## TENDER BY THE TENDERER

**for the tender organised by the State Revenue Service Course in Covert Lock Picking, Procurement Identification No. FM VID 2023/146**

Tenderer Registration No , by signing its “Tender by the Tenderer”:

* confirms that it shall provide the subject of the procurement Course in Covert Lock Picking, ID No. FM VID 2023/146, in accordance with the compulsory (minimum) technical requirements and price determined in the Financial Tender:
* confirms that, in performing its obligations under the Procurement Contract, it will not carry out transactions (will not buy goods or services) with any natural or legal persons which are directly or indirectly (including their shareholders, members of the board or of the council, beneficial owners, authorised representative or procuration holder, or person authorised to represent a legal person in activities related to a branch, or a partnership member, member of its board or council, beneficial owner, authorised representative or procuration holder, if the legal person is a partnership) under any national or international sanctions or significant sanctions of member states of the European Union or North Atlantic Treaty Organisation affecting interests of the financial and capital market;
* certifies that the Tenderer is not subject to provisions of Article 5.k(1) of Council Regulation (EU) No. 833/2014 of July 31, 2014), namely, the Tenderer (including the Tenderer's subcontractor/s) is not:

1. a Russian national, a natural person residing in Russia, or a legal person, entity or body established in Russia;
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 point (a) of this paragraph;
3. a natural or legal person, entity or body acting on behalf or at the direction of an entity referred to in point (a) or (b), 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 Directives.

# TECHNICAL TENDER

* + 1. *Table*

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| **No** | **Compulsory (Minimum) Requirements** | **Offered by the Tenderer**  *(the Tenderer1 shall fill in* | |
|  | *each box*) |
| **1.** | **Subject of the Procurement** | | |
| 1.1. | Provision of specialized training for the officials and employees of the SRS Tax and  Customs Police Department (hereinafter - Participants) on covert lock picking (hereinafter - Training). | | |
| 2. | **Content of the Training Course Programme** | | |
| 2.1. | The difficulty of the Training Course should be adapted to participants with a basic knowledge of lock picking. The Training programme should provide the participants with both theoretical and practical knowledge required to unlock locks (using various covert lock picking techniques) and enter premises.  The Training Course shall include the following topics:  1. Covert unlocking of Euro Cylinder lock (with vertically inserted key)  and making keys; |  | |

*1 Completed by the Tenderer by writing the word “CONFIRMED”, “ENSURED” or “AGREED”, or otherwise describing its capabilities to ensure the observation of the requirements.*

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|  | 1. Covert unlocking of Euro Cylinder lock (with horizontally inserted key) and making keys; 2. Covert unlocking of lever tumbler locks and making keys; Covert unlocking of cruciform locks and making keys; |  |
| **3.** | **Time, Venue and Duration of the Training Course** | |
| 3.1. | The Training course shall take place between 1 September 2023 and 8 December 2023. Preferred time - September - October 2023. |  |
| 3.2. | Duration of the training — at least 10 consecutive business days |  |
| 3.3. | The number of Training hours in one day shall be from 6 (six) to 10 (ten) clock hours. |  |
| 3.4. | One clock hour is 60 (sixty) minutes. |  |
| 3.5. | The service provider shall ensure the training in its premises specifically equipped for the training and, if necessary for the acquisition of a separate section of the training course, outside the premises according to the schedule of training lessons mutually agreed upon by the contracting authority and the tenderer. | *The tenderer shall provide the address of the training location:* |
| **4.** | **Transport to the Training location, if the Training takes place outside the Republic of**  **Latvia** | |
| 4.1. | The contracting authority shall cover transport costs within the territory of the Republic of Latvia, which are related to the arrival of the Participants of the Training for the Training to the airport of the service provider's country (including air transport and purchase of air tickets). The Service Provider shall ensure transport from the airport of the Service Provider’s country to the accommodation place of the Participants of the Training during the training (on the day of arrival), transport from the accommodation place of the Participants of the Training during the training to the venue of the Training, from the venue of the Training to the accommodation place of the Participants of the Training during the training, as well as transport from the accommodation place of the  Participants of the Training during the training to the airport of the Service Provider’s country (on the day of departure). |  |
| **5.** | **Number of participants** | |
| 5.1. | According to the list provided by the SRS. |  |
| 5.2. | One group with the maximum number of participants to be trained — four (4) persons. |  |
| **6.** | **Methodological Support and Procedures for the Provision of the Training Course** | |
| 6.1. | The Training programme must include practical examples and tasks,  the proportion of which in training hours shall be at least 75% (seventy-five percent) of the Training. |  |
| 6.2. | The service provider shall conduct the Training in Latvian or English. |  |
| 6.3. | The service provider shall provide the participants with the auxiliary  materials necessary for the Training (specially created or adapted equipment, devices or tools and their components). |  |
| 6.4. | Training provider ensures the course of the Training (environment suitable for practical training with necessary technical equipment in equipped premises and, if needed, a separate Training course section  for outdoors) as well as heads the Training sessions. |  |
| 6.5. | The Service Provider shall prepare handout materials in Latvian or English in accordance with the Training programme. |  |
| 6.6. | At the end of the Training, the Service Provider shall issue a document (certificate) to certify the participation in the Training to each Participant. |  |
| **7.** | **Costs of Provision of the Training Course** | |

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| 7.1. | The prices set forth in the Financial Tender of the Tenderer shall include all costs associated with the provision of the Training, including tutor fees, costs of creation, use and distribution of necessary auxiliary materials (substances, paint, specially made or adjusted equipment, devices or tools and their components), costs of preparation, replication and distribution of training materials, taxes (except VAT), duties and any other costs related to the timely and quality performance of the Procurement Contract. If the Service is provided outside the Republic of Latvia, the prices specified in the Financial Tender of the tenderer shall also include travel costs, including travel costs from the airport in the country of the Service Provider to the Participant accommodation location during the training (on the day of arrival), travel from the Participant accommodation location during the Training to the Training location and back from the Training location to the Participant accommodation location during the Training, as well as travel from the Participant accommodation location during the Training to the airport in the country of the Service Provider (on the day of departure) (except travel within the Republic of Latvia associated with the travel of the Participants to the airport in the country of the Service Provider for the Training (including air transport and  purchase of airline tickets) and covered by the contracting authority). |  |
| **8.** | **Requirements for the Tenderer** | |
| 8.1. | A merchant registered in a foreign country shall submit a document (original document or a certified copy) issued in the relevant country (permit, licence, etc.) which is equivalent to a permit (licence) issued in accordance with the Cabinet Regulations of the Republic of Latvia No. 926 of 18 August 2009 “Regulations regarding the circulation of the equipment, devices or instruments and their components specially designed or adapted for the operational activity measures to be performed by a specific method” for commercial activities with equipment, devices or instruments and their components specially designed or adapted for the operational activity measures to be performed by a specific method set out in the National List of Goods and Services of Strategic Significance of the Republic of Latvia.  If such a document is not issued in the relevant country, the tenderer must submit a certification that such documents are not issued in the country of registration of the tenderer. |  |
| 8.2. | The Tenderer shall submit a certification that during the previous three (3) years, starting from the day of publishing the Procurement, (in 2020, 2021, 2022, and 2023) the tenderer has had experience in the organisation or provision of training on covert lock picking, the amount of contracts of which is at least EUR 12,000 (twelve thousand euro), specifying the country, for the needs of law enforcement institutions of which the training was provided, and, if possible, the name and contact information of the law enforcement institution in compliance with the confidentiality conditions of the concluded contracts.  *The Commission can verify this by contacting the service recipient specified in the certification or competent bodies of the*  *relevant country.* |  |
| 8.3. | A proof shall be submitted that the tenderer has the technical resources, tools and special equipment for practical activities and specially equipped premises  for practical activities. |  |
| **9.** | **Provisions of the Contract** | |
| 9.1. | The Contract shall come into force on the day it is signed by both Parties and shall be valid until the complete fulfilment of obligations of the Parties. |  |

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|  | The contracting authority shall order training before December 28, 2023 or until the time when the contracting authority has used up the contractual amount provide herein, depending on which occurs first.  The remaining provisions are in accordance with the draft contract  attached. |  |
| **10.** | **The Conformity of a Tenderer for the Performance of Professional Activities** |  |
| 10.1. | The tenderer is a merchant registered in the Commercial Register of the Register of Enterprises of the Republic of Latvia.  *This information shall be verified with the registered maintained by the Register of Enterprises of the*  *Republic of Latvia.* |
| 10.2. | Tenderer is a natural person registered as a performer of economic activities — is registered with the SRS as a taxpayer.  *This information shall be verified in the publicly available database of the State Revenue Service.* |
| 10.3. | The tenderer is a person registered or permanently residing abroad. *Together with the tender, the tenderer shall submit a document (original or a certified copy) issued by the relevant competent state institution certifying that the tenderer is registered in accordance with the requirements of the laws and regulations of the relevant country, as well as that the tenderer is not a legal entity or an association of persons registered offshore, or shall provide a publicly available register where the contracting authority can verify the tenderer’s registration without extra charge, adding*  *translation of the information attesting to the fulfilment of this requirement.* |

# INFORMATION TO BE OBTAINED BY THE COMMISSION

* 1. Using publicly available database of the State Revenue Service, the Commission establishes whether the tenderer to be awarded the Procurement Contract has any total arrears of taxes (duties) administered by the SRS in Latvia in excess of EUR 150 (one hundred fifty *euro*) on the date of the possible contract award decision.
  2. If the Tenderer has debts of taxes (fees) administered by the SRS, exceeding in total EUR 150, on the day a decision is made on possible awarding of the contract, the Commission shall request to submit a printout from the electronic declaration system of the State Revenue Service within 3 (three) business days stating that the Tenderer does not have debts of taxes (fees) administered by SRS in Latvia, exceeding in total EUR 150 (one hundred and fifty euros), on the day a decision is made on possible awarding of the contract.

In the event the printout is not submitted within the term stipulated in Sub-clause 2.2, the Tenderer shall be removed from participation in the procurement.

* 1. The Commission requests a tenderer registered or permanently residing abroad and who should be awarded the procurement contract to submit within 3 (three) business days a certificate testifying that the tenderer has no outstanding tax obligations in Latvia exceeding 150 euros, and there are no tax debts in the country of its registration or permanent residence in accordance with the laws and regulations of the said foreign country.
  2. The contracting authority will verify whether any international or national sanctions stipulated by Section 111 of the Law On International Sanctions and National Sanctions of the Republic of Latvia which may delay the performance of the Contract have been imposed on the tenderer to be awarded the contract, its members, member of the board or council, beneficial owner, authorised representative or proctor, or the person authorised to represent the tenderer in the activities related to the branch, or a member of the partnership, its member of the board or of the council, actual beneficiary,

authorised representative or procurator, if the Tenderer is a partnership. If any sanctions stipulated by Section 11.1 of the Law On International Sanctions and National Sanctions of the Republic of Latvia which may delay the performance of the Contract have been imposed on the tenderer or any foregoing person, the tenderer is eliminated from the contract award procedure.

* 1. The Commission requests a tenderer registered or permanently residing abroad and who should be awarded the procurement contract to submit within 3 (three) business days the information required under Sub-clause 2.4 to carry out the said verification.

# SELECTION OF THE OFFER AND CRITERION FOR THE SELECTION OF THE OFFER

* + - 1. The Tenderer whose tender complies with the requirements specified in the tender and whose price is the lowest shall be recognised by the Commission as the winner of the Procurement.

# FINANCIAL TENDER

*Table 3*

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| **Training course** | **Price per 1 (one) training group (4 persons in a group),**  **EUR (excl. VAT)** |
| Course in Covert Lock Picking  (at least eighty (80) clock hours) |  |

Financial proposal submission conditions:

1. The tenderer cannot submit multiple proposal versions.
2. The prices must be indicated in euro (EUR) exclusive of VAT, specifying no more than two (2) digits after the point.
3. The total price in EUR (exclusive of VAT) specified in the Financial Proposal submitted by the tenderer will not form the total procurement price in EUR (exclusive of VAT) and will be used to determine the tender with the lowest price.

# 5. CONDITIONS FOR SUBMISSION OF TENDER

## The tenderer may submit the tender before 21.09. 2023, 10.00 AM, by sending it to the e-mail address: [Ramona.Jurke@vid.gov.lv.](mailto:Ramona.Jurke@vid.gov.lv)

1. The tenderer may amend or withdraw the submitted tender before the deadline specified for the submission of tender.
2. Following the expiry of the deadline for the submission of tenders, the Tenderer shall have no right to change its tender.
3. The tender shall be submitted electronically using secure electronic signature.
4. The tender shall be protected using encryption. As an encryption tool, one can use, for example, the zipping software 7-Zip (https:// [www.7-zip.org/)](http://www.7-zip.org/)) by setting an encryption password for the created archive of the tender files (Instructions: right click with mouse – 7-Zip – Add to archive – Enter password – Reenter password – OK).

## The tenderer shall send the password (code) on 21.09.2023 between 10:00 AM and 12:00

**to the following email address:** [**Ramona.Jurke@vid.gov.lv**](mailto:Ramona.Jurke@vid.gov.lv) **for opening the encrypted tender.**

1. The Contracting Authority shall not consider a tender not submitted in the prescribed manner or submitted in an unencrypted form and/or for which a password has not been sent within the deadline provided in Clause 6 of this section.
2. The submitted tenders shall be opened at the meeting held by the Commission after the expiration of deadline provided for the submission of password (code) in Clause 6 of the section.

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| **Tenderer’s name:** |  |
| Registration No.: |  |
| Registered and business address: |  |
| Contact person: |  |
| Telephone: |  |
| E-mail address and e-address: |  |
| Bank details: |  |

The Tenderer’s authorised representative (given name, surname)

Signature (if the document has not been signed electronically) Date

THIS DOCUMENT HAS BEEN SIGNED ELECTRONICALLY BY MEANS OF A SECURE ELECTRONIC SIGNATURE AND CONTAINS A TIME STAMP