



ADOPTED
at the Meeting of the Electronic
Communications Office Permanent
Procurement Commission
on July 20, 2018
Protocol No. VASES 2018/13-1)

APPROVED
at the Meeting of the Electronic
Communications Office Board
on July 31, 2018
(Protocol No. 16/2018)

**Procurement Procedure Tender Regulations from 10,000.00
to 41,999.00 euro as per Annex 2 to the Public Procurement
Law “Professional Training for Specialists in the radio
frequency spectrum monitoring”**

Riga 2018

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I. General Information

1. **Procurement Identification Number** – VASES 2018/13.
2. **Name, address, details of the Client** – “Electronic Communications Office” State Joint-Stock Company (hereinafter – VAS ES); Common Identification Code 40003021907, Eksporta iela 5, Rīga, Latvia, LV-1010, telephone: 67333034, fax: 67821275.
3. **Procurement nomenclature (CPV code)** – 80570000-0 (Staff development training services).
4. **The Procurement Procedure Subject-Matter** are professional training services for specialists in the radio frequency spectrum monitoring (hereinafter – the Services) in accordance with the Technical Specifications (Annex 2) containing the minimum requirements for The Procurement Procedure Subject-Matter.
5. **Contract performance period** – 25 – 28 September 2018 (4 business days).
6. **Contract performance place** – VAS ES, Eksporta iela 5, Rīga, Latvia, LV-1010, telephone: 67333034, fax: 67821275.
7. **Procedure for receiving Tender Regulations (hereinafter – the Tender Regulations) of Procurement Procedure from 10,000.00 to 41,999.00 euro “Professional Training for Specialists in the radio frequency spectrum monitoring”, ID No. VASES 2018/13 (hereinafter – the Procurement Procedure):**
 - 7.1. The candidates can receive the Tender Regulations electronically on the website of VAS ES www.vases.lv in the “Procurements” section, starting from the day the notice regarding the Contract is published on the website of the Procurement Monitoring Bureau until the closing date for the submission of Tender Proposals;
 - 7.2. The Tender Regulations are available in printed form from the moment of the Procurement announcement in the premises of VAS ES in Riga, 5 Eksporta Str., Room 336, from Vineta Dambrovska, member of the Permanent Procurement Commission (hereinafter – the Procurement Commission), by prior arrangement via telephone 28305574 or e-mail: vineta.dambrovska@vases.lv on business days from 9:00 to 12:00 a.m., starting from the day the notice regarding the Contract is published on the website of the Procurement Monitoring Bureau until the closing date for the submission of Tender Proposals;
 - 7.3. A certified copy of the Tender Regulations in printed form is available in the premises of VAS ES in Riga, 5 Eksporta Str., Room 336, from Vineta Dambrovska, member of the Permanent Procurement Commission, on business days (from 9:00 to 12:00 a.m.) by prior arrangement via telephone 28305574 or e-mail: vineta.dambrovska@vases.lv within three (3) business days after the receipt of the inquiry, subject to the condition that the inquiry has been submitted in good time before the closing date for the submission of Tender Proposals;
8. **Submission of Tender Proposals:**
 - 8.1. Tender Proposals shall be submitted in the Records Unit of VAS ES in 5 Eksporta Dtr., Riga, LV-1010, 2nd floor by 24th August 2018, 11:00 a.m. Tender Proposals may be sent by registered mail, courier service or delivered directly to the Records Unit, and the sender shall ensure that the recipient receives the Tender Proposal by 24th August 2018, 11:00 a.m.
 - 8.2. Tender Proposals not submitted in due course or received after the specified closing date will not be considered and will be returned to the submitter unopened.
9. **The Tender Proposal bond shall not be provided.**
10. **The Contract performance bond shall not be provided.**
11. **Requirements for the Presentation and Submission of Tender Proposals:**
 - 11.1. A Tender Proposal shall be submitted in duplicate in paper form (one original and one certified copy). The original Tender Proposal shall be numbered and sewn through (bound together);
 - 11.2. The documents shall be sewn together in such a way that they cannot be separated, the documents shall be numbered and comply with the Table of Contents enclosed (the Tender

Proposal's original parts and copies thereof shall be marked as "ORIGINAL" and "COPY" respectively);

- 11.3. The Candidate shall ensure that the document copies correspond to the original documents;
- 11.4. The Tender Proposal shall be submitted in a closed and sealed envelope marked with the following information:
 - 11.4.1. Name and registered address of the Client;
 - 11.4.2. Name and registered address of the Candidate;
 - 11.4.3. The following reference:

Procurement Procedure Tender Proposal "Professional Training for Specialists in the radio frequency spectrum monitoring"
Identification No. VASES 2018/13

Do not open before 24th August 2018, 11:00 a.m.

- 11.5. Tender Proposals shall be submitted either in Latvian or English. If documents showing the Candidate's professional activity or qualification are in a foreign language other than English, they shall be accompanied by a translation in Latvian or English approved by an authorised person. The Candidate shall be responsible for the conformity of the translation of the documents to the original;
- 11.6. When submitting a Tender Proposal, the Candidate is entitled to certify the accuracy of all the document derivations and translations with one certification, provided that the entire Tender Proposal is sewn through (bound together).
- 11.7. The Financial Proposal part shall be presented in accordance with the Financial Proposal Form (Annex 4 to the Tender Regulations), filling it in and supplementing as needed;
- 11.8. The prices stated in a Tender Proposal shall be presented in the currency of the European Union *euro* (hereinafter – EUR);
- 11.9. Upon submission of a Tender Proposal, the Candidate fully accepts all provisions of the Tender Regulations and the requirements of the Technical Specifications;
- 11.10. If the Candidate has found errors or made changes or additions to the Tender Proposal documents, they shall be presented at the end of the Tender Proposal and signed by the person signing all the documents to be submitted for the Procurement Procedure;
- 11.11. All the Tender Proposals submitted for the Procurement Procedure are the Client's property and will not be returned to the Candidate, subject to Clause 8.2 of the Tender Regulations.
- 11.12. When submitting public documents issued in a foreign country (documents issued by a public administration, courts, legislators, etc.), an authentication (a legalization) of documents is required. Foreign public documents intended for use in the Republic of Latvia:
 - 11.12.1. if a document is issued in a foreign country which has joined the Hague Convention Abolishing the Requirement of Legalisation for Foreign Documents of 5 October 1961, its authenticity must be certified with an Apostille by a competent institution of the relevant country pursuant to the procedure laid down in Article 3 of the above-mentioned Convention; a document thus prepared is no longer required to be certified by a diplomatic/consular mission of the Republic of Latvia;
 - 11.12.2. If a document is issued in a foreign country which has not joined the Hague Convention Abolishing the Requirement of Legalisation for Foreign Documents of 5 October 1961, it must be legalised by a diplomatic/consular mission of the Republic of Latvia in the relevant country or by the Consular Department of the Ministry of Foreign Affairs of Latvia, after their authentications by a diplomatic/consular mission of the relevant country in Latvia or in the nearest foreign country;
 - 11.12.3. if a document is issued in the member states of the European Union, the European Economic Area and the Swiss Confederation, it does not require any authentications. If the Client has doubts about a document authenticity, the Client will contact the foreign institution that issued the public document or is responsible for the authenticity of the

public document in writing, unless otherwise provided by the international agreements approved by the *Saeima* or European Union law.

12. Changes in the Tender Proposal and Procedure for Withdrawal Thereof

- 12.1. Before the closing date for the submission of Tenders, the Candidate may implement changes to the submitted Tender Proposals, indicating on the envelope “Amendments to the Procurement Procedure Tender Proposal “Professional Training for Specialists in the radio frequency spectrum monitoring” (Identification No. VASES 2018/13)”;
- 12.2. Before the closing date for the submission of Tender Proposals, the Candidate may withdraw the submitted Tender Proposal(s) by announcing it to the Procurement Commission in writing, indicating on the envelope “Withdrawal of the Procurement Procedure Tender Proposal “Professional Training for Specialists in the radio frequency spectrum monitoring” (Identification No. VASES 2018/13)”;
- 12.3. In case of any changes to the Tender Proposal, the time of submission of the amended Tender Proposal will be considered as the time of submission of the Tender Proposal;
- 12.4. The Candidate may not implement any changes to the Tender Proposal after the closing date for the submission of Tender Proposals.

13. Other General Information:

- 13.1. The participation in the Procurement Procedure is a manifestation of the Candidate's free will. By submitting a Tender Proposal for the participation in the Procurement Procedure, the Candidate fully accepts and is ready to comply with all the requirements, provisions and rules contained in the Tender Regulations;
 - 13.2. The Candidate shall bear all costs incurred in the preparation and submission of the Tender Proposal. VAS ES will not assume any liability for such costs, irrespective of the Procurement Procedure outcome. The Tender Proposal submitted by the Candidate will not be returned to the Candidate after the closing of the Procurement Procedure;
 - 13.3. Candidates may not submit various Tender Proposals;
 - 13.4. The Client will register all the potential Candidates that have received the Tender Regulations on its website. When receiving the Tender Regulations, the representative of the potential Candidate shall indicate his/her name, surname, the Candidate's name, address, telephone and fax number, as well as e-mail. The Procurement Commission will send additional information and explanations regarding the Tender Regulations to the Candidate and also publish such information on its website www.vases.lv in the “Procurements” section.
14. **Contact persons** - the contact person authorised to provide organisational information on the Procurement Procedure – Vineta Dambrovskā, telephone: 28305574, fax: 67821275, e-mail: vineta.dambrovsk@vases.lv.

II. Candidate Selection Documents

15. Terms and Conditions for a Candidate Participation in the Procurement Procedure

- 15.1. A Candidate, if it is an association of suppliers or a partnership: all members of the association of suppliers, shall be registered as a merchant in accordance with the laws and regulations of the country of residence;
 - 15.2. The exclusion conditions referred to in Part 8 of Section 9 of the Public Procurement Law do not apply to the Candidate. This requirement shall also apply to the persons the potential of which the Candidate relies on to meet the requirements referred to in Clause 16 of the Tender Regulations, as well as to all members of a partnership, if the Candidate is a partnership;
 - 15.3. If an association of suppliers is recognised as the winner of the Procurement Procedure, it shall register a partnership within ten (10) business days after the relevant Client's notice receipt in accordance with the procedure provided for by law.
16. **Requirements Regarding the Candidate's Technical and Professional Abilities and Qualification Documents:**

No.	Qualification Requirements	Documents to Be Submitted Showing Qualification
16.1.	While providing the service, the Candidate shall ensure at least one (1) specialist with the following qualification and experience:	Information on the specialist(s) engaged in the Contract performance that meet(s) the requirements referred to in Clause 16.1 of the Tender Regulations (in accordance with the Form in Annex 4). Upon submitting the information on the experience referred to in this Clause, the Candidate shall enclose the CV(s) of the responsible specialist(s) (containing information sufficient to prove the compliance with the requirements of the sub-clauses of Clause 16.1), as well as the copies of the Qualification Documents.
16.1.1.	degree in engineering;	
16.1.2.	specialisation – radio frequency spectrum monitoring;	
16.1.2.1.	<i>at least five (5) years of professional experience in a European radio monitoring station in the last 10 years;</i>	
16.1.2.2.	<i>knowledge of the latest monitoring and measurement methods applied to the radio frequency monitoring and the ability to use them in practice;</i>	
16.1.2.3.	<i>knowledge of the possibility of using the modern radio frequency spectrum monitoring equipment and its use at a professional level;</i>	
16.1.3.	<i>regular participation in the radio frequency monitoring study groups, task forces or project groups (ITU-R SG1 WP C1 or CEPT WGFN PT 22) of TU (International Telecommunication Union) or CEPT (Conference of European Post and Telecommunication Administrations), and participation in the development of technical publications (ITU and CEPT recommendations, reports, etc.) over the last 5 years;</i>	
16.1.4.	<i>knowledge of the ITU and CEPT recommendations in the field of the radio frequency spectrum monitoring, including the content of the current version of the ITU-R's Handbook for Radio Monitoring;</i>	
16.1.5.	<i>experience in the development and management of training programs in the field of radio frequency spectrum monitoring (indicate at least two training courses on the spectrum management and monitoring);</i>	
16.1.6.	<i>excellent knowledge of Latvian or English.</i>	
If the Candidate ensures several specialists for the provision of services, then the total experience and knowledge of the specialists offered by the Candidate shall cover all the requirements regarding the qualification and experience.		

17. Documents to be Submitted by a Candidate:

- 17.1. A Candidate's Application for Participation in the Procurement Procedure (Annex 1). The Application for Participation in the Procurement Procedure shall be signed by the Candidate's legal representative or a person authorised by him/her. If the Application for Participation in the Procurement Procedure is signed by an authorised representative of the Candidate's legal representative, the Application shall be accompanied by a corresponding authorisation. The Application for Participation in the Procurement Procedure shall indicate the Candidate's name, details and contact person in accordance with the Form in Annex 1.
- 17.2. The Candidate's statement (included in the Candidate's Application for Participation in the Procurement Procedure in Annex 1) that the exclusion conditions referred to in Part 8 of Section 9 of the Public Procurement Law do not apply to the Candidate.
- 17.3. Qualification Documents referred to in Clause 16 of the Tender Regulations;
- 17.4. A Technical Proposal drawn up in accordance with Clause 22 of the Tender Regulations;
- 17.5. A Financial Proposal drawn up in accordance with Clauses 23-25 of the Tender Regulations;
- 17.6. A Draft Procurement Contract.

18. Documents to Be Submitted in Case of a Subcontractor Engagement

- 18.1. In the Tender Proposal, a Candidate shall indicate all potential subcontractors and their subcontractors, as well as the contract parts to be subcontracted and the volume thereof in percentage (%);
- 18.2. If a Candidate relies on the subcontractor's abilities to fulfil the requirements referred to in Clause 16, the Candidate shall submit a statement from the subcontractor(s) indicated in the Tender Proposal on the readiness to participate in the Procurement Procedure and deliver the specified volume or perform the agreement on cooperation for the fulfilment of the respective contract and the document referred to in Clause 17.2 of the Tender Regulations, as well as the documents certifying the compliance of the subcontractor(s) with the requirements, for the fulfilment of which the Candidate relies on the subcontractor's abilities.

19. Documents to Be Submitted in Case the Tender Proposal is Submitted by an Association of Suppliers:

- 19.1. The Candidate shall submit an agreement on the establishment of an association of suppliers, indicating the person representing the respective group in the Procurement Procedure, as well as the responsibility of each person;
 - 19.2. The Candidate shall submit the information referred to in Clause 17.2 of the Tender Regulations for each member or participant of the association.
20. If the Candidate does not comply with the requirements of Clause 16 of the Tender Regulations and/or has failed to submit all the documents referred to in Clauses 17 to 19 of the Tender Regulations, the Candidate shall be excluded from further participation in the Procurement Procedure.

III. Technical Specifications

21. The Technical Specifications of the Procurement Procedure are presented in Annex 2 to the Tender Regulations.

IV. Technical Proposal

22. In the Technical Proposal the Candidate shall submit a description of the services to be provided, including a detailed training plan, which briefly describes the content of the training.

V. Financial Proposal

23. The Financial Proposal shall be presented in EUR, indicating all amounts without value added tax (hereinafter – VAT), VAT and the total amount with VAT.
24. The Financial Proposal shall be submitted in accordance with the Financial Proposal Form (Annex 3).

25. The price offered in the Financial Proposal shall include all the costs associated with the purchase of the Procurement Procedure Subject-Matter, as well as all the taxes and fees, if any.

VI. Tender Proposal Evaluation and Decision-Making

26. Only those Tender Proposals that are submitted in accordance with the procedure and within the period specified in the Tender Regulations will be compared and evaluated.
27. The evaluation of Tender Proposals will take place in the following order – the Procurement Commission:
 - 27.1. shall evaluate the Tender Proposal presentation compliance with the requirements of Clause 11 of the Tender Regulations. Non-compliant Tender Proposals shall be excluded from further evaluation;
 - 27.2. shall evaluate the compliance of the submitted selection documents with the requirements of Clauses 17 – 19 of the Tender Regulations. Non-compliant Tender Proposals shall be excluded from further evaluation;
 - 27.3. shall evaluate the compliance of the Candidates with the requirements of Clause 16 of the Tender Regulations. Non-compliant Tender Proposals shall be excluded from further evaluation;
 - 27.4. shall evaluate the Technical Tender compliance with the Technical Specifications; non-compliant Tender Proposals shall be excluded from further evaluation;
 - 27.5. shall evaluate the Financial Proposal and check whether there are no arithmetic errors; if the Procurement Commission establishes arithmetical errors in the Financial Proposal, it shall correct such errors, informing the respective Candidate on the correction of errors and the corrected Tender Proposal amount. The correction of arithmetical errors shall be taken into account when evaluating the Financial Proposal.
28. If during the evaluation process the Candidate's Tender Proposal seems unreasonably cheap to the Procurement Commission, the Procurement Commission shall act in accordance with Section 53 of the Public Procurement Law.
29. If during the evaluation process the Procurement Commission establishes a non-compliance of the Candidate or of the Tender Proposal with the requirements of the Tender Regulations at any of the evaluation stages, the Candidate or the Tender Proposal shall be excluded from participation in the Procurement Procedure.
30. The Procurement Commission shall select the Candidate that has submitted the lowest price proposal complying with the requirements of the Tender Regulations and the Technical Specifications as the winner of the Procurement Procedure.
31. Prior to making a decision regarding the awarding of a contract, the Procurement Commission shall check whether candidate exclusion conditions referred to in Part 8 of Section 9 of the Public Procurement Law do not apply to the Candidate (including a person referred to in Paragraph 4 of Part 8 of Section 9 of the Public Procurement Law):
 - 31.1. by using the information system laid down by the Cabinet, in accordance with the procedures laid down by the Cabinet, the Procurement Commission shall acquire information from the Register of Enterprises, whether the facts referred to in Paragraph 1 of Part 8 of Section 9 of the Public Procurement Law do not apply to the Candidate (including a person referred to in Paragraph 4 of Part 8 of Section 9 of the Public Procurement Law);
 - 31.2. by using the information system laid down by the Cabinet, in accordance with the procedures laid down by the Cabinet, the Procurement Commission shall acquire information from the State Revenue Service and municipalities of Latvia, whether the fact referred to in Paragraph 2 of Part 8 of Section 9 of the Public Procurement Law does not apply to the Candidate (including a person referred to in Paragraph 4 of Part 8 of Section 9 of the Public Procurement Law) (the Candidate has tax debts on the closing date for the submission of Tender Proposals or on the day the decision on the possible award of the Procurement Contract is taken, including debts of state social insurance contributions, in excess of one hundred and fifty *euro* and 00 cents (EUR 150.00)). The Client may receive the above

information from the Public Database of Tax Debtors of the State Revenue Service and the Real Estate Tax Administration System without the Candidate's consent and other persons referred to in Paragraph 4 of Part 8 of Section 9 of the Public Procurement Law.

32. If tax debts are established, including those ones of state social insurance contributions, in excess of one hundred and fifty *euro* and 00 cents (EUR 150.00), for the persons registered in Latvia, the Procurement Commission shall act in accordance with Paragraph 2 of Part 10 of Section 9 of the Public Procurement Law.
33. To determine, whether the exclusion conditions referred to in Paragraphs 1 and 2 of Part 8 of Section 9 of the Public Procurement Law do not apply to a Candidate or a person referred to in Paragraph 4 of Part 8 of Section 9 of the Public Procurement Law registered or residing in a foreign country, the Procurement Commission shall request that the Candidate submit a statement from the relevant competent authority showing that the exclusion conditions referred to in Paragraphs 1 and 2 of Part 8 of Section 9 of the Public Procurement Law do not apply to a Candidate or a person referred to in Paragraph 4 of Part 8 of Section 9 of the Public Procurement Law registered or residing in a foreign country. The Procurement Commission shall set a deadline for submission of the statement not be less than ten (10) business days from the day the request is issued or sent. If a Candidate fails to submit the statement within the specified time, the Procurement Commission shall exclude the Candidate from participation in the procurement procedure.
34. If such documents, by which a Candidate registered or permanently residing in a foreign country may certify that the conditions indicated in Paragraphs 1 and 2 of Part 8 of Section 9 of the Public Procurement Law do not apply to this Candidate, are not issued or they are not sufficient to certify that the conditions indicated in Paragraphs 1 and 2 of Part 8 of Section 9 of the Public Procurement Law do not apply to the Candidate, the referred to documents may be replaced with an oath or, if the relevant country laws and regulations do not provide for giving of an oath, with a certification of the Candidate itself or a person referred to in Paragraph 4 of Part 8 of Section 9 of the Public Procurement Law to a competent executive authority or to a judicial authority, a sworn notary or a competent organisation in the relevant sector in the country of registration (permanent residence) thereof.
35. The Procurement Commission shall require that the Candidate replace a subcontractor, the value of deliveries or services to be provided by which is at least ten percent (10 %) of the public service contract total value, if the exclusion conditions referred to in Paragraphs 1 and 2 of Part 8 of Section 9 of the Public Procurement Law apply to such Candidate, and a person, the abilities of which the Candidate relies on, to show that its qualification meets the requirements of the Tender Regulations, if the exclusion conditions referred to in Paragraphs 1 and 2 of Part 8 of Section 9 of the Public Procurement Law apply to such person. If the Candidate fails to submit the documents regarding a new subcontractor that meets the requirements specified in the Tender Regulations, or a person, the abilities of which the Candidate relies on to demonstrate that its qualification meets the requirements specified in the Tender Regulations within ten (10) business days following the day of the request issuing or sending, the Procurement Committee shall exclude the Candidate from participation in the procurement procedure.
36. If it is established that any of the exclusion conditions referred to in Paragraph 2 of Part 8 of Section 9 of the Public Procurement Law apply to the Candidate (including a person referred to in Paragraph 4 of Part 8 of Section 9 of the Public Procurement Law), the Procurement Commission shall exclude the Candidate from participation in the Procurement Procedure and select the next Candidate with the second highest score, for which the exclusion conditions referred to in Paragraphs 1 and 2 of Part 8 of Section 9 of the Public Procurement Law do not apply.
37. If the Client establishes that any of the exclusion conditions referred to in Paragraph 2 of Part 8 of Section 9 of the Public Procurement Law apply to the Candidate or a person referred to in Paragraph 4 of Part 8 of Section 9 of the Public Procurement Law) after the decision regarding

the results of the Procurement Procedure has been made, the Client may not conclude a procurement contract with the respective Candidate, and shall make a new decision regarding the results of the Procurement Procedure by selecting the next Candidate with the second highest score, or shall terminate the Procurement Procedure in accordance with the procedure laid down in Clause 39 of the Tender Regulations.

38. The Procurement Commission shall select the Candidates and evaluate the Tender Proposals submitted by them in accordance with the provisions of the Public Procurement Law and the Tender Regulations. The decision of the Procurement Commission shall be binding on the Client if a procurement contract is concluded.
39. The Client may terminate the Procurement Procedure at any time on justified grounds. The Procurement Commission shall send the information referred to in Clause 41 of the Tender Regulations to all the Candidates and submit a notice for publication regarding the results of the Procurement Procedure, indicating the circumstances forming the grounds for the termination of the Procurement Procedure.
40. If the Procurement Procedure has been terminated or discontinued, the Procurement Commission shall notify all the Candidates at once of all the reasons for the termination or discontinuation of the Procurement Procedure within three (3) business days.
41. The Client shall send the information regarding the decision made on the conclusion of a contract to all the Candidates by e-mail, enclosing a scanned document within three (3) business days after making the decision;
42. The Client shall draw up the decision on the results of the Procurement Procedure and publish it on the buyer's profile within three (3) business days after the decision on the results of the Procurement Procedure has been made.

VII. Draft Contract

43. The Client shall conclude a contract with the winner of the Procurement Procedure on the basis of the Candidate's Tender Proposal in accordance with the Tender Regulations and the Draft Procurement Contract submitted by the Candidate.
44. The Candidate shall sign and submit the Procurement Contract to the Client not later than within three (3) business days from the moment the Candidate has received a signed contract from the Client.
45. If the selected Candidate refuses to conclude a procurement contract with the Client, the Procurement Commission shall decide to award the right to conclude a contract to the next Candidate with the second highest score, or terminate the Procurement Procedure without selecting any Tender Proposal. If it is decided that the rights to conclude the Procurement Contract shall be awarded to the next Candidate whose Tender Proposal has received the second highest score, but this Candidate refuses to conclude the Procurement Contract, the Procurement Commission shall decide to terminate the Tender without selecting any proposals.
46. Prior to making a decision to award the rights to conclude the Procurement Contract to the next Candidate whose Tender Proposal has received the second highest score, the Procurement Commission shall determine, whether it is not to be regarded as one market participant together with the initially selected Candidate who refused to conclude the Procurement Contract with the Client. If necessary, the Procurement Commission may request a statement and, if necessary, proof from the next Candidate that it is not to be regarded as one market participant together with the initially selected Candidate. If the next Candidate is to be regarded as one market participant together with the initially selected Candidate, the Procurement Commission shall decide to terminate the Tender without selecting any proposals.
47. Only the amendments to the Procurement Contract laid down in Section 61 of the Public Procurement Law are permissible in the Contract conclusion process.

VII. Rights and Obligations of the Permanent Procurement Committee

48. The Procurement Commission shall operate on the basis of the Public Procurement Law and the Tender Regulations.

49. The members of the Procurement Commission shall be responsible for violations of the Public Procurement Law and the Tender Regulations, as well as for a non-compliance with the state interests.
50. Obligations of the Procurement Committee:
 - 50.1. To ensure the process and documentation of the Procurement Procedure;
 - 50.2. To act in accordance with the procedure laid down in the Tender Regulations and applicable laws;
 - 50.3. To submit written replies to the Candidates' inquiries regarding the Tender Regulations within three business days, but not later than within four (4) business days from the closing date of the submission of Tender Proposals, if the Candidate has submitted the inquiry in good time and in Latvian;
 - 50.4. To decide on the exclusion of a Candidate from further participation in the Procurement Procedure, if any of the exclusion conditions referred to in Part 8 of Section 9 of the Public Procurement Law apply;
 - 50.5. To request the Candidate to explain or to supplement the information included in the Tender Proposal, as well as to provide the updated information on the Tender Proposal, if necessary for the Tender Proposal presentation evaluation and selection of Candidates. The Client may check the required information with a competent authority, publicly available databases or other publicly available sources of information. If the Candidate fails to submit the requested information to the Client, the Client is not obliged to repeatedly request that the Candidate clarifies or supplements the information included in the Tender Proposal;
 - 50.6. To request that the Candidate clarifies the information included in the Technical and/or Financial Proposal, as well as to request the submission of samples of the offered products, if such samples are available to the Candidate and the submission thereof does not result in disproportionate expenses;
 - 50.7. To invite specialists or experts to work in the Procurement Commission in advisory capacity;
 - 50.8. In the event that it is established that the Candidate has provided false information for the assessment of his/her qualification or has failed to submit the information stipulated by the Tender Regulations, the Procurement Commission may exclude the Candidate's Tender Proposal from further evaluation at any stage of the evaluation process;
 - 50.9. To request during the Tender Proposal evaluation process that the Candidate submits a declaration stating that it has independently developed the Tender Proposal;
 - 50.10. To correct arithmetical errors in the Candidate's Financial Proposal notifying the Candidate thereon;
 - 50.11. To make a decision regarding the results of the Procurement Procedure;
 - 50.12. To select the next Candidate with the second highest score or to terminate the Procurement Procedure without selecting any Tender Proposal, if the winner of the Procurement Procedure refuses to conclude a contract with the Client in accordance with Clause 46 of the Tender Regulations.

IX. Rights and Obligations of the Candidates

51. Rights and obligations of the Candidate:
 - 51.1. To withdraw their Tender Proposal before the closing date for submission of the Tender Proposals;
 - 51.2. To request written explanations from the Client regarding the Tender Regulations, ensuring that the Procurement Commission will receive any inquiries in due time;
 - 51.3. To prepare a Tender Proposal in accordance with the Tender Regulations;
 - 51.4. To provide true information about their qualification and Tender Proposal;

- 51.5. To provide responses to the Procurement Commission's inquiries regarding additional information necessary for the selection of Candidates and inspection, comparison and evaluation of Tender Proposals;
- 51.6. To bear all costs related to the preparation and submission of Tender Proposals.
- 52. Upon submitting a Tender Proposal, the Candidate declares that it accepts the terms and conditions of the enclosed Draft Contract.

X. Replacement of the Staff and Subcontractors Engaged in the Procurement Contract Performance

- 53. The Candidate may not replace the staff and subcontractors engaged in the Procurement Contract Performance or engage additional subcontractors in the Contract performance without the Client's approval.
- 54. The Client will not agree to the replacement of the subcontractor referred to in the Tender Proposal, if any of the following conditions exist:
 - 54.1. it is planned to replace a subcontractor, the abilities of which the Candidate relied on to show the compliance of its qualification with the requirements laid down in the Tender Regulations, and the proposed subcontractor does not have at least the same qualifications the Candidate referred to when showing its compliance with the requirements laid down in the Tender Regulations, or exclusion conditions referred to in Paragraph 2 of Part 8 of Section 9 of the Public Procurement Law apply to such subcontractor;
 - 54.2. exclusion conditions referred to in Paragraph 2 of Part 8 of Section 9 of the Public Procurement Law apply to the proposed subcontractor, the value of deliveries or services to be provided by which is at least ten percent (10 %) of the public service contract total value;
 - 54.3. replacement of the subcontractor would lead to such changes to the Candidate's Tender Proposal, which, if initially had been included therein, would affect the Tender Proposal selection in accordance with the tender proposal evaluation criteria set out in the Tender Regulations.
- 55. The Client shall not agree to the engagement of a new subcontractor, where such changes, if they were made in the original Tender Proposal, would have affected the selection in accordance with the selection criteria set out in the Tender Regulations.
- 56. When determining the compliance of the new subcontractor, the Client shall apply the provisions of Part 8 of Section 9 of the Public Procurement Law.
- 57. The Client shall decide to permit or refuse the replacement of the engaged staff or subcontractor or the engagement of a new subcontractor not later than within five (5) business days after the receipt of all the documents and information necessary to make such decision.

APPLICATION FOR PARTICIPATION IN THE PROCUREMENT PROCEDURE

(shall be drawn up on the Candidate's form)

_____ 2018

Candidate _____

Candidate's name:

Taxpayer Reg. No.

represented by its Executive Director

name, surname of the Executive Director or the authorised person

bank details _____

by submitting this Application:

- announces the participation in the Procurement Procedure from 10,000.00 to 41,999.00 euro as per Annex 2 to the Public Procurement Law "Professional Training for Specialists in the radio frequency spectrum monitoring", Identification No. VASES 2018/13 (hereinafter – the Procurement Procedure), organised by Electronic Communications Office" State Joint-Stock Company, by submitting a Procurement Procedure Tender Proposal;
- undertakes to provide professional training services for specialists in the radio frequency spectrum monitoring in accordance with the requirements of the Technical Specifications (Annex 2);
- undertakes to comply with the provisions of the Tender Regulations, as well as the laws and regulations governing the procurement procedures in force in the Republic of Latvia;
- declares that conditions of Part 1 of Section 9 of the Public Procurement Law do not apply to (the Candidate);
- certify the validity of its Application and Tender Proposal until the decision of the Procurement Commission is adopted, but if the Candidate is announced the winner of the Procurement Procedure – throughout the Contract term;
- undertakes (if the Client selects this Tender Proposal) to conclude the Contract and to fulfil all the basic conditions of this Contract;
- declares that the terms and conditions included in the Tender Proposal do not limit the requirements of the Tender Regulations and do not impose additional restrictions, and all the information provided in the Tender Proposal is true.

Signature: _____

The Candidate's Executive Director and the authorised representative

Name, surname: _____

Position: _____

Candidate's address: _____

Candidate's telephone and fax: _____

Contact person: _____

Name, surname, telephone, e-mail

! The Application shall be filled out in printed form.

**The Application shall be signed by the Candidate's legal representative or by a person authorised by him/her. If the Application is signed by the Candidate's authorised representative, the Application shall be accompanied by a power of attorney duly presented or by a certified copy thereof. If the Candidate is an association of suppliers, the Application shall be signed by all the participants of the association of suppliers.*

TECHNICAL SPECIFICATION

Procurement Procedure Tender Regulations from 10,000.00 to 41,999.00 euro as per Annex 2 to the Public Procurement Law "Professional Training for Specialists in the radio frequency spectrum monitoring", Identification No. VASES 2018/13

Training Target Group: Radiocommunication engineers of the Radio Frequency Monitoring Unit of VAS ES;

Number of participants : up to 30 people;

Duration of training: 4 business days;

Period of training: September 25 to 28, 2018

Expected training methods: lecture based on presentation materials, trainer-led discussion and practical exercises using the technical equipment at the disposal of VAS ES;

Training goals:

- 1) to provide up-to-date and relevant information for the radio frequency spectrum monitoring activities to the specialists working at the Radio Frequency Monitoring Unit with the aim of maintaining/raising the level of professional qualification of the specialists;
- 2) to provide content-relevant information on the development trends of the future radio communication technologies so that the specialists working at the Radio Frequency Monitoring Unit could further formulate the technical requirements that the future monitoring system of VAS ES must meet.

The training program must ensure that it:

- Is based on a combination of the theory with real practical experience;
- Is based on modern technologies and methods;
- Includes workshops;
- Ends with the issuance of a certificate to its graduates.

The training program must cover the topics listed below. Since the Latvian technical terminology in the field of radio communications is not as well-developed as in English, then, in order to avoid any misinterpretations of the English terms, the main thematic modules and characteristic key words are given in English in the Technical Specification:

Trends in communications technology

Key words

- ITU, including WRC-19;
- IEEE;
- 5G;
- Internet of Things (IoT);
- Smart cities;
- Impact on the radio frequency spectrum;
- Studies at e.g. EU.

Trends in Monitoring technology

Key words

- Evolution in monitoring technology;
- Need for monitoring in higher frequency ranges;
- Need for other solutions in monitoring;
- Impact on the type of stations and equipment;
- National monitoring network solutions in other countries;
- Working programmes in CEPT and ITU.

Introduction to 5G and monitoring aspects

Key words

- Introduction of 5G;
- Comparison to 3G, 4G;
- Frequency use;
- Planning aspects;
- How to control 5G networks;
- Monitoring effects.

Digital signals

Key words

- FSK, MSK, PSK, QAM, OFDM digital modulations;
- FDMA, TDMA, CDMA, OFDMA spectrum access methods;
- Bitrate, Symbol rate;
- Error correction, BER;
- Radio interface of common digital systems.

Measurement detectors

Key words

- Function of common detectors in radio measurements;
- Peak, Average, RMS, Quasipeak detectors;
- Application of the different detectors.

FFT theory

Key words

- Basic principles of converting from a time domain into a frequency domain;
- DFT;
- FFT;
- Windowing;
- Record length;
- Seamless acquisition, overlapping of records;
- Dependency between frequency and time resolution.

Realtime analysers

Key words

- Realtime analysis definition;
- Principles of realtime analysers;
- Typical properties: capture bandwidth, dynamic range, measurement functions;
- Digital down conversion (DDC);
- RBW realisation;
- Triggering options;
- Offline analysis;
- Polychrome display, detection of interference below wanted signals.

Difference between realtime and sweeping analysers

Key words

- Parameters to be considered in measurements;
- Sweep time vs. capture time or record length;
- Analogue vs. digital filters;
- RBW vs. FFT points;
- Advantages and disadvantages of both analyser principles.

Measurement of basic parameters

Key words

- Measurements with monitoring receivers and realtime analysers of:
- Frequency;
- Level (peak, average, average burst, channel power);
- Occupied bandwidth;
- Unwanted emissions, adjacent channel power;
- Time domain measurements;
- Determination of characteristic transmitter parameters (modulation, base band filtering).

Training exercises with real time spectrum analyser

Key words

- Demonstration of measurements on various digital systems with real time spectrum analyser;
- Real time spectrum analyser hands-on training with selected students.

EMF and ICNRP

Key words

- Discussion on the electromagnetic radiation harmfulness;
- EMF effects to the human tissue;
- ICNRP limits and national variations.

EMF calculations

Key words

- Principle of site certificates (examples);
- Required information from applicants;
- Calculation basics of safety distances

FINANCIAL PROPOSAL (FORM)

Procurement Procedure Tender Regulations from 10,000.00 to 41,999.00 euro as per Annex 2 to the Public Procurement Law "Professional Training for Specialists in the radio frequency spectrum monitoring", Identification No. VASES 2018/13

1. SUBMITTED BY

Candidate's name:	Details

2. CONTACT PERSON

Name Surname	
Address	
Tel./Fax	
E-mail	

3. FINANCIAL PROPOSAL

For legal and natural persons registered as economic operators:

Type of service/Costs	Costs in EUR without VAT*	VAT ____ %	Total costs in EUR with VAT
Professional Training for Specialists in the radio frequency spectrum monitoring	<...>	<...>	<...>

* if the Tender Proposal is submitted by a natural person, 0.00 EUR shall be entered in the VAT 21 % field.

For natural persons not registered as economic operators:

Type of service/Costs	Costs in EUR without taxes	SSIMC employer's rate ____ %	Costs in EUR with taxes
Professional Training for Specialists in the radio frequency spectrum monitoring	<...>	<...>	<...>

Payment terms: _____

Name, surname, position of the Executive

Director or the authorised person:

Signature:

Date, place

.....
.....
.....

The Tender Proposal must be signed by the Candidate's Executive Director or authorised person; if the Tender Proposal is signed by an authorised person, a power of attorney must be enclosed.

INFORMATION ON THE CANDIDATE

Procurement Procedure Tender Regulations from 10,000.00 to 41,999.00 euro as per Annex 2 to the Public Procurement Law “Professional Training for Specialists in the radio frequency spectrum monitoring”, Identification No. VASES 2018/13

Information on the specialist(s) engaged in the Contract performance that meet(s) the requirements referred to in Clause 16.1 of the Tender Regulations.

Curriculum Vitae

1. Surname:
2. Name:
3. Contact Details:
4. Education:

Educational institution, period of study (from..... to.....)	Degree or qualification obtained
<...>	<...>

5. Language skills: Present language skills level (score from 1 – excellent to 5 – basic knowledge)

Language	Reading	Speaking	Writing
<...>	<...>	<...>	<...>

6. Participation in professional organisations and projects¹
7. Additional skills
8. Work experience:²

Period (from...to...)	Employer	Position and job description
<...>	<...>	<...>

I, the undersigned, declare that the above-stated information correctly reflects my education, qualification and work experience, as well as complies with the provisions of Clause 16.1 of the Tender Regulations.

Please, see the enclosed documents showing my qualification on ___ (_____) pages.

I hereby undertake to participate in the Procurement Procedure “Professional Training for Specialists in the radio frequency spectrum monitoring” (Identification No. VASES 2018/13) on the provision of training services to VAS ES employees in accordance with the Tender Proposal of <Candidate> as a specialist in <field>, if it is decided to conclude a contract with <Candidate>.

Date

Signature

Name, surname, position of the Executive
Director or the authorised person:

Signature:

Date, place

.....
.....
.....

The Tender Proposal must be signed by the Candidate's Executive Director or authorised person; if the Tender Proposal is signed by an authorised person, a power of attorney must be enclosed.

¹ Includes the information showing the compliance of the Candidate's specialist with the provisions of Clause 16.1.3. of the Tender Regulations

² Includes the information showing the compliance of the Candidate's specialist with the provisions of Clauses 16.1.2.1., 16.1.2.2., 16.1.2.3., 16.1.4. and 16.1.5. of the Tender Regulations