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APPROVED

Latvian Institute of Organic Synthesis

Procurement Commission

Meeting on 19th of March, 2015

Protocol No. 2015/16 - 01

**DPP LATVIAN INSTITUTE OF ORGANIC SYNTHESIS**

**Pursuant to the Procedure under Section 82 of the Public Procurement Law:**

**“**Study of DNA repair enzyme activities in the frame of the European Social Foundation project 2013/0043/1DP/1.1.1.2.0/13/APIA/VIAA/002 “Creation of a novel interdisciplinary group for search of remedies for treatment of diabetic nephropathy**”**

**RULES**

**Procurement identification number**

OSI 2015/16 MI ESF

Riga

2015

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# **DIRECTIONS FOR THE TENDERERS**

1. **GENERAL INFORMATION**
   1. **Procurement identification number**

OSI 2015/16 MI ESF

CPV code: 685145000-7

* 1. **Contracting Authority**

|  |  |
| --- | --- |
| **Name of the contracting authority** | Latvian Institute of Organic Synthesis |
| **Address** | Aizkraukles iela 21, Riga, LV -1006, Latvia |
| **Registration No.** | LV90002111653 |
| **Bank account No.** | LV41UNLA0001001609845 |
| **Contact person** | Artūrs Aksjonovs |
| **Telephone No.** | +371 67014884 |
| **Fax No.** | +371 67014813 |
| **Email address** | [arturs@osi.lv](mailto:arturs@osi.lv) |
| **Working hours** | From 9.00 to 17.00 |

* 1. **Proposal Submission Term**

Proposals shall be submitted **by 14:00 hours, 31 March, 2015**, to the Latvian Institute of Organic Synthesis, at Aizkraukles street 21, Room 112.

* 1. **Securing of the Proposal**

The proposal shall not require securing.

* 1. **Arrangement of the Proposal**
     1. The proposal, the documents and correspondence related to the process of the procurement between the Contracting Authority and the Tenderer shall be in Latvian, or in English if the Tenderer is registered outside Latvia. Additional technical documentation may also be enclosed in English.
     2. The proposal shall be submitted in a sealed envelope on which name of the Tenderer and the procurement identification number shall be indicated (OSI 2015/16 MI ESF).
     3. The Tenderer shall submit one original and one copy of the proposal. The words “ORIGINAL” and “COPY” shall be indicated on the original and the copy of the proposal respectively. The original and the copy of the proposal shall be placed in the envelope indicated in Clause 1.5.2.
     4. The proposal shall be signed by the Tenderer’s manager or a person authorised thereto.
     5. The proposal consists of three parts:
        1. The application for participation in the tender with the Tenderer’s selection documents enclosed;
        2. The technical proposal;
        3. The financial proposal.
  2. **Obtaining of the Tender Rules**

The Tender Rules are freely downloadable from the Contracting Authority’s homepage **http://www.osi.lv**

* 1. **Composition of the Procurement Commission**

|  |  |  |
| --- | --- | --- |
|  | **Name, surname** | **Position** |
| **Chairman of the Commission** | Osvalds Pugovičs | Director |
| **Commission members** | Ivars Kalviņš | President of Scientific council |
|  | Dace Kārkle | Deputy Director |
|  | Gunārs Duburs | Head of the Membrane Active Compounds Laboratory |
|  | Modris Banka | Senior Engineer |
| **Secretary** | Artūrs Aksjonovs | Head of the Procurement Department |

1. **INFORMATION REGARDING THE SUBJECT OF PROCUREMENT AND THE CONTRACT**
   1. **Subject of Procurement**

The subject of procurement shall be Study of DNA repair enzyme activities in the frame of the European Social Foundation project 2013/0043/1DP/1.1.1.2.0/13/APIA/VIAA/002 “Creation of a novel interdisciplinary group for search of remedies for treatment of diabetic nephropathy according to the Technical Specification.

* 1. **Number of Proposals**

The Tenderer may submit one proposal for the entire amount of the procurement according to the Technical Specification.

* 1. **Conditions for Entering into the Contract**

One contract will be entered into with regard to the entire amount of the procurement.

* 1. **Place of Performance of the Contract**

The places of performance of the contract shall be Aizkraukles street 21, Riga, LV-1006, Latvia.

* 1. **Term of Performance of the Contract**
     1. The term of performance of the contract shall be until 31.08.2015.with the beginning date counted as of signing of the contract.
  2. **Contract Provisions**
     1. Amendments to the procurement contract, where necessary, shall be introduced in line with the provisions of Section 671 of the Public Procurement Law.

1. **REQUIREMENTS FOR THE EXCLUSION, SELECTION AND QUALIFICATION OF TENDERERS**
   1. **Conditions for the Tenderer’s Participation in the Tender**

Any person or a group of persons from any country who is registered as provided for by the law and who corresponds to the requirements set forth in the Rules may participate in the tender.

* 1. **The Tenderer Exclusion Conditions**

The Contracting Authority will exclude the Tenderer from further participation in the tender and will not examine the Tenderer’s proposal if it establishes the facts indicated in Section 82 Paragraph Five Clause 1 or Clause 2 of the Public Procurement Law.

* 1. **Qualification Requirements**

No qualification requirements are set forth for the Tenderers in this tender.

1. **DOCUMENTS FOR SUBMISSION**
   1. **The Tenderer’s Selection Documents**
      1. The Tenderer’s application for participation in the tender, which confirms the Tenderer’s commitment to ensure delivery of the Goods according to the Tender Rules. The application shall be signed by a person or persons authorised to act so on behalf of the company. The signature of each person shall be supplemented with the full name, surname and position thereof.

The application for participation in the tender shall be prepared according to the sample annexed hereto. See Sample 1 of the Tender Rules.

* + 1. General information about the Tenderer according to Sample 4 of the Tender Rules. All boxes shall be completed.
  1. **Documents Necessary to Assess the Exclusion Provisions Regarding Tenderers who Prove to be Eligible to Enter into the Contract**
     1. Prior to the passing of the decision regarding the tender results, in order to assess a Tenderer according to Section 82 Paragraph Five of the Public Procurement Law the Procurement Commission shall act as provided for by Section 82 Paragraph Seven Clauses 1 and 2 of the Public Procurement Law (PPL).
     2. Should the Procurement Commission establish that the Tenderer who is eligible to enter into the contract has debts of taxes administered by the State Revenue Service, including state mandatory social insurance contributions that exceed a total of EUR 150, it shall act pursuant to Section 82 Paragraph Eight Clause 2 of the PPL.
  2. **Qualification Documents of the Tenderer**

No qualification documents are required.

* 1. **The Technical Proposal**
     1. The technical proposal shall be prepared according to the requirements of the Technical Specification.
     2. The Tenderer shall prepare the technical proposal according to the Sample Technical Proposal (Sample 2). The Tenderer may freely enclose additional materials regarding the offered goods.
  2. **The Financial Proposal**
     1. The financial proposal shall be prepared taking into account the amount and description of the Goods and Related Services to be delivered pursuant to the Technical Specification, according to the Sample Financial Proposal (Sample 3).
     2. The prices in the financial proposal shall be indicated in EUR, by quoting the price less value added tax, the applicable VAT (the relevant proportion) and the price with VAT.
     3. Both the unit prices and the total price for the entire amount of the procurement (or the part thereof if the procurement is divided into parts) shall be indicated in the proposal.
     4. The unit prices of the goods indicated in the financial proposal shall include all costs related to the Goods to be supplied and the Related Services.
     5. The prices and unit rates offered by the Tenderer shall remain unchanged over the entire period of performance of the contract. Should the amount of the Goods and Related Services change during the performance of the contract, the amendments shall be made on the basis of the unit prices indicated by the Tenderer according to the terms and conditions of the contract.

1. **the proposal assessment and selection criteria**
   1. **Presentation of the Goods**

No presentation of the Goods is required.

* 1. **Verification of the Arrangement of the Proposals**

The arrangement of the proposal, the tenderer selection and qualification documentation and the compliance of the technical and financial proposals will be assessed by the Procurement Commission at a closed meeting.

* 1. **The Proposal Selection Criteria**

The Procurement Commission will select **the proposal with the lowest price, which corresponds to the Tender Rules and the Technical Specification** on the condition that the Tenderer complies with the Tenderer selection and qualification requirements. (Where the procurement has been divided into parts the Commission chooses one proposal for each part of the procurement.)

* 1. **Awarding of the Contract**

The Procurement Commission will award the contract to the Tenderer whose proposal is selected according to Clause 5.3 of the Tender Rules and who has not been excluded subject to Section 82 Paragraph Five of the PPL.

# **TECHNICAL SPECIFICATION**

**GENERAL INFORMATION**

The Tenderer shall prepare the technical proposal according to the Technical Specification.

**Contracting Authority**

APP Latvian Institute of Organic Synthesis, Aizkraukles 21, Riga LV-1006, Latvia

**The address of the Tenderer for the delivery of the cell specimens**

*Full postal address of the Tenderer for the delivery of cell specimens*

After Tenderer shall receive the cell specimens shipped in dry ice from the Latvian Institute of Organic Synthesis the Tenderer should perform following measurements:

|  |  |
| --- | --- |
| **No.** | **Demands / task position** |
| **1.** | To prepare extracts from cells or tissue and to quantify the protein concentration in the extracts |
| **2.** | To determine activity of enzymes involved in of Base Excision Repair using cell or tissue extracts. The target lesions should be: 8-oxoguanine paired with A, A paired with 8-oxoguanine, ethenoadenine, thymine glycol, uracil (paired either with G or A), hypoxanthine and abasic site. 40 specimens will be analysed. |
| **3.** | To perform quantification of Excision/Synthesis Repair activities from cell or tissue extracts. The target lesions should be photoproducts, 8oxoguanine, alkylated bases, thymine and cytosine glycols, abasic sites, cisplatin adducts, psoralen adducts.  40 specimens will be analysed. |
| **4.** | To perform analysis of primary data and to furnish them in a form of Excel table. |
| **5.** | To provide help to the furnisher in interpretation of data and preparation of the publication. |
| **6.** | The service should be performed from the moment the contract shall be signed till 31.08.2015. |

**CHAPTER III**

# DRAFT CONTRACT

CONTRACT No.

<*a contract number that contains the project number*>

Riga <*signing date*>

## TERMS OF THE CONTRACT

**Latvian Institute of Organic Synthesis** represented by its **Director Osvalds Pugovičs**, hereinafter the Contracting Authority, of the one part, and **<*name of supplier*>, VAT registration No. <*VAT reg. No.*>,** represented by **<*name and position*>**, hereinafter the Supplier, of the other part,jointly and separately referred to as the Parties, in accordance with the results of the Open competition “Study of DNA repair enzyme activities in the frame of the European Social Foundation project 2013/0043/1DP/1.1.1.2.0/13/APIA/VIAA/002 “Creation of a novel interdisciplinary group for search of remedies for treatment of diabetic nephropathy “, Id. No. OSI 2015/16 MI ESF, hereinafter the Tender, organized by the Latvian Institute of Organic Synthesis, and the Bid submitted by the Supplier, hereby enter into the Contract:

1. **Subject of the contract**
   1. The Supplier shall sell to the Contracting Authority, and the Contracting Authority shall purchase from the Supplier <***name of the services***>, in compliance with the specifications and conditions specified in the Contract thereof, and those included in the Bid submitted by the Supplier for the above-mentioned Tender, the following services (the prices and unit rates offered by the Tenderer shall remain unchanged over the entire period of performance of the contract):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Name of the services** | **Unit**  *(if applicable)* | **Unit price,**  **EUR** | **Number of units** | **Amount,**  **EUR** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total price of services, less VAT** | | | | |  |
| **Applicable VAT amount** | | | | |  |
| **Total price of services with the applicable VAT amount** | | | | |  |

* 1. The Supplier shall provide all services no later than 31.08.2015.

1. **Contract price and terms of payment**
   1. The Price of the Services to be paid by the Contracting Authority to the Supplier, including taxes, fees and all other related costs, excluding VAT shall be **EUR** **<*amount*>** (amount in words), with VAT (where appropriate) in the amount of **EUR** **<*amount*>** (amount in words) and the price of the Services with VAT in the applicable amount shall be **EUR** **<*amount*>** (amount in words), hereinafter referred to as the Contract Price.
   2. The Supplier could determine pre payment up to 100% (one hundred percent) to be paid by the Contracting Authority to the Supplier by transferring the amount of money into the bank account indicated in the Pro-forma invoice submitted by the Supplier. In this case Supplier issue pro-forma invoice after receiving each partial order from the Contracting Authority.

**3. Contact information and signatures of the parties**

3.1. The Contract is prepared in two copies each of them comprising <***number of pages***> pages with equal legal force, one copy of which is retained by the Contracting Authority and one copy is retained by the Supplier.

|  |  |
| --- | --- |
| **Supplier:**  *Supplier*  *Address,*  *Reg. No.*  *VAT Reg. No.*  *Bank name:*  *SWIFT:*  *IBAN:*  *Position*  *Name*  *<Palce>*  *<date>* | **Contracting Authority:**  Latvian Institute of Organic Synthesis  Aizkraukles str. 21,  LV-1006, Riga,  Latvia  Reg. No. 90002111653  VAT Reg. No. LV90002111653  Bank: A/S SEB Banka  SWIFT: UNLALV2X  IBAN: LV08UNLA0050005032194  Director  Latvian Institute of Organic Synthesis  Osvalds Pugovičs  Riga  *<date>* |

# **SAMPLES FOR THE PREPARATION OF THE PROPOSAL**

### SAMPLE 1

**APPLICATION FOR PARTICIPATION IN THE TENDER**

**pursuant to Section 82 of the Public Procurement Law**

**Contracting Authority: Latvian Institute of Organic Synthesis**

**ID No.: OSI 2015/16 MI ESF** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

/Date/

**Title of the Tender: “Study of DNA repair enzyme activities in the frame of the European Social Foundation project 2013/0043/1DP/1.1.1.2.0/13/APIA/VIAA/002 “Creation of a novel interdisciplinary group for search of remedies for treatment of diabetic nephropathy”**

Having familiarised ourselves with the open tender rules, we, the undersigned, hereby offer **to provide** **services** in line with the requirements of Section 82 of the Public Procurement Law and in agreement with all the provisions of the tender.

Should our proposal be accepted, we undertake to provide Services indicated in the Technical Specification according to the technical and financial proposals that are a part of our proposal.

We hereby confirm that our proposal is valid for 60 days after the date of the proposal submission term indicated in the Tender Rules and it may be accepted at any time before the expiry of the term of validity thereof.

We hereby submit our proposal that consists of the Tenderer selection and qualification documents indicated in the Tender Rules and the technical and financial proposal.

Name of the Tenderer:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorised person,

Name, surname, position:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of the authorised person:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### SAMPLE 2

**TECHNICAL PROPOSAL**

**Title of the Tender: “Study of DNA repair enzyme activities in the frame of the European Social Foundation project 2013/0043/1DP/1.1.1.2.0/13/APIA/VIAA/002 “Creation of a novel interdisciplinary group for search of remedies for treatment of diabetic nephropathy”**

**ID No.: OSI 2015/16 MI ESF**

1. **Description of the offered Services**

*<Description of the offered goods according to the Technical Specification>*

|  |  |  |
| --- | --- | --- |
| **Requirements of Contracting Authority** | | **Tenderer`s Offer** |
| **Position**  *(from tech. specs)* | **Requirements**  *(from tech. specs)* | **Parameters of offered services** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |

1. **List of information and documents to be submitted**

The following documents will be submitted:

*<Provide a list and description of the documents to be submitted>*

1. **Other information**

We hereby confirm that we have familiarised ourselves with the Tender Rules and the documentation annexed thereto, our proposal provides such a term of validity and conditions as are required by the Tender Rules, and we guarantee the authenticity and accuracy of the provided information.

Signature of the authorised person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ seal

Name, surname and position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the Tenderer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SAMPLE 3**

**FINANCIAL PROPOSAL**

**Title of the Tender: “Study of DNA repair enzyme activities in the frame of the European Social Foundation project 2013/0043/1DP/1.1.1.2.0/13/APIA/VIAA/002 “Creation of a novel interdisciplinary group for search of remedies for treatment of diabetic nephropathy**

**ID No.: OSI 2015/16 MI ESF**

**We hereby submit the following proposal:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Name of the services** | **Unit**  *(if applicable)* | **Unit price,**  **EUR** | **Number of units** | **Amount,**  **EUR** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total price of services, less VAT** | | | | |  |
| **Applicable VAT amount** | | | | |  |
| **Total price of services with the applicable VAT amount** | | | | |  |

We hereby confirm that we have familiarised ourselves with the Tender Rules and the documentation annexed thereto, our proposal provides such a term of validity and conditions as are required by the Tender Rules, and we guarantee the authenticity and accuracy of the provided information.

Signature of the authorised person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ seal

Name, surname and position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the Tenderer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TENDERER’S INFORMATION SAMPLE**

### SAMPLE 4

General information about the Tenderer:

|  |  |  |
| --- | --- | --- |
| **1.** | **Company name:** |  |
| **2.** | **Registration number:** |  |
| **3.** | **Address:** |  |
| **4.** | **Contact person:** |  |
| **5.** | **Telephone:** |  |
| **6.** | **Fax:** |  |
| **7.** | **Email *(compulsory)*:** |  |
| **8.** | **General Internet address:** |  |
| **9.** | **Place of registration:** |  |
| **10.** | **Year of registration:** |  |
| **11.** | **Area of the company’s activities (a short description):** |  |
| **12.** | **Bank details:** |  |