

**Confirmed**  
*In the Procurement commission meeting  
on November 25, 2016  
with protocol No. 1.-LNO 2016/262*

*Chairman of the Commission*

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*Guntars Krūmiņš*

**PROCUREMENT TERMS AND CONDITIONS**  
**„Purchase of special stage structure fabric”**  
**Procurement identification No. LNO 2016/262**

**1. General information about procurement**

- 1.1. State Ltd. “Latvian National Opera and Ballet” (hereinafter – Client), registration number LV 40103208907, welcomes offers in accordance with article 8<sup>2</sup> of the Republic of Latvia Public Procurement Law and terms and conditions (hereinafter – Provisions) of procurement “Purchase of special stage structure fabric”, procurement identification No. LNO 2016/262 (hereinafter – Procurement).
- 1.2. The Procurement subject:  
**Purchase of special stage structure fabric**, in accordance with the technical specification (appendix No. 1 of the Provisions).
- 1.3. Procurement identification No. LNO 2016/262 and CPV codes:  
19200000-8, 19000000-6.
- 1.4. The expected procurement price:  
up to EUR 7400,00 (seven thousand four hundred euros and 00 euro cents), excluding VAT.
- 1.5. Procurement Contract and its terms:  
Place of goods delivery – Aspazijas bulvāris 3, Rīga, Latvia. Delivery time – before January 13, 2017. Invoice for the goods delivered is to be issued electronically to the Client's address: rekini@opera.lv . Term for payment of the invoice - 5 (five) working days from the date of receipt of the invoice. Delivery of the goods - in accordance with the applicant's technical proposal and the price quote in the financial offer. For the delay of payment term the Client pays the Seller contractual penalty of 0, 5 % (zero point five percent) of the amount overdue for each day of the Contractual payment amount delay. Payment of penalty interest does not release the Client from obligation to pay the Seller for the order executed and other related to this Contract undertaken obligations, as well as it is not considered to be a compensation of loss. For the delay of delivery term the Seller pays the Client contractual penalty of 0, 5 % (zero point five percent) of the order value overdue for each day of delay.
- 1.6. The Procurement tender is published as an advertisement on the Procurement Monitoring Bureau’s internet homepage and on the Client’s homepage: [www.opera.lv](http://www.opera.lv), in accordance with effective legislation. Client’s contact person: Dace Peltmane, phone: +371 67073844, fax: +371 67228930, e-mail: [dace.peltmane@opera.lv](mailto:dace.peltmane@opera.lv).

**2. Requirements according to the Republic of Latvia legislation in force**

In accordance to the defined in Public procurement law points 1, 2 and 3 of part five, article 8<sup>2</sup>, the Client excludes an applicant from participation in procurement in any of the following cases:

- 1) insolvency process has been initiated against the applicant (except for cases, when during insolvency, recovery or similar processes are applicable in order to avert the Applicant’s bankruptcy and restore solvency), or its commercial activity is suspended or interrupted, bankruptcy court proceedings have been initiated or it is liquidated;
- 2) if following the State revenue service public tax debtor database data after the last update it is found that on the day when the announcement on the planned contract is published on the

Procurement monitoring Bureau home page, in Latvia or in the country, where the applicant is registered or where is his permanent residence place, the applicant has tax debts, including State mandatory social security contribution debts, total amount of which in any of the countries is more than 150 Euro;

3) the above mentioned conditions are applicable to the applicant's designated person, on which abilities the applicant relies to show that its qualification corresponds to the stated in the announcement on the planned contract or procurement documents requirements, as well as to the members of the partnership, if the applicant is a partnership.

To verify that the applicant is not excluded from participation in procurement - due to the mentioned in the Public procurement law points 1, 2 or 3, part five, article 8<sup>2</sup> conditions, the Client:

1) for registered in Latvia or Latvia permanent resident applicant and person mentioned in point 3, part five, article 8<sup>2</sup> using defined by the Cabinet of Ministers information system.

2) ) in relation to a registered in a foreign country or a foreign resident applicants and mentioned in point 3, part five article 8<sup>2</sup> person it is required that the applicant provides the competent institution certificate testifying that to such and mentioned in point 3 part five article 8<sup>2</sup> persons are not applied cases referred to in part five article 8<sup>2</sup>. The term for submission of such certificate the client determines not less than 10 working days after submission of the request or date of dispatch. If the relevant applicant within the time limit has not submitted the mentioned certificate, the Client excludes him from participation in the procurement procedure.

### **3. Submitting offers**

3.1. Applicants submit their offers starting from the day when a notification about the planned contract is published on the Procurement Monitoring Bureau's homepage [www.iub.gov.lv](http://www.iub.gov.lv), before December 7, 2016, 12:00.

3.2. Applicants submit their Offers at the Client's office in Riga, Aspazijas bulvāris 3, LV-1050 or send them by mail.

3.3. After the final due date determined in article 3.1 of the Provisions, no further offers are accepted despite of the reason for delay.

3.4. An Applicant's offer is valid for 60 days from the offer opening day.

### **4. Offer format and content requirements**

4.1. An Applicant's offer must contain:

an application to take part in the Procurement tender, which is prepared and filled in accordance with the form attached to the Provisions (appendix No. 2);

4.1.1. the Applicant has the technical and professional skills to fulfill the procurement subject. The Applicant certifies this by submitting respective information about three essential previous deliveries dated not earlier than three years in the past (listed) (in accordance with appendix No. 3 of Provisions).

4.1.2. Technical offer, which is completed in accordance with the form attached to the Provisions (appendix No. 4) – name of the goods and its technical description (attached must be the manufacturer's documentation about the product – at least a copy). The Applicant's technical offer must conform to the client's requirements outlined in the technical specification. The Applicant attaches an image of the goods.

Financial offer, which is prepared and completed in accordance with the form attached to the Provisions (appendix No. 5), which contains price for the goods (excluding VAT). The financial offer must be signed by the same person, who signs the application.

4.5 The offer must be submitted in a closed, sealed envelope with a title „Purchase of special stage structure fabric”. The envelope must also include the Applicant's name, address, phone number and a clear note – “Do not open the envelope until December 7, 2016, 12:00”.

4.6 The offer must be prepared in either Latvian or English. The offer must be clearly legible, in printed form, without corrections or erasures, in bound, numbered pages. If the Applicant submits document copies, each document copy must be certified in accordance with effective legislation. An

applicant's offer is submitted in one original, written copy. The offer must be for the whole procurement. Offers submitted for partial procurement will not be evaluated.

**5. Applicant offer format review, Applicant selection, verification of technical offer compliance**

5.1. The Commission carries out the offer format review, Applicant selection and verification of the technical offer compliance;

5.2. The Commission has the rights:

5.2.1 to request the Applicant to submit additional information or explanation about his offer. Applicant must submit reply within 5 (five) days from the day of the Commission request receipt;

5.2.2 to verify the information necessary for Applicant selection, offer compliance verification and selection in competent institutions, publically available data bases or other public sources, as well as verify the information provided in recommendations by contacting the recommender.

5.3. During evaluation of Applicants the Commission checks the Applicants conformance to the requirements mentioned in Provisions.

**6. Offer evaluation**

6.1. The Commission evaluates all the offers submitted and makes the decision in accordance with the requirements of the technical specification.

6.2. After Applicant selection and verification of technical offer compliance, the Commission chooses the offer, which offers the lowest price (offer selection criteria for the procurement), taking into account the financial offer form – appendix No. 5 of these provisions.

6.3. Within three business days after a decision is made about signing the Contract or ending the Procurement tender without choosing any Applicant, the Commission informs all Applicants about the Procurement tender results.

6.4. The Client has the right to discontinue the Procurement tender and not sign the Contract if there are objective reasons.

6.5. The Commission chooses to sign the procurement Contract with the Applicant, which conforms to all the requirements of the Terms and conditions.

6.6. If the chosen Applicant decides not to sign the procurement agreement with the Client, the Commission has the right to make a decision to sign the procurement Contract with another Applicant, which complies with the requirements of the Terms and conditions and has offered the next lowest price.

7. Appendixes:

Appendix No. 1 – Technical specification on 1 (one) page;

Appendix No. 2 – Application for participating in the procurement tender on 1 (one) page;

Appendix No. 3 – Information about 3 most essential deliveries on 1 (one) page;

Appendix No. 4 – Technical offer on 1 (one) page.


Appendix No. 5 – Financial offer on 1 (one) page.

Chairman of Procurement commission

Guntars Krūmiņš

**Appendix No. 1 to provisions of  
procurement „Purchase of special stage structure fabric”  
Procurement identification No. LNO 2016/262**

**TECHNICAL SPECIFICATION**

<b>Name</b>	<b>Specification</b>
<b>Structure fabric - camouflage</b>	<p><b>Material: polyester. Reinforced with fibre, rugged, brushed fabric with three-dimensional quality that captures the light well.</b>  <b>Color: white</b></p> <p><b>Weight: 168 g/m2</b></p> <p><b>Fabric width: 245 cm</b></p> <p><b>Quantity required: 270 running meters (9 x 30 m)</b></p> <p><b>Fire-resistance class DIN 4102 B1</b></p>
<b>Sample image</b>	
<b>Additional requirements</b>	<p><b>The goods must meet the quality standards defined in the EU and regulatory requirements.</b>  <b>To attach the appropriate manufacturer's documentation on product quality.</b>  <b>To add three existing customers references for similar transactions.</b></p>
<b>Sample</b>	<p>The applicant attaches to the offer goods/fabric sample 50 cm * 50 cm</p>



**Appendix No. 2 to provisions of**

**Procurement „Purchase of special stage structure fabric”  
Procurement identification No. LNO 2016/262**

**Application for participation**  
in procurement tender „Purchase of special stage structure fabric”  
Procurement identification No. LNO 2016/262

1.	<i>Applicant name</i>	
2.	<i>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 name</i>	
8.	<i>Contact person</i>	
9.	<i>Phone number</i>	
10.	<i>Fax number</i>	
11.	<i>Mobile phone number</i>	
12.	<i>E-mail address</i>	
13.	<i>Person, who will sign the procurement agreements (if the applicant will be declared a winner) Name, Surname, position, legal basis</i>	

With this I confirm the veracity of information provided.

Date: \_\_\_\_\_

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(Signature of applicant or its authorized person, name in block letters)

**Appendix No. 3 to provisions of**  
Procurement „Purchase of special stage structure fabric”  
Procurement identification No. LNO 2016/262

(Filled in by the Applicant)

Information about most essential previous deliveries  
*(not earlier than three years ago, mentioning at least three deliveries)*

No. of order	PRODUCT, SHORT DESCRIPTION	PRODUCT DELIVERY CONTRACT CONDITIONS (TIME, PLACE)	PRODUCT RECEIVER, PHONE NUMBER AND ADDRESS
1.			
2.			
3.			

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(Signature of applicant or its authorized person, name in block letters)

**Appendix No. 4 to provisions of  
procurement „Purchase of special stage structure fabric”  
Procurement identification No. LNO 2016/262**

(Filled in by the Applicant)

**Technical offer**

No. of order	Full product name	Detailed technical description of the product, taking into account the criteria from the technical specification	Product delivery terms, delivery amount and product warranty period, taking into account the criteria from the technical specification and provisions (Client's necessities)
1.	Structure fabric – camouflage. Material: polyester. Reinforced with fibre, rugged, brushed fabric with three-dimensional quality that captures the light well. Color: white Weight: 168 g/m <sup>2</sup> Fabric width: 245 cm Quantity required: 270 running meters (9 x 30 m) Fire-resistance class DIN 4102 B1		

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(Signature of applicant or its authorized person, name in block letters)

**Appendix No. 5 to provisions of  
procurement „Purchase of special stage structure fabric”  
Procurement identification No. LNO 2016/262**

**Financial offer**

Full product name (taking into account the applicant's technical offer)	Price in EUR (excluding VAT) for 1 (one) running metre	Price in EUR (excluding VAT) for the whole planned procurement volume 270 r. m (9x30m )
Structure fabric - camouflage	excluding VAT  <b>EUR</b>	<b>EUR</b>
		Cost of delivery to Aspazijas bulvāris 3, Rīga, LV-1050  <b>EUR</b>
		Total amount: _____ EUR excluding VAT (the price for the total volume of procurement (+) cost of delivery)  (this amount is evaluated in accordance with the lowest price criterion)

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(Signature of applicant or its authorized person, name in block letters)