#

APPROVED

Latvian Institute of Organic Synthesis

 Procurement Commission

Meeting on 6-th ofApril, 2016

Protocol No. 2016/10 - 01

**DPP LATVIAN INSTITUTE OF ORGANIC SYNTHESIS**

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

**“Supply of the deuterated solvents to the Latvian Institute of Organic Synthesis in year 2016”**

**RULES**

**Procurement identification number**

OSI 2016/10 MI

Riga

2016

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# **DIRECTIONS FOR THE TENDERERS**

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

OSI 2016/10 MI

* 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 |
| **Working hours** | From 9.00 to 17.00 |

* 1. **Proposal Submission Term**

Proposals shall be submitted **by 14:00 o`clock, 19 of April, 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 2016/10 MI).
		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 two parts:
			1. The application for participation in the tender with the Tenderer’s selection documents enclosed (Sample 2);
			2. The technical and financial proposal (Sample 1).
	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 | Senior scientist |
|  | Dace Kārkle | Deputy Director |
|  | Gunārs Duburs | Senior scientist |
|  | 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 the supply of the deuterated solvents to the Latvian Institute of Organic Synthesis in the specified amount 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 place of performance of the contract shall be Aizkraukles iela 21, Riga, LV-1006, Latvia.

* 1. **Term of Performance of the Contract**

The term of performance of the contract shall be 12 (twelve) months from the date of signing of the contract.

* 1. **Contract Provisions**
		1. Deliveries shall be made in 2 (two) equal parts by the request of the Contracting Authority by the end of the contract as stated in point 2.5.
		2. 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. General information about the Tenderer according to Sample 2 of the Tender Rules. All boxes shall be completed.
	2. **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.
		3. To verify whether a Tenderer who is registered or permanently resides abroad should be excluded from participation in the procurement procedure, Tenderer submits a statement issued by the competent authority of the relevant country confirming that the provisions of exclusion from the procurement procedure according to Section 8.2 Paragraph Seven Clauses 1 and 2 of the PPL do not apply to the Tenderer.
	3. **Qualification Documents of the Tenderer**

No qualification documents are required.

* 1. **The Technical and Financial Proposal**
		1. The technical proposal shall be prepared according to the requirements of the Technical Specification. The Tenderer shall prepare the technical proposal according to the Sample Technical Proposal (Sample 1).
		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. 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 1).
		4. 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.
		5. 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.
		6. 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.

* 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 8.2 Paragraph Five of the PPL.

# **TECHNICAL SPECIFICATION**

**Deuterated solvents**

Part I. Chloroform-d.

CDCl3

 Isotopic enrichment: no less than 99.8%

 Water: no more than 0.02%

**Amount: 20 litres**  (Unit 1 litre)

Part II. Dimethylsulfoxide-d6.

DMSO-d6

 Isotopic enrichment: no less than 99.8%

 Water: no more than 0.03%

**Amount: 6 litres** (Unit 1 litre)

# **Additional terms**

1. The total amount of goods may change no more than 20%, according to Contracting Authorities possibilities and needs in future.
2. Each deliveries quality has to be assured by a special quality certificate issued especially for the goods being delivered.
3. Deliveries shall be made in 2 (two) equal parts by the request of the Contracting Authority by the end of the contract.

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

### SAMPLE 1

**TECHNICAL and financial PROPOSAL**

**Title of the Tender: “Supply of the deuterated solvents to the Latvian Institute of Organic Synthesis in year 2016”**

**ID No.: OSI 2016/10 MI**

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

Goods shall be delivered to Aizkraukles iela 21, Riga, LV-1006, Latvia.

1. **Delivery terms of the goods**

Goods shall be delivered by the following time frame afterthe order is commenced by Contracting Authority: <number of days/weeks>.

1. **The codes of offered goods (from the catalogue), name and price**

All colons and rows have to be filled.

***<Catalogue, from which the goods shall be delivered >***

*(if more than one catalogue is used, each good has to marked by its catalogue )*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Nr.**  | **No.****In the catalogue** | **Name of the goods** | **Unit***(if applicable)* | **Unit price,****EUR** | **Number of units** | **Amount,****EUR** |
|  |  |  |  |  |  |  |
| 1. |  |  | 1 L |  | 20 |  |
| 2. |  |  | 1 L |  | 6 |  |
| **Total price of goods, less VAT**  |  |
| **Applicable VAT amount** |  |
| **Total price of goods with the applicable VAT amount** |  |

1. **Other information**

*(If necessary)*

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

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

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

**TENDERER’S INFORMATION SAMPLE**

### SAMPLE 2

General information about the Tenderer:

|  |  |  |
| --- | --- | --- |
| **1.** | **Company name:** |  |
| **2.** | **Registration Nr.:** |  |
| **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:** |  |