

Approved  
The State limited responsibility company  
"Latvian National Opera and Ballet"  
At the meeting of the Procurement Commission  
on November 5, 2015  
with Protocol No. 1 - LNO 2015/165

**PROCUREMENT REGULATION**  
**„Ballet shoes – pointe procurement”**  
**Procurement Identification No. LNO 2015/165**

**1. General information about the procurement**

The State limited responsibility company "Latvian National Opera and Ballet" (hereinafter referred to as the - Contracting Authority), Registration No. 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 „**Ballet shoes – pointe procurement**", Identification No. LNO 2015/165 (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: 18000000-9

1.1. The estimated procurement price EUR 7000.00 (seven thousand euros, 00 euro cents), excluding VAT.

1.2. The procurement contract and its terms: the acquisition of the item – not later than by 01.12.2015. The place of the execution of the contract: Aspazijas bulvāris 3, in Riga, LV-1050, Latvia. The deadline of the invoice payment - 10 working days from the day of acquisition and issuing of the invoice. The warranty time is at least 2 (two) years.

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 legislative requirements. The Contracting Authority's contact person: Dace Peltmane, phone + 371 67073844, fax + 371 371 67228930, email [dace.peltmane@opera.lv](mailto:dace.peltmane@opera.lv).

1.4. The procurement is performed in order to provide ballet repertoire performances in 2015 and 2016 season and to provide trial processes – for preparation of provided new staging's.

**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 receivership or other similar type of a set of measures are applied in 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 contracts 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, total 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 procurement documents, as well as to the member of the partnership, if the tenderer is a partnership.

2.3. In the case 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 the 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 2015, November 16, at 10.00.

3.2. The tenders 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 tender**

4.1. The tenderer's tender 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 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 to the Regulation).

4.3. **The technical and financial tender** filled in according to the form annexed to the Regulation (Annex 4).

4.4. The tender must be submitted in a closed, sealed envelope marked "Ballet shoes – pointe procurement", Identification No. LNO 2015/165. On the envelope one must indicate the tenderer's name, address, telephone, and clearly legible warning - "Do not open the envelope until November 16, 2015 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 tender, the Tenderers' selection, verification of the compliance of the technical tenders**

5.1. The Commission verifies presentation of the tender, the Tenderers' selection and verification of compliance with the technical tenders.

5.2. In each stage of the evaluation, only those tenders of the tenderers 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.

## **6. 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 tenders, the Commission selects the tender, which offers the lowest price (the criterion of the selection of the tender in the procurement), in accordance with the form of the financial tender - Annex 4 to 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 tender in 1 (one) page.

Chairman of Procurement Commission

Vilmars Sadris

**Annex No. 1 to the Regulation**  
**Procurement "Ballet shoes – pointe procurement"**  
**Procurement Identification No.LNO 2015/165**

**TECHNICAL SPECIFICATIONS**

<b>Name</b>	<b>Product technical specifications</b>
<p>Ballet shoes – pointe</p> <p>Quantity: 91 pairs of shoes</p> <p>(Gaynor Minden production or analog)</p>	<ul style="list-style-type: none"> <li>● Pointe shoes with flexible polymers, also known as elastomeric*, in both areas of shoe that provide support: the shank <i>and</i> the box.</li> <li>● Pointe shoe with high performance Poron® 4000** foam linings built right into the shoe.</li> <li>● Point shoes should be made from advanced materials, which do not stretch or deteriorate.</li> <li>● Pointe shoes must be with high-quality shock absorbing Rogers Corporation Poron® Performance Cushioning built into the shoe (not cheap latex or EVA).</li> <li>● Point shoe with extremely tight fit, which anticipates the shoe from stretching out and “mushing in”.</li> <li>● Pointe shoes must be made from satin, which does not stretch.</li> </ul> <p><i>* Elastomeric are highly specialized material, engineered for extraordinary flexibility, resilience, and strength. Elastomeric box doesn’t weaken or deform, it both lasts longer and promotes correct alignment. Proper alignment is essential for good technique, correct muscular development, and for protecting joints from injury. Elastomeric shank never breaks or softens.</i></p> <p><i>** Rogers Corporation Poron® 4000 carries the American Pediatric Association’s Seal of Acceptance.</i></p>

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

**Annex No. 2 to the Regulation**  
Procurement "Ballet shoes – pointe procurement"  
Procurement Identification No.LNO 2015/165

**Request for participation**  
**Procurement " Ballet shoes – pointe procurement "**  
Procurement Identification No.LNO LNO 2015/165

I, hereby undersigned, certify that:

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

1. I agree with the terms of the terms of the Regulation and guarantee execution of the Procurement Regulation and the requirements of its annexes. The terms of of the Procurement Regulation are clear and understandable;
2. All the information contained in the tender are true and accurate;
3. I am aware of and understand that the Contracting Authority may accept or reject any tender, as well as reject all the tenders at any time until 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>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 to the Regulation**  
Procurement "Ballet shoes – pointe procurement"  
Procurement Identification No.LNO 2015/165

(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..	PRODUCT, ITS BRIEF DESCRIPTION	DUE DATES OF DELIVERY OF THE ITEMS CONTRACT (TIME. PLACE)	RECIPIENT OF THE PRODUCT, 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 to the Regulation**  
 Procurement "Ballet shoes – pointe procurement"  
 Procurement Identification No.LNO 2015/165

(To be completed by the tenderer)

**Technical and financial tender**

Full name of the item	Quantity	Detailed technical description of the item, taking into account what is laid down in the technical specifications	The possible time of acquisition of the item, the item's warranty period, taking into account what is laid down in the technical specifications and the Regulation (Contracting Authority's need)
		<b>Price in EUR, excluding VAT, for the items quantity specified in the tenderer's technical tender (total procurement volume):</b>	_____ EUR (excluding VAT – value-added tax) (evaluated sum – according to specified in regulation evaluation criteria)

Additionally, tenderer specifies item delivery costs \_\_\_\_\_ EUR (excluding VAT) to Contracting Authority.

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