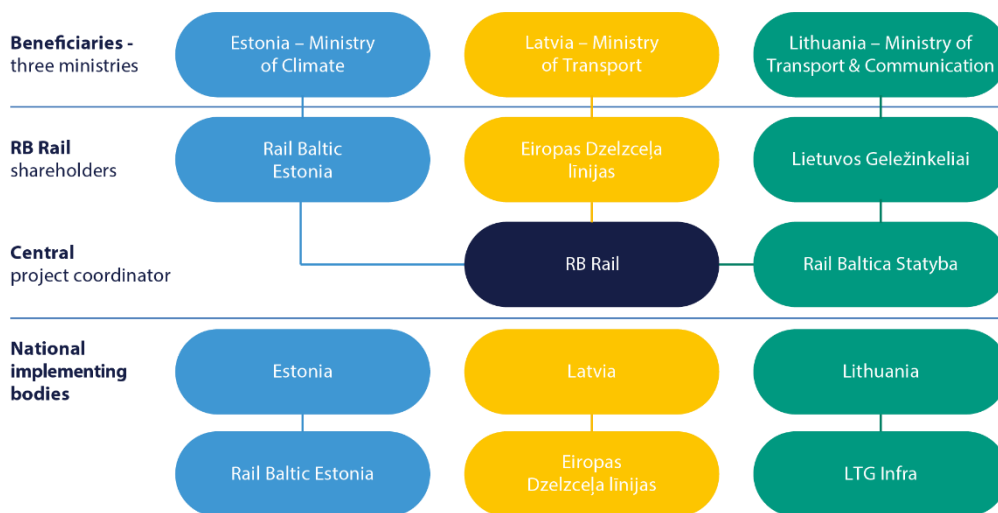
1. INTRODUCTION TO RAIL BALTICA

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.

2. PROCUREMENT AIM

Effectively organise sourcing and recruitment of highly skilled professionals proficient in high-speed electrified, standard gauge railway operations, as well as adept in professional project management, project planning, and controls. These individuals must have a proven track record of successfully executing projects of equivalent complexity to the Rail Baltica Project. The aim is to secure their employment at any of the RB Rail AS offices located in Riga, Tallinn, or Vilnius, ensuring the efficient realization of the company's strategic objectives.

3. DESCRIPTION OF SERVICES

Within the scope of the Agreement the Principal will engage the Service Provider on demand for recruitment of the following position levels for the work placement with RB Rail AS in any one of the Baltic countries (Estonia, Latvia, Lithuania) as a part of the defined scope of Services under the Agreement:

Position level	Description	Deliverable	Milestone
P4	Candidates: Level of position related experience 5+ years. E.g., High-Speed Railway Specialists, Railway System and Safety Engineers, System Engineers and Assurance Engineers, Project Controls and Program Management Experts.	A shortlist of at least three (3) qualified Candidates**	SSD* + five (5) weeks
P5	Candidates: Level of position related experience 10+ years. E.g., Project Directors, Heads of Departments, Senior Level Railway Experts.	A shortlist of at least three (3) qualified Candidates**	SSD* + six (6) weeks

**Service Start Date (SSD)*: the day following the Vacancy Specification meeting for the respective Assignment;

**For the purpose of the Agreement the Principal shall determine, upon its sole discretion, the compliance of the Candidate's qualifications with the requirements of the respective position as defined by the Parties within the scope of the Agreement.

4. TASKS TO BE PERFORMED

- 4.1. For the provision of the defined scope of Services under Section 3 of the Technical specification the Service Provider will be required to carry out the following tasks:
 - 4.1.1. Develop Vacancy Specification (position purpose, essential job functions, requirements, qualifications and competencies – in the form provided by the Principal) in cooperation with the Principal's Hiring Team and assist the Principal in developing job description in line with the job market requirements and best practices;
 - 4.1.2. Deploy various recruiting methods and channels to attract both active and passive job seekers, develop recruitment plan and execute recruitment, sourcing candidates internationally in accordance with the Vacancy Specification, provided that candidate has the right to live and work in the employment country;
 - 4.1.3. Attract candidates for the work placement in Latvia, Lithuania or Estonia, evaluate, conduct interviews and tests (if necessary), shortlist at least three (3) qualified candidates for each position and present them to the Principal's Hiring Team for final interviews with the following written documentation: CV and professional competence evaluation according to the Vacancy Specification, information on the candidate's salary expectations and availability;
 - 4.1.4. Upon Principal's request, provide long-list of the candidates;
 - 4.1.5. Provide advice to the Principal on salary levels in the respective job market;
 - 4.1.6. Provide the Principal's Hiring Team with regular (once in two weeks) recruitment project status reports;
 - 4.1.7. Perform candidate's public profile analysis from publicly available channels, such as, Google (also news articles), LinkedIn, Facebook, X, etc.;
 - 4.1.8. Perform minimum 2 reference checks for final candidate/-s;
 - 4.1.9. Provide consultations and recommendations to the Principal during the Services provision to ensure a successful selection process, to maintain a good and competitive employer image and reputation during the selection process and to successfully recruit the selected candidate;
 - 4.1.10. All documents and information exchanged between the Principal and the Service Provider is in English and stored in the shared *Sharepoint* folder;
 - 4.1.11. Send rejection letters via email to all candidates not selected for a position, aligning the rejection letter template with the Principal.

Date of preparation of the Technical specification: 31.03.2026

ANNEX NO 2: APPLICATION

**APPLICATION FOR PARTICIPATION IN THE PROCUREMENT
“INTERNATIONAL RECRUITMENT SERVICES”
(ID NO RBR 2026/3)**

Name of the Tenderer or all members of the partnership	
Registration number of the Tenderer or all members of the partnership	
VAT payer registration number of the Tenderer or all members of the partnership¹¹	
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 “**International recruitment services**” (ID No RBR 2026/3).

¹¹ Tenderer registered or residing outside of Latvia, if applicable, shall indicate VAT payer registration number assigned by the State Revenue Service in Latvia.

2. Informs that the following entities and/or persons comply with the following exclusion grounds (if any):

Name of the entity (person)	Exclusion ground and brief description of the violation
[•]	
[•]	
[•]	

3. Confirms that, if the Tenderer will be awarded the Contract, 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;
4. 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 Contract it shall fulfil all conditions of the Regulations as well as enter into a Contract in accordance with the Draft contract enclosed to the Regulations as an Annex No 9 "Draft contract" of the Regulations;
5. Confirms that in the preparation and submission of its Proposal, Tenderer has fully considered all the clarifications issued by the Contracting authority;
6. 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;
7. Confirms that Tenderer's offered services are free from all liens, interests or other rights of third parties;
8. Agrees that the Contracting authority reserves itself the right to reject any or all Proposals and cancel the procurement process before entry into Contract on the grounds specified in the Regulations or the law;
9. Guarantees that all information and documents provided are true;

10. Confirms¹² that meets the criteria of (please indicate by ticking relevant box):

- a small

 medium

 other

sized enterprise¹³ as defined in the Article 2 of the Commission Recommendation of 6 May 2003 concerning the definition of micro, small and medium-sized enterprise;¹⁴

11. Information on persons which have a decisive influence¹⁵ in the Tenderer on the basis of participation within the meaning of the laws and regulations regarding groups of companies (*if applicable*):

¹² Tenderer must indicate size of enterprise for each member of the partnership, if the Tenderer is a partnership.

¹³ 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.

¹⁴ 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

¹⁵ According to Section 3 of Group of Companies Law of Latvia a decisive influence arises on the basis of a group of companies contract, as well as on the basis of participation in the following cases - an undertaking has a decisive influence over a company on the basis of participation, if at least one of the following circumstances exist: 1) the undertaking has the majority of voting rights in the company; 2) the undertaking as a shareholder of the company has the right to appoint or remove the majority of members of the executive body or of the supervisory body of the company; 3) the undertaking is a shareholder of the company and, exercising only its rights of a shareholder, during the accounting year has appointed the majority of members of the executive body or of the supervisory body of the company; or 4) the undertaking is a shareholder of the company and, on the basis of agreement with other shareholders, has sole control of the majority of voting rights in the company.

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

12. Information on beneficial owners¹⁶ of the Tenderer:

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

[date of signing]

[signature]

[name and position of the representative of the Tenderer]

¹⁶ 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:

- 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;
- 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 NO 3: CONFIRMATION OF THE TENDERER'S FINANCIAL STANDING

**CONFIRMATION OF TENDERER'S FINANCIAL STANDING
FOR THE PROCUREMENT
"INTERNATIONAL RECRUITMENT SERVICES"
(ID NO RBR 2026/3)**

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 the last 3 (three) financial years, is not less than EUR 80 000 (eighty 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) or entity on whose capabilities the Tenderer is relying to certify its financial and economic performance has operated in the market for less than 3 (three) financial years, the requirement shall be met during its actual operation period.

If the previous 3 (three) reporting years of the Tenderer differ from the years specified in Footnote No 8 of the Regulations, the financial turnover must be indicated for the Tenderer's previous 3 (three) reporting years.

No	Year*	Total Turnover in EUR**	Notes
<p>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:</p> <p>_____</p> <p>Name of the Tenderer/member of a partnership/other entity</p>			
1.			
2.			
3.			
Average annual turnover within the last 3 (three) financial years			

* The Tenderer can prove compliance with the requirement stipulated in the Section 8.3.1 of the Regulations with the annual financial statements for 2022, 2023 and 2024 or the annual financial statements for 2023, 2024 and 2025 (if the Tenderer has already completed the reporting year and the annual financial statement for 2025 is available).

***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 date¹⁷.*

[date of signing]

[signature]

[name and position of the representative of the Tenderer]

¹⁷ Available here:

https://www.ecb.europa.eu/stats/policy_and_exchange_rates/euro_reference_exchange_rates/html/index.en.html

ANNEX NO 4: DESCRIPTION OF TENDERER'S EXPERIENCE

**DESCRIPTION OF THE TENDERER'S EXPERIENCE
FOR THE PROCUREMENT
"INTERNATIONAL RECRUITMENT SERVICES"
(ID NO RBR 2026/3)**

FOR THE REQUIREMENTS STIPULATED IN THE SECTION 8.4.1 OF THE REGULATIONS

No	Client, client's contact information for references (name of representative, phone, e-mail) ¹⁸	Period of the Reference project (month/year – month/year)	Placement of the recruited candidate (country)	Related sector of the Recruitment project	Level of the candidate position (P4 or P5)	Recruitment location (in accordance with the Section 8.4.1, Sub-Section c) of the Regulations)	Candidate has been hired (yes/no)
1.							
2.							
3.							
n+1							

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 set in Section 8.4.1 of the Regulations.

FOR THE REQUIREMENTS STIPULATED IN THE SECTION 8.4.2 OF THE REGULATIONS

No	Client, client's contact information for references (name of representative, phone, e-mail) ¹⁹	Period of the Reference project (month/year – month/year)	Description of Recruitment project	Description of the recruitment methods used	Candidate has been hired (yes/no)
1.					
2.					
3.					
n+1					

[date of signing]

[signature]

[name and position of the representative of the Tenderer]

¹⁹ In case of doubt, the Contracting authority has the right to contact the Client to verify that the services specified complies with the requirements set in Section 8.4.1 of the Regulations.

ANNEX NO 5: DESCRIPTION OF PROJECT MANAGER'S EXPERIENCE

**DESCRIPTION OF THE PROJECT MANAGER'S EXPERIENCE
FOR THE PROCUREMENT
"INTERNATIONAL RECRUITMENT SERVICES"
(ID NO RBR 2026/3)**

FOR THE REQUIREMENTS STIPULATED IN THE SECTION 8.4.3 OF THE REGULATIONS

No	Client, client's contact information for references (name of representative, phone, e-mail) ²⁰	Period of the Reference project (month/year – month/year)	Placement of the recruited candidate (country)	Related sector of the Recruitment project	Project manager has led the full recruitment process (yes/no)	Description of the recruitment process	Candidate has been hired (yes/no)
1.							
2.							
3.							
n+1							

²⁰ In case of doubt, the Contracting authority has the right to contact the Client to verify that the services specified complies with the requirements set in Section 8.4.1 of the Regulations.

I, the undersigned confirm that I have **English language skills** at least at **B₂ Level** - based on Common European Framework of Reference for Languages²¹:

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 for the procurement “International recruitment services”, ID No RBR 2026/3. I confirm that in case the Tenderer [name of the Tenderer or members of the partnership] will conclude the Contract as the result of the Procurement mentioned before, I will participate in the execution of the Contract.

I confirm that I have consented that my personal data (name, surname, and signature) are processed by the Contracting authority during this Procurement.

[date of signing] [signature] [name of the proposed Project Manager]

²¹ Language skill level is based on Common European Framework of Reference for Languages (see <http://europass.cedefop.europa.eu/resources/european-language-levels-cefr>)

ANNEX NO 6: A LIST OF OTHER ENTITIES ON WHOSE CAPACITY TENDERER RELIES

**A LIST OF OTHER ENTITIES ON WHOSE CAPACITY TENDERER RELIES
TO MEET THE REQUIREMENTS OF THE PROCUREMENT
“INTERNATIONAL RECRUITMENT SERVICES”
(ID NO RBR 2026/3)**

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

[date of signing]

[signature]

[name and position of the representative of the Tenderer]

ANNEX NO 7: A LIST OF SUBCONTRACTORS

A LIST OF THE SUBCONTRACTORS FOR THE PROCUREMENT “INTERNATIONAL RECRUITMENT SERVICES” (ID NO RBR 2026/3)

No	Name of the sub-contractor (registration No., legal address)	Description of the sub-contracted task	Sub-contracted tasks		
			Amount, EUR (without VAT)	% from the proposed price	Size of the enterprise ²²
I	Subcontractors the value of services to be provided by which amounts to at least EUR 10 000 (ten thousand euros)				
1					
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)					

[date of signing]

[signature]

[name and position of the representative of the Tenderer]

²² 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

ANNEX NO 8: FINANCIAL PROPOSAL

FINANCIAL PROPOSAL FOR THE PROCUREMENT “INTERNATIONAL RECRUITMENT SERVICES” (ID NO RBR 2026/3)

The Tenderer [*name of the Tenderer*] offers to deliver Services in accordance with the Annex No 1 “Technical specification” of the Regulations for the following costs²³:

No	Services	Quantity	Price (EUR excl. VAT)
1	<p>Recruitment of P4 position level candidate:</p> <p>Level of position related experience 5+ years.</p> <p><u>E.g., High-Speed Railway Specialists, Railway System and Safety Engineers, System Engineers and Assurance Engineers, Project Controls and Program Management Experts.</u></p>	1	
2	<p>Recruitment of P5 position level candidate:</p> <p>Level of position related experience 10+ years.</p> <p><u>E.g., Project Directors, Heads of Departments, Senior Level Railway Experts.</u></p>	1	

[date of signing]

[signature]

[name and position of the representative of the Tenderer]

²³ When preparing the Financial proposal, the rules of Section 11 of the Regulations shall be considered.

ANNEX NO 9: DRAFT AGREEMENT

**PLEASE SEE THE SEPARATE FILE “SERVICE AGREEMENT ON INTERNATIONAL
RECRUITMENT SERVICES” ON 36 (THIRTY-SIX) PAGES**