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**APPROVED**

in the sitting of the Procurement Commission of the  
Ministry of Environmental Protection and Regional Development (MEPRD)

of 25 October 2016,  
Minutes No. 1

**REGULATION OF THE  
PUBLIC PROCUREMENT  
Building Expert Services  
for the Assessment of the Projects Submitted for  
Interreg V-A Latvia-Lithuania Programme 2014 - 2020**

PROCUREMENT IDENTIFICATION NO.: VARAM 2016/41

(Pursuant to Section 8<sup>2</sup> of the Public Procurement Law)

Procurement CPV code: 71315200-1, Building consultancy services

RIGA, 2016

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## **1. General information**

### **1.1. Procurement Identification Number**

VARAM 2016/41

### **1.2. Commissioning Party and Contact Person**

Ministry of Environmental Protection and Regional Development (MEPRD)  
Reg. No. 90000028508  
25 Peldu Street  
Riga, LV 1494

Contact person:  
Sanita Melnupe  
Phone: +371 67026505  
E-mail address: [sanita.melnupe@varam.gov.lv](mailto:sanita.melnupe@varam.gov.lv)

Address: 25 Peldu Street, Riga, LV 1494, 5th floor

Contact person shall provide information of organizing content on the Procurement only.

## **2. Information on the subject of Procurement**

Provision of the services of building experts (hereinafter referred to as – the experts), in order to provide opinions on the construction objects planned in the projects submitted for the Interreg V-A Latvia-Lithuania programme 2014 – 2020 (hereinafter referred to as – the Programme).

The subject of Procurement has been split into 2 (two) parts:

Part 1 of the Procurement – Provision of opinion on compliance of the related documentation of the construction objects planned in the projects submitted for the Programme with the regulatory enactments of the Republic of Latvia;

Part 2 of the Procurement – Provision of opinion on compliance of the related documentation of the construction objects planned in the projects submitted for the Programme with the regulatory enactments of the Republic of Lithuania.

The Services should be provided pursuant to the conditions of the Technical specification (Annex No. 1).

## **2.1. Location of the provision of service**

Locations for the provision of service are Latvia and Lithuania.

## **2.2. Deadline of the provision of service**

Deadline of the provision of service for the indicative amount of work foreseen in technical specification Point 1 is one month after the Procurement Contract is concluded.

The Commissioning Party has the right until 31 December 2017 or up to the moment, when the total funding of the respective part of the subject of Procurement is absorbed (whichever condition occurs earlier) upon necessity ask the Contractor to provide without additional payment opinions which are stated in technical specification Sub-clauses 3.2.2.5. and 3.2.2.6.

## **2.3. Foreseeable contractual price of the service**

Up to 40 000, 00 *euro* (excluding value-added tax).

Division of the funding by the parts of the Procurement:

In Part 1 of the Procurement – 22 000 *euro* (excluding value-added tax).

In Part 2 of the Procurement – 18 000 *euro* (excluding value-added tax).

## **2.4. Procedures for payment**

The Commissioning Party shall pay for the performed actual work within 15 days after proper completion of the foreseen works according to the Handover – Acceptance Act of the work and reception of the respective invoice.

## **3. Proposal**

### **3.1. Location, date, time and procedures for the submission of the proposal**

3.1.1. The Tenderers may submit proposal for one or both parts of the Procurement.

3.1.2. The Tenderers may submit proposals up to **7 November 2016, 11.00**, at 25 Peldu Street, Room 102 (Office), Riga, LV-1494, by submitting the proposals in person or sending by mail. The submitted proposals shall be property of the Commissioning Party, except as indicated in Clause 3.1.3 of the Regulation.

3.1.3. Proposal, which shall be submitted after the expiration of the time limit set for the submission of proposals or the external packing of which shall not provide inaccessibility of the information included therein up to the moment of opening of the proposals, shall not be examined and returned to the Tenderer.

3.1.4. The Tenderer shall not be entitled to amend its proposal after the expiration of the time limit set for the submission of proposals.

### **3.2. Drawing up of the proposal**

3.2.1 Proposal must be submitted in 2 copies (1 original copy and 1 copy) inside a glued external packing, which shall indicate the following information:

- Title, registration number and address of the Commissioning Party;
- Title, registration number and address of the Tenderer;
- Mark “Proposal for the Procurement “Building expert services for the assessment of the projects submitted for Interreg V-A Latvia-Lithuania programme 2014 - 2020”. <Number and title of the part of Procurement> Identification No. VARAM 2016/41. Do not open until 7 November 2016, 11.00”.

3.2.2. Documents included in the proposal must be clearly eligible. Documents included in the proposal may not contain extinguishings, painting-outs, non-stipulated corrections, crossing-outs or additions. Mistaken texts shall be crossed out, and corrections shall be stipulated by an entry “Believe the correction” by confirming this entry with the personal signature of the person, who has made the respective correction, and indicating full name of the personal signature (initial and surname or name and surname) and the date of the correction.

3.2.3. Proposal must be stitched in such a way as to change of sheets was impossible without damaging the fastening of the stitches. String used for stitching must be secured on the back of the last sheet using a glued-on sheet indicating number of the stitched pages, which shall be confirmed by a signature of the official, who is authorized to sign the proposal.

3.2.4. Proposal must be prepared in Latvian. Documents in Part 2 of the Procurement may be submitted in English. Documents may be submitted in any other language, if accompanied by a translation into Latvian or English, certified by the Tenderer. The Tenderer shall be responsible for any damage resulting from mistranslation of a document pursuant to the procedure set in the regulatory enactments. The Tenderer’s declaration of a translation shall include the following:

- Indication “TRUE TRANSLATION”;
- full title of the position, signature and full name of the official authorized to sign Offer;
- Name of the place of declaration and date.

3.2.5. If the Tenderer shall submit copies of documents, the Tenderer shall be obliged to certify them.

The Tenderer’s declaration of a copy shall include the following:

- Indication “TRUE COPY”;
- full title of the position, signature and full name of the official authorized to sign Offer;
- Name of the place of declaration and date.

3.2.6. The Tenderer may submit the proposal as electronic document in 1 copy to be signed by a secure electronic signature complying with regulatory enactments on drawing up of electronic documents. Documents included in the proposal must be signed together as a single file. Proposal must be written electronically in the USB interface memory device of a bus (*USB flash* memory), which may be connected to the computer *USB* port and read in a format readable by *MS Office 2003* (or later software versions)

tools. Proposal in electronic form in sealed envelope may be submitted in person or sent by mail.

- 3.2.7. The Tenderer shall cover all costs related to preparation and submission of the proposal.

#### **4 Conditions for the participation of the Tenderer in the Procurement**

- 4.1. The Tenderer, including a partnership and all the members of a partnership (if the proposal shall be submitted by a partnership) or all the members of an association of persons (if the proposal shall be submitted by an association of persons), as well as sub-contractors (if the Tenderer shall plan attraction of sub-contractors for the provision of the Service) shall be registered in the Commercial Register or equal register in Latvia or abroad in the cases specified by the regulatory legal enactments.
- 4.2. No insolvency proceedings have been declared for the Tenderer (except for the case, when remediation or other similar entirety of measures aimed at prevention of the possible bankruptcy and restoration of solvency of the debtor shall be applied in the insolvency proceedings), the economic activity of the Tenderer has not been suspended or discontinued, no legal proceedings have been initiated regarding the bankruptcy of the Tenderer or the Tenderer is not under the process of liquidation.
- 4.3. The Tenderer has no tax debts in Latvia or a country where it is registered or permanently residing, including debts of mandatory State social insurance contributions in total exceeding 150 *euro* in any of the countries.
- 4.4. The Tenderer, the person the Tenderer refers to and whose capabilities the Tenderer relies on to confirm that his/her qualification meets the requirements set in this Regulation, as well as a member of an association of persons, if the Tenderer shall be an association of persons, are subjects to the conditions of Sub-clauses 4.2 and 4.3 of the Regulation.
- 4.5. In Part 1 of the Procurement, the Tenderer has to provide expert(s) that must meet the following requirements in order to ensure expert(s) for all sectors mentioned in Procurement Sub-clause 4.5.3.:
- 4.5.1. The expert has academic or second level vocational higher education in engineering sciences;
- 4.5.2. The expert has very good knowledge in the regulatory enactments of the Republic of Latvia and the conditions thereof in the construction sector and good knowledge in the English professional terminology in the construction sector;
- 4.5.3. The expert has experience in the design or management or supervision of construction works within the previous three years (2013, 2014, 2015 and 2016 until the day of submission of proposal) in at least two completed construction objects pursuant to the regulatory enactments of the Republic of Latvia in below mentioned sectors, in which the Expert shall confirm his/her experience:
- design or management or supervision of construction works of buildings;
  - design or management or supervision of water supply and sewerage systems;
  - design or management or supervision of heat supply and ventilation systems;
  - design or management or supervision of the building works of electric facilities;
  - design or management or construction supervision of roads;
  - design or management or supervision of telecommunication systems.
- 4.5.4. The Tenderer is allowed to involve unlimited amount of experts and one expert can cover one or multiple above mentioned sectors.

- 4.6. In Part 2 of the Procurement, the Tenderer has to provide expert(s) that must meet the following requirements in order to ensure expert(s) for all sectors mentioned in Procurement Sub-clause 4.6.3.:
- 4.6.1. The expert has academic or second level vocational higher education in engineering sciences;
- 4.6.2. The expert has very good knowledge in the regulatory enactments of the Republic of Lithuania and the conditions thereof in the construction sector and good knowledge in the Lithuanian and English professional terminology in the construction sector;
- 4.6.3. The expert has experience in the design or management or supervision of construction works within the previous three years (2013, 2014, 2015 and 2016 until the day of submission of proposal) in at least two completed construction objects pursuant to the regulatory enactments of the Republic of Lithuania in below mentioned sectors, in which the Expert shall confirm his/her experience:
- design or management or supervision of construction works of buildings;
  - design or management or supervision of water supply and sewerage systems;
  - design or management or supervision of heat supply and ventilation systems;
  - design or management or supervision of the building works of electric facilities;
  - design or management or construction supervision of roads and bridges;
  - design or management or supervision of telecommunication systems.
- 4.6.4. The Tenderer is allowed to involve unlimited amount of experts and one expert can cover one or multiple above mentioned sectors.

## **5 Documents to be submitted**

### **5.1 Application for the participation in the Procurement**

Pursuant to the template of the Application for the participation in the Procurement (Annex No. 2 to the Regulation), the Tenderer's application for the participation in the Procurement must be submitted together with the documents specified in Sub-clause 5.2 of this Regulation by adding a list of contents. If the proposal shall be submitted by a group of persons, the application for the participation in the Procurement must be signed by all persons belonging to that group of persons. The application shall be complemented by a document, which certifies the representative's authorization to sign the application on behalf of the Tenderer (a person belonging to a group of persons).

### **5.2 The Tenderer's qualification documents**

- 5.2.1. The Procurement Commission shall verify compliance of the registration of the Tenderers registered in the Republic of Latvia with the requirements of the regulatory enactments (if the regulatory enactments shall provide so) in the public databases or the respective registering authority. The Tenderer which is not registered in the Commercial Register of the Republic of Latvia, shall be obliged to submit a document confirming registration in competent state institution register. The Tenderer which is registered abroad must submit a document issued by a competent institution of the respective country confirming registration of the Tenderer in accordance with the requirements of the regulatory enactments of the respective country.
- 5.2.2. CVs of proposed by the Tenderer experts (including copies of diplomas attesting the education), reflecting fulfilment of the requirements specified in Clauses 4.5 and 4.6 of this Regulation, and a declaration signed by the experts regarding consent to participate in the provision of the Service to be procured in case, if a decision to

conclude a Procurement Contract with the Tenderer will be adopted, as well as declaration on availability throughout the validity period of the Procurement Contract.

- 5.2.3. List of performed works during previous three years (2013, 2014, 2015 and 2015 until the day of submission of proposal) reflecting fulfilment of the requirements specified in Clauses 4.5 and 4.6 of this Regulation, stating the following information:

Item	Name, surname of the Tenderer's offered expert	Time of the provision of the service	Sector of the provision of the service (sector has to be stated according to the sector of the provision mentioned in Clause 4.5.3. or 4.6.3.)	Name and address of the construction object	Status of the construction object (indicate, if completed or incomplete)	Design, management or supervision of the construction object pursuant to the regulatory enactments of Latvia or Lithuania (indicate, if pursuant to the regulatory enactments of Latvia or Lithuania)
1						
2						

## 6. Assessment of proposals and adoption of decision

- 6.1. Assessment of the submitted proposals will be provided pursuant to the requirements set within this Regulation and the Public Procurement Law.

### 6.2. The Procurement Commission:

6.2.1. Will verify compliance of the proposal with the requirements specified in Clauses 3.2, 4 and 5 of this Regulation. Only the proposals complied with all of the specified requirements will be considered suitable.

6.2.2. Will verify compliance of the technical proposal with the requirements set in the technical specification.

6.2.3. Will verify the financial proposal for arithmetical mistakes. In case of detection of such mistakes, the Procurement Commission shall make corresponding corrections. Upon assessment of financial proposals, the Procurement Commission will take into consideration the corrections previously made thereby.

6.2.4. Before the adoption of a decision on the Tenderer, which should be awarded a Procurement Contract, the Commission, will verify, pursuant to the procedure set in Section 8<sup>2</sup> of the Public Procurement Law, whether the Tenderer and the person the Tenderer refers to and whose capabilities the Tenderer relies on to confirm that his/her qualification meets the requirements set in this Regulation, as well as the member of a

partnership, if the Tenderer shall be a partnership, shall be subjects to the exclusion conditions referred to in Section 8<sup>2</sup>, Paragraph 5, Clause 1 or 2, of the Public Procurement Law (and Sub-clauses 4.2 and 4.3 of this Regulation). If the Procurement Commission will find any tax debts, including debts of mandatory State social insurance contributions in total exceeding 150 euro during the verification, the Procurement Commission will act pursuant to Section 8<sup>2</sup>, Paragraph 8, Clause 2, of the Public Procurement Law. In relation to the Tenderer registered abroad or the Tenderer permanently residing abroad, the Procurement Commission will act pursuant to Section 8<sup>2</sup>, Paragraph 7, Clause 2, of the Public Procurement Law.

6.2.5. Will select the proposal with the lowest contractual price that is constituted from the total price for 1<sup>st</sup> and 2<sup>nd</sup> phase as stipulated in the Technical specification Clause 3.2. out of all the proposals complying with all the requirements set in this Regulation, and adopt a decision on entry into a Procurement Contract.

6.2.6. If no proposals shall be submitted for the Procurement or the submitted proposals shall not comply with the requirements of the Regulation, the Commission shall adopt a decision to terminate the Procurement without selection of any proposal.

**Annex No. 1 to the Regulation**

**TECHNICAL SPECIFICATION**

**“Building Expert Services for the Assessment of the Projects Submitted for Interreg V-A Latvia-Lithuania Programme 2014 - 2020”**

**1. Objective and subject of the Procurement**

Ministry of Environmental Protection and Regional Development (hereinafter referred to as – MEPRD), which provides functions of the Managing Authority and the Joint Secretariat of the Interreg V-A Latvia-Lithuania Programme 2014 - 2020 (hereinafter referred to as – the Programme), announces a Procurement for the provision of the services of building experts (hereinafter referred to as – the Experts), which would provide opinions on compliance of the related documentation of the construction objects planned in the projects submitted for the Programme with the requirements of national regulatory enactments of Latvia and Lithuania and the requirements of the Programme manual of the 1<sup>st</sup> the call for proposals (hereinafter referred to as – the Programme manual) (<http://latlit.eu/wp-content/uploads/2016/02/Interreg-V-A-Latvia%E2%80%93Lithuania-Programme-2014%E2%80%932020-manual-%E2%80%931st-call-for-proposals-and-direct-award.pdf>).

The Subject of the Procurement has been split into two parts:

1. For the purposes of fulfilment of Part 1 of the Procurement, opinion shall be provided on compliance of the related documentation of the construction objects planned in the projects submitted for the Programme with the regulatory enactments of the Republic of Latvia;
2. For the purposes of fulfilment of Part 2 of the Procurement, opinion shall be provided on compliance of the related documentation of the construction objects planned in the projects submitted for the Programme with the regulatory enactments of the Republic of Lithuania.

Indicative amount of work that has to be completed per Procurement part is up to:

Procurement part	Total	Project partners with full technical documentation (according to technical specification Point 3.2.1. a)	Project partners with simplified technical documentation (according to technical specification Point 3.2.1. b)
Part 1 (for the construction objects planned in the projects submitted by Latvian project partners)	105	59	46
Part 2 (for the construction objects planned in the projects submitted by Lithuanian project partners)	77	30	47
<b>Total</b>	<b>182</b>	<b>89</b>	<b>93</b>

The payment is made for actually completed work.

## 2. General information

The Programme shall be implemented within the objective “European Territorial Cooperation” of the European Structural and Investment Fund. Objective of the Programme is promotion of sustainable social economic development of the Programme regions by helping to make them more competitive and more attractive for living, entrepreneurship and tourism. The Programme territory includes Kurzeme, Zemgale and Latgale in Latvia and Klaipėda, Telsiai, Siauliai, Panevezys, Utenas and Kaunas districts in Lithuania.

Four thematic objectives will be supported within the Programme, with several investment priorities set in each of them.

First thematic objective – Preserving and protecting the environment and promoting resource efficiency.

Investment priorities:

- Conserving, protecting, promoting and developing natural and cultural heritage;
- Protecting and restoring biodiversity and soil and promoting ecosystem services, including through Natura 2000, and green infrastructure;
- Taking action to improve the urban environment, to revitalise cities, regenerate and decontaminate brownfield sites (including conversion areas), reduce air pollution and promote noise-reduction measures.

Second thematic objective – Promoting sustainable and quality employment and supporting labour mobility.

Investment priorities:

- Supporting the development of business incubators and investment support for self-employment, micro-enterprises and business creation;
- Integrating crossborder labour markets, including cross-border mobility, joint local employment initiatives, information and advisory services and joint training (ETC-CB).

Third thematic objective – Promoting social inclusion, combating poverty and any discrimination.

Investment priorities:

- Investing in health and social infrastructure which contributes to national, regional and local development, reducing inequalities in terms of health status, promoting social inclusion through improved access to social, cultural and recreational services and the transition from institutional to community-based services;
- - Providing support for physical, economic and social regeneration of deprived communities in urban and rural areas.

Fourth thematic objective – Enhancing institutional capacity of public authorities and stakeholders and an efficient public administration.

Investment priority - Promoting legal and administrative cooperation and cooperation between citizens and institutions (ETC-CB).

MEPRD shall provide implementation and supervision of the Programme and projects, including announcement of calls for proposals and assessment of projects. On 5 August 2016, the time limit set for the submission of projects within 1<sup>st</sup> Call for proposals expired. Indicative number of objects requiring the assessment of the Expert accounts for 200. The Experts will be involved during the assessment of the administrative and eligibility criteria, as

well as the quality criteria of the project applications, pursuant to the specific characters of the submitted projects according to the following procedure – for each project application, which requires the Expert’s assessment, the Commissioning Party will prepare a Work Task for both assessment phases, pursuant to Clause 3.2 of the technical specification and send an invitation for the submission of bid to all the Experts included in the list (for each part of the Procurement). Work Task will be assigned to the Expert, who will offer the lowest price summarily for both phases.

Project applications are submitted via the electronic Monitoring System (eMS), and simultaneously, documentation of the construction objects may be submitted in person or by mail. Accordingly, examination of the documents, which have not been submitted via the eMS, may take place on the premises of the Development Instruments Department of the MEPRD, address: 8A Doma Square, Riga or at the branch of the Joint Secretariat of the Programme, address: 7 Konstitucijos ave., Vilnius, while examination of electronically submitted documents may take place remotely by using the eMS.

More information on the Programme and the priorities to be supported is available on the Programme homepage: [www.latlit.eu](http://www.latlit.eu)

### **3. Requirements for the performance of work**

#### **3.1. Requirements for the performance of the subject of procurement:**

The Commissioning Party shall assign the Contractor and the Contractor’s Expert shall provide an opinion according to each phase of the Work and in the form indicated in the Annex No. 1 or Annex No. 2 of the technical specification (in English) on compliance of the documentation of the construction objects planned in the project submissions of the Programme with the regulatory enactments of the respective country (hereinafter referred to as – the Work) and the requirements of the Programme Manual:

- For the purposes of fulfilment of Part 1 of the Procurement, opinion shall be provided on compliance of the related documentation of the construction objects planned in the project application with the regulatory enactments of the Republic of Latvia;
- For the purposes of fulfilment of Part 2 of the Procurement, opinion shall be provided on compliance of the related documentation of the construction objects planned in the project application with the regulatory enactments of the Republic of Lithuania.

#### **3.2. Work shall include verification of the documentation related to the construction objects planned in the project application and provision of opinions in two phases:**

##### **3.2.1. Phase 1:**

3.2.1.1. Verification of compliance of the related documentation of the planned construction object(s) specified in the the particular project, which is indicated in the Work assigned by the Commissioning Party with the requirements of the regulatory enactments governing the construction sector of the respective country and with the requirements of Chapter 6.1, Points 6 and 7, of the Programme Manual - if the project includes (re)construction works, Expert shall verify that the following documents have been submitted by the project according to the Programme manual:

- a) full set of technical documentation if it is required by regulatory enactments of the Republic of Latvia or Republic of Lithuania:
  - ownership documents or lease of land or premises agreements for lease period covering planned project duration and according to requirements set in section 7.4. “Closure and durability of the

project results” subsection “Durability and ownership of project results” in national language,

- technical documentation which is evidence that if the project is approved, the tender procedure for (re)construction works can be started immediately, consisting of:
  - approved technical project,
  - environmental impact assessment,
  - permit for building, if relevant,
  - technical inspection task, if relevant,
  - cost-estimations for (re)construction works
  - other relevant documents in line with national legislation and in national language.

b) If according to the regulatory enactments of the Republic of Latvia or Republic of Lithuania technical documentation is not necessary:

- Ownership documents or lease of land or premises agreements for lease period covering planned project duration and according to requirements set in section 7.4. “Closure and durability of the project results” subsection “Durability and ownership of project results” in national language,
- defect acts, if relevant,
- explanatory note,
- cost estimations of the planned (re)construction works in line with national legislation and in national language.

3.2.1.2. Preparation and submission of opinion(s) to the Commissioning Party according to the Work assigned by the Commissioning Party. Opinion must be submitted on each construction object;

3.2.2. Phase 2 (Contractor during Phase 2 assesses construction objects planned in the projects submitted only for those project applications, which receive positive Contractor’s Expert assessment- meaning, Contractor’s Expert concludes that construction objects documentation planned in the submitted projects complies with requirements of Phase 1):

3.2.2.1. Assessment, whether the activities included (planned) in the project application and costs for the planned construction object(s) are realistic, necessary and economically justified;

3.2.2.2. Verification for the availability of the documents confirming property rights and required for construction, as well as assessment of the sustainability and time schedule of the planned investments;

3.2.2.3. Provision of general assessment of the planned construction object(s);

3.2.2.4. Preparation and submission of opinion(s) to the Commissioning Party according to the Work assigned by the Commissioning Party. Opinion must be provided for each construction object;

3.2.2.5. If any conditions in relation to the related documentation of the construction object(s) shall be set for the project application prior to the approval thereof, reception of explanations (additional information) from the applicant of the project shall be followed by the assessment of fulfilment of conditions according to the Work assigned by the Commissioning Party and submission of corresponding opinion to the Commissioning Party;

3.2.2.6.If the project applicant shall file a complaint regarding the approval of the project submission, conditional approval or rejection thereof, assessment of the contents of the complaint shall be provided and corresponding opinion on contents of the complaint shall be submitted to the Commissioning Party, if such a complaint is related to the construction object(s) planned in the project submission.

3.2. Work performance deadlines:

Deadline of the provision of service for the indicative amount of work foreseen in technical specification Point 1 is one month after the Procurement Contract is concluded.

The Commissioning Party has the right until 31 December 2017 or up to the moment, when the total funding of the respective part of the subject of Procurement is absorbed (whichever condition occurs earlier) upon necessity ask the Contractor to provide without additional payment opinions which are stated in technical specification Sub-clauses 3.2.2.5. and 3.2.2.6.

Commissioning Party, hands over the Work to the Contractor not later than 2 business days after the Procurement Contract is concluded. At the end of each Procurement Contract week's last business day, the Contractor gives the Commissioning Party report about completed work amount and hands over prepared Expert opinions.

3.3. Objectivity and confidentiality requirements:

During the performance of the Work Task, the Expert may not be related with the projects, which are to be handed over within the Work Task and within which the construction objects to be implemented are planned to be funded from the Programme's funds, namely, the Expert may not have been involved in the design of the planned construction objects or related to the preparation of the respective project submission in any other way. If, prior to the commencement of performance of the Work Task, the Expert shall find any conditions referred to in this Clause in respect of himself/herself, the Expert shall notify the Commissioning Party thereof.

The Expert shall be obliged to perform his/her work individually and independently by signing an objectivity and confidentiality declaration prior to the commencement of work.

3.4. Prior to the commencement of work, the Commissioning Party will organize an introductory meeting providing more detailed information on the Work Task and the information to be included in the Annex No. 1 and the Annex No. 2.

#### **4. Planned maximum amount of funding and the procedures for payment**

Planned maximum amount of funding shall be as follows:

- For Part 1 of the subject of the Procurement: up to EUR 22 000, 00 (excluding VAT);
- For Part 2 of the subject of the Procurement: up to EUR 18 000, 00 (excluding VAT).

The Expert shall indicate in the financial proposal the price for provision of one opinion for one construction object per each phase of the Work according to the requirements set in Clause 3.2. of the technical specification within the performance of the Work as well as the

total price for opinions in both phases 1 and 2 as stipulated in Clause 3.2 of this Technical specification.

The price for provision of one opinion for one construction object may not exceed EUR 50 (excluding VAT) for the 1<sup>st</sup> phase and EUR 150 (excluding VAT) for the 2<sup>nd</sup> phase.

Payment for the provided services shall be made for each phase after completion of the Work and mutual signing of the Handover – Acceptance Act.

The payment is made for actually completed work- actually given Experts opinions after mutual signing of the Handover – Acceptance Act about factually completed work for the indicative amount of work foreseen in technical specification Point 1 which has to be completed within month after the Procurement Contract is concluded.

The Commissioning Party has the right until 31 December 2017 or up to the moment, when the total funding of the respective part of the subject of Procurement is absorbed (whichever condition occurs earlier) upon necessity ask the Contractor to provide without additional payment opinions which are stated in technical specification Sub-clauses 3.2.2.5. and 3.2.2.6.

## Interreg V-A Latvia-Lithuania programme 2014-2020



## Conclusion of Expert

<b>Project index</b>	
<b>Title/acronym</b>	
<b>Project partner</b>	
<b>Name of the Expert/signature</b>	
<b>Date of expertise</b>	

<b>Step 1 - Administrative and eligibility assessment</b>
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- |  |
|--|
| <ul style="list-style-type: none"> <li>- Compliance with the with the national legal acts and requirements stipulated in Points 6 and 7 of the Section 6.1. of the Programme Manual for the 1st call for proposals and direct award</li> </ul> |
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## Interreg V-A Latvia-Lithuania programme 2014-2020



## Conclusion of Expert

<b>Project index</b>	
<b>Title/acronym</b>	
<b>Project partner</b>	
<b>Name of the Expert/signature</b>	
<b>Date of expertise</b>	

<b>Step 2 - Quality assessment</b>	
<b>Resources for implementation</b>	
-	Relevance of project costs

<b>Project implementation</b>	
-	Relevance of (re)construction activities
-	Time schedule
-	Project durability

<b>Result of the check of (re)construction object documentation</b>	
-	Expert's overall impression of investments planned in the project
-	Recommendations (if applicable)

**Application for the Participation in the Procurement\***

**Place, date:** \_\_\_\_\_

**The Commissioning Party:** Ministry of Environmental Protection and Regional Development

Reg. No. 90000028508  
25 Peldu Street  
Riga, LV 1494

**Procurement identification number:** \_\_\_\_\_

**Subject of the procurement:** \_\_\_\_\_

**Part of the procurement:** \_\_\_\_\_

**1 THE TENDERER**

Name of the Tenderer	Requisites

**2 CONTACT PERSON**

<b>Name, surname</b>	
<b>Address</b>	
<b>Phone / Fax</b>	
<b>E-mail address</b>	

**3 DECLARATION**

We, \_\_\_\_\_, hereby declare that:

- The technical specification is understood and the services will be performed at full volume;

\_\_\_\_\_  
\* Application for the participation in the procurement must be submitted accompanied by the documents specified in Sub-clause 5.2 of this Regulation by adding a list of contents.

- The offered services fully comply with the technical specification.
- The services will be performed within the set time limits.
- The proposal will not be amended after the expiry of the time limit set for the submission of proposals.
- All the information provided within the proposal (and the Annexes thereof, if applicable) is true.

#### 4 TECHNICAL PROPOSAL

- 4.1. Interpretation of the technical specification, when characterizing the objective of the provision of the Service and the main tasks;
- 4.2. Description of the organizing structure of the provision of the Service.

#### 5. FINANCIAL PROPOSAL

Item	Service	Price excluding VAT, EUR	VAT, EUR	Price including VAT, EUR
1	Provision of the Service for the 1 <sup>st</sup> phase according to the technical specification	<i>per 1 (one) opinion</i>		
2	Provision of the Service for the 2 <sup>nd</sup> phase according to the technical specification	<i>per 1 (one) opinion</i>		
3	Total	<i>Total price for both opinions for 1<sup>st</sup> and 2<sup>nd</sup> phase</i>		

Date:

Signature<sup>†</sup>: \_\_\_\_\_

Full name, surname: \_\_\_\_\_

Position: \_\_\_\_\_

Place for stamp

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<sup>†</sup> Application shall be signed by a person entitled to represent the Tenderer or authorized person (in such a case, Power of Attorney must be attached).