## TENDER BY THE TENDERER for the procurement organised by the State Revenue Service “Delivery of Vehicle Price Catalogues”, Procurement Identification No. FM VID 2023/209

Tenderer , registration No. , by signing its “Tender by the Tenderer”:

* confirms that it shall provide the subject of the procurement “Delivery of Vehicle Price Catalogues”, ID No. FM VID 2023/209, in accordance with the compulsory (minimum) technical requirements and prices 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;
* confirms that the Tenderer is not subject to provisions of Article 5.k(1) of Council Regulation (EU) No. 833/2014 of 31 July 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

*Table 1*

|  |  |  |
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| **No.** | **Compulsory (Minimum) Requirements** | **Tenderer’s Tender (***Tenderer 1 shall fill in each box*) |
| **1.** | **Subject of the Procurement** | |
| 1.1. | Delivery of vehicle price catalogues (hereinafter referred to as the ‘Catalogues’). | |
| **2.** | ***Supply of the Service*** | |
| 2.1. | The Catalogues shall be in Latvian or English; |  |
| 2.2. | The Catalogue shall provide summarised information about sales prices in Latvia for vehicles imported from third countries; |  |
| 2.3. | A separate Catalogue providing information about sale prices in Latvia for vehicles imported from the United Kingdom; |  |
| 2.4. | The Catalogues shall include at least the following information: year of manufacture, brand, model, engine volume, fuel type, number of doors and price, for the following vehicles: cars, commercial |  |

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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| --- | --- | --- |
|  | vehicles, trucks, buses, motorcycles, vans, tractors, campers, trailers, etc. |  |
| 2.5. | When required, the Tenderer shall provide consultations in writing via e-mail to the SRS National Customs Board staff on the value of vehicles not included in the Catalogues or unclear/missing information about the vehicles included in the Catalogues.  The Tenderer shall provide consultations within forty-eight (48) hours after receiving an e-mail letter from the SRS National Customs Board, sending a reply to the SRS employee who sent the consultation request e-mail. |  |
| 2.6. | Format of the Catalogues — Excel tables. |  |
| **3.** | ***Procedures for the Provision of Service*** | |
| 3.1. | The Catalogues shall be delivered to the e-mail address [MP.lietvediba@vid.gov.lv](mailto:MP.lietvediba@vid.gov.lv) |  |
| 3.2. | The Catalogues shall be delivered once a month, no later than within three (3) business days prior to the first date of the next calendar month.  The first delivery of the Catalogue shall be no later than by 29 January 2024. The last delivery of the Catalogue shall be no later than by 22 December 2026.  The consultation provision period shall be until 31 January 2027. |  |
| **4.** | ***Cost of the Service*** | |
| 4.1. | The prices shall include all costs related to the value of the Catalogues and the delivery of monthly Catalogues in the form and to the place specified by the Contracting Authority, taxes (excluding VAT), duties, obtaining the necessary permits from third parties, and other costs related to the timely and high-quality performance of the Contract. |  |
| **5.** | **Payment Terms and Conditions** | |
| 5.1. | The Tenderer shall send an invoice issued for the Catalogues delivered in the previous month by the 5th day of the next month to the e-mail address [FP.lietvediba@vid.gov.lv.](mailto:FP.lietvediba@vid.gov.lv) The Contracting Authority shall pay the monthly fee for the delivered Catalogues according to the prices determined in Annex 1 to the Contract within twenty (20) business days from the invoice receipt day by remitting the payment to the current account indicated by the Contractor. |  |
| **6.** | **Conformity of the Tenderer for the Performance of Professional Activities** |  |
| 6.1. | 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 registers maintained by the Register of Enterprises of the Republic of Latvia.* |  |
| 6.2. | The Tenderer is a natural person registered as a performer of economic activities — is registered with the SRS as a taxpayer.  *The information shall be verified in the publicly available database of the State Revenue Service.* |  |
| 6.3. | 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 by attaching the translation of the information attesting to compliance with the said 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 euros) on the date of the possible contract award decision.
  2. If the Tenderer has arrears of taxes (duties) 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 three (3) business days stating that the Tenderer does not have arrears of taxes (duties) administered by the 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 three (3) 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 procuration holder, 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 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 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 three (3) business days the information required under Sub-clause 2.4 to carry out the said verification.

# SELECTION OF THE TENDER AND CRITERION FOR THE SELECTION OF THE TENDER

**3.1.** The Tenderer whose tender complies with the requirements specified in the tender and whose price is the lowest / whose tender is economically the most beneficial shall be recognised by the Commission as the winner of the Procurement.

**3.3.** If multiple Tenderers achieve *the same score/offer the same lowest price in their financial tenders*, the Tenderer, which has achieved the highest score for / the lowest price in Paragraph 1 of the “Financial Tender”: “Catalogue providing information about sales prices in Latvia for vehicles imported from third countries”, shall be granted the right to sign the contract.

# FINANCIAL TENDER

*Table 3*

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject of the Procurement** | **Price per month, EUR (excl. VAT)** | **Number of units** | **Amount, EUR (excl. VAT)** |

|  |  |  |  |
| --- | --- | --- | --- |
| **1** | **2** | **3** | **4=2x3** |
| 1. Catalogue providing information about sales prices in Latvia for vehicles imported from third countries |  | 24 |  |
| 2. Catalogue providing information about sales prices in Latvia for vehicles imported from the United Kingdom |  | 24 |  |

Conditions for the submission of the financial tender:

1. The Tenderer shall not be allowed to submit several versions of the tender.
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 prices indicated in the financial tender submitted by the Tenderer in EUR (excl. VAT) will be used for determining the tender with the lowest pric*e and *will form the total price of the procurement in EUR (excl. VAT)*.

# 5. CONDITIONS FOR SUBMISSION OF TENDER

## The Tenderer may submit the tender before 1 December 2023, 10:00 AM, by sending it to the e-mail address: [Gunta.Borisevica@vid.gov.lv](mailto:Gunta.Borisevica@vid.gov.lv) and [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 tenders.
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 is required to be submitted in an electronic format, using a 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 1 December 2023 between 10:00 AM and 11:00 AM to the following email address: [Gunta.Borisevica@vid.gov.lv](mailto:Gunta.Borisevica@vid.gov.lv) and [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 Sub-clause 4 hereof.
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 Sub-clause 4 hereof.

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| **Tenderer’s name:** |  |
| Registration No.: |  |
| Registered and business address: |  |
| Contact person: |  |
| Phone: |  |

|  |  |
| --- | --- |
| E-mail address and e-address: |  |
| Bank details: |  |

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