

*Approved*  
*At the meeting of the Procurement Commission*  
*on December 17, 2015,*  
*with Protocol No. 1- LNO2015/211*

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*Guntars Krūmiņš*  
*Chairman of Commission*

## **PROCUREMENT REGULATION**

### **“Floor covering - artificial grass to build the scenography for the new production of the opera” Macbeth “”**

#### **Procurement Identification No. LNO 2015/211**

#### **1. General information about the procurement**

The State limited responsibility company “Latvian National Opera and Ballet” (hereinafter referred to as the Contracting Authority), Registration number LV 40103208907, invites to submit tenders in accordance with Section 8<sup>2</sup> of “Public Procurement Law” of the Republic of Latvia and the procurement regulation (hereinafter referred to as the - Regulation) of the procurement “**Floor covering - artificial grass to build the scenography for the new production of the opera” Macbeth “”**, Procurement Registration No. LNO 2015/211 (hereinafter referred to as the - Procurement). The subject of the procurement - purchase of an item in accordance with the technical specifications – Annex 1 to the Regulation, CPV code: 44000000-0.

1.1. The estimated procurement price EUR 4300.00 (four thousand three hundred euros, 00 euro cents), excluding VAT.

1.2. The procurement contract and its terms: the delivery of the item, no later than by February 05, 2016, to the Contracting Authority in Riga, Aspāzijas bulvāris 3, Latvia. The deadline for the invoice payment - 15 working days from the date of the delivery of the item and the submission of the invoice.

1.3. The procurement is made public by placing a notice on the Internet website of the Procurement Monitoring Bureau and the Contracting Authority’s website: [www.opera.lv](http://www.opera.lv), pursuant to the requirements of the regulatory enactments. The contracting Authority’s contact person: Dace Peltmane, phone +371 67073844, fax +371 67228930, email [dace.peltmane@opera.lv](mailto:dace.peltmane@opera.lv).

#### **2. Requirements for the tenderers**

2.1. The tenderer has registered its economic activity in accordance with the procedure prescribed by law;

2.2. Subject to Section 8<sup>2</sup>, Paragraph five, Clauses 1, 2 and 3 of “Public Procurement Law”, the Contracting Authority excludes the tenderer from participation in the procurement in any of the following cases:

1) The insolvency procedure of the tenderer is declared (except where the receivership or other similar type of a set of measures are applied during the insolvency procedure that focuses on the prevention of the possible bankruptcy of the debtor and the renewal of the solvency), its economic activity is suspended or terminated, the legal proceedings for its bankruptcy are initiated or it is wound up;

2) in the light of the date of the last data update of the public tax debtor database of the State Revenue Service, it has been stated that the tenderer has tax debts on the date when the notice of the planned contract is published on the website of the Procurement Monitoring Bureau, or on the date when the procurement Commission has taken a decision on the initiation of the procurement, if with regard to the procurement a notice is not required to be published about the

planned contract, or on the date on which a decision is taken on the possible awarding of the rights of concluding a contract in Latvia or in a country in which it is registered or in which it has its permanent place of residence, including the debts of the mandatory State social insurance contributions, totally exceeding 150 euros in one of the countries;

3) The above exclusion conditions apply to the person designated by the tenderer, on the potentialities of whom the tenderer relies to demonstrate that its qualifications meet the requirements set out in the notice of the planned contract or the requirements laid down in the procurement documents, as well as to the members of the partnership, if the tenderer is a partnership.

2.3. In the cases of a registered in a foreign country or a permanently living tenderer and a person referred to in Paragraph five, Clause 3 of “Public Procurement Law”, it is required that the tenderer submits a certificate of the respective competent institution certifying that the cases referred to in Paragraph five of this Section do not apply to it and to the person referred to in Paragraph five, Clause 3 of this Section. The Contracting Authority sets the deadline for the submission of the certificate no less than 10 working days after the request is issued, or the date of dispatch. If the respective applicant fails to submit the said certificate within the set deadline, the Contracting Authority excludes it from participation in the procurement.

### 3. **Submission of tenders**

3.1. The tenderers submit their tenders, starting with the date when the notice of the planned contract is published on the Internet website of the Procurement Monitoring Bureau [www.iub.gov.lv](http://www.iub.gov.lv) until January 05, 2016, at 10.00.

3.2. The tenderers submit their tenders at the premises of the Contracting Authority’s office in Riga, Aspazijas bulvārī 3, Suite 105, or send by post. The tenderer is responsible for a timely dispatch of the tender, in order to ensure receipt of the tender in Riga, Aspazijas bulvārī 3, no later than at the time of submission of the tenders specified in the Regulation.

### 4. **The requirements for the presentation and contents of the tenders**

4.1. The tenderer's offer consists of:

**The request for participation in the procurement** that is prepared and filled in according to the form annexed to the Regulations (Annex No. 2);

4.2. The tenderer has the technical and professional capacity in the execution of the subject of the procurement. The tenderer certifies this by providing the Contracting Authority with the respective information about three essential deliveries regarding to the subject of the procurement, but no more than - about the previous three years (according to the laid down in Annex 3 of the Regulation).

4.3. **The technical and financial proposal**, filled in according to the form annexed to the Regulation (Annex No. 4).

4.4. The tender must be submitted in a closed, sealed envelope marked **“Floor covering – artificial grass to build the scenography for the new production of the opera “Mackbeth”**”, Identification No. LNO 2015/211. On the envelope one must indicate the tenderer’s name, address, telephone, and clearly legible warning – “Do not open the envelope until January 05, 2016 at 10.00”.

4.5. The tender must be prepared in Latvian or in English. The tender must be clearly legible, in a printed form, without amendments and deletions, bounded together, with numbered pages. If the tenderer submits copies of the documents, a copy of each document must be certified in the procedure laid down in the regulatory enactments. The tenderer submits the tender in one original copy in writing. The tender must be submitted for the entire amount of the procurement. The tender, submitted by less than the entire amount of the procurement, will not be evaluated.

### 5. **Verification of the tenderers’ presentation of the bid, the tenderers’ selection, verification of the compliance of the technical proposal**

5.1. The Commission verifies presentation of the tender, the Tenderers’ selection and verification

of compliance with the technical proposals.

5.2. At each stage of the evaluation, only those tenderer bids are evaluated that have not been rejected in the previous stage of the evaluation.

5.3. During verification of the presentation of the tenders, the Commission evaluates the compliance of the tender to the requirements of the presentation. Incompletely presented tenders can be recognized as inappropriate and excluded from further evaluation.

5.4. At the time of the selection of the tenderers, the Commission verifies compliance of the tenderers to the requirements set out by the Regulation according to the documents for the selection submitted by the Tenderers.

#### **5. Evaluation of the tenders**

6.1. The Commission evaluates the tenders submitted and chooses the tender in accordance with the requirements referred to in the technical specifications.

6.2. After the selection of tenderers and verification of the compliance of the technical proposals, the Commission selects the tender, which offers the lowest price (the criterion for the selection of the tender in the procurement), in accordance with the form of the financial proposal - Annex 4 of the Regulation.

6.3. Within three working days after taking the decision on the conclusion of the procurement contract or the termination of the procurement without choosing any of the tenderers, the Commission notifies all the tenderers of the outcome of the procurement.

6.4. The Contracting Authority is entitled to terminate the procurement and conclude a contract, if it has an objective justification.

6.5. The Commission chooses to conclude a procurement contract with the tenderer who meets all the requirements of the Regulation.

6.6. If the successful tenderer refuses to conclude a procurement contract with the Contracting Authority, the Commission is entitled to take a decision to conclude a procurement contract with another tenderer that meets all the requirements of the Regulation and that provides the next lowest price.

#### **7. Annexes:**

Annex No.1 – Technical specifications in 1 (one) page;

Annex No. 2 – The request for participation in the procurement in 1 (one) page;

Annex No. 3 – Information about three essential deliveries in 1 (one) page;

Annex No. 4 – Technical and financial proposal in 1 (one) page.

**Annex 1 of the Regulation**  
**Procurement “Floor covering - artificial grass to build the scenography for the new**  
**production of the opera”Macbeth “”**  
Procurement Identification No. **LNO 2015/211**

**TECHNICAL SPECIFICATIONS**

Specification of the material	A green jute artificial grass carpet.
General technical specifications	Visual quality – according to the sample added Composition – a natural jute. Width – width of base 130 cm, width of jute grass 125cm. Color – the green tone combination maigrun, lichtgrun and olivegrun (0416, 0417, 0419). Additional instructions – grass height 6 cm, space between rows 7 cm, the primary backing is coated with latex. Needs to be impregnated.
Fire safety standards	In accordance with the EU and LR regulatory enactments and requirements, DIN4102-B1.
Purchase quantity	65 m <sup>2</sup>

**Annex No. 2 of the Regulation**  
**Procurement “Floor covering – artificial grass to build the scenography for the new**  
**production of the opera” Macbeth “”**  
**Procurement Identification No. LNO 2015/211**

**Request for participation**  
**Procurement “Floor covering – artificial grass to build the scenography for the new production**  
**of the opera” Macbeth “”**  
**Procurement Identification No. LNO 2015/211**

I, hereby undersigned, certify that:

\_\_\_\_\_ (name of the tenderer):

1. I agree with the terms of the Regulation and guarantee execution of the Procurement Regulation and the requirements of its annexes. The terms of the Procurement Regulation are clear and understandable;
2. All the information contained in the tender is true and accurate;
3. I am aware and understand that the Contracting Authority may accept or reject any tender, as well as reject all the tenders at any time until the announcement of the winner;

1.	<i>Applicant's name</i>	
2.	<i>Unified Registration No.</i>	
3.	<i>Legal address, postal code</i>	
4.	<i>Actual address, postal code</i>	
5.	<i>Bank account No.</i>	
6.	<i>Bank code</i>	
7.	<i>Bank's name</i>	
8.	<i>Contact person</i>	
9.	<i>Phone No.</i>	
10.	<i>Fax No.</i>	
11.	<i>Mobile phone</i>	
12.	<i>Email address</i>	
13.	<i>The person who will sign the procurement contract (if the tenderer is chosen as the winner in the procurement), name, surname, title, legal basis</i>	

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(Signature of the tenderer or its authorized person, full name)

**Annex No. 3 of the Regulation**  
**Procurement “Floor covering - artificial grass to build the scenography for the new**  
**production of the opera”Macbeth””**  
**Procurement Identification No. LNO 2015/211**

(To be completed by the tenderer)

Information on essential deliveries made  
*(Maximum - within the previous three years, with at least three cases of delivery)*

No.	ITEM, ITS BRIEF DESCRIPTION	DUE DATES OF THE ITEM DELIVERY CONTRACT (TIME, PLACE)	RECIPIENT OF THE ITEM, PHONE AND ADDRESS	THE TENDERER ANNEXES PROOF OF THE EXECUTION OF THE ITEM DELIVERY (SUCH AS A COPY OF THE INVOICE OF THE ITEM, THE DEED OF ACCEPTANCE OR RECEIVING) TO THE INFORMATION - COPIES
1.				
2.				
3.				

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(Signature of the tenderer or its authorized person, full name)

**Annex No 4 of the Regulation**  
**Procurement “Floor covering –artificial grass to build the scenography for the new**  
**production of the opera”Macbeth”“**  
**Procurement Identification No. LNO 2015/211**

(To be completed by the tenderer)

**Technical and financial proposal**

Full name of the item	Quantity according to the laid down in the technical specifications	Price in EUR, excluding VAT per unit/piece	A detailed technical description of the item, taking into account what is laid down in the technical specifications	The possible time of the delivery of the item, the item’s warranty period, taking into account what is laid down in the technical specifications and the regulation (the Contracting Authority’s need)
			<b>Item price: for 65 m<sup>2</sup> (the quantity given in the technical specifications)</b>	_____ EUR (excluding VAT)
			<b>Delivery costs to the Contracting Authority:</b>	_____ EUR (excluding VAT)
			<b>Total price * (price of the items and delivery costs), i.e., the execution of the subject of the procurement in full:</b>	_____ EUR (excluding VAT) (The amount to be rated at the meeting of the Procurement Commission in accordance with the criterion for the award – the lowest price)

\* The price includes all the costs associated with the execution of the subject of the procurement, including the cost of the delivery of the items.

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 (Signature of the tenderer or its authorized person, full name)

