**TENDERER'S TENDER**

**For the procurement arranged by the State Revenue Service**

**“Delivery of Vehicle Price Catalogues”**

**Procurement identification No. FM VID 2025/168**

Tenderer, registration No. \_\_\_\_\_\_\_\_\_\_\_\_\_ (hereinafter referred to as the Tenderer), by signing the Tenderer’s Tender,

* confirms that it will ensure the execution of the procurement “Delivery of Vehicle Price Catalogues”, ID No. FM VID 2025/168 in accordance with the mandatory (minimum) technical requirements and the prices specified in the financial offer;
* agrees to all the terms and conditions of the Procurement Contract and undertakes, if awarded the Contract, to sign it unconditionally and to comply with all its terms and conditions;
* certify that in performing the obligations of the procurement contract, it will not carry out transactions (will not purchase goods or services) with such natural or legal person to whom (including its member of the board or council, beneficial owner, person entitled to represent or attorney-in-fact, or a person authorized to represent the legal person in activities related to the branch, or a member of a partnership, a member of its board or council, the beneficial owner, the person entitled to represent or attorney-in-fact, if the legal person is a partnership) international or national sanctions or sanctions of a Member State of the European Union or of the North Atlantic Treaty Organization apply, affecting significant financial and capital market interests;
* certify that the Tenderer is not subject to the provisions of Article 5k, Clause 1 of Council Regulation (EU) No. 833/2014 of 31 July 2014, i.e. the Tenderer (including the subcontractor(s) of the Tenderer) is not:
* a) a Russian national, a natural person residing in Russia or a legal person, entity or body established in Russia;
* b) a legal person, entity or body, whose proprietary rights are directly or indirectly owned for more than 50 % by an entity referred to in paragraph a) of this Clause;
* c) a natural or legal person, entity or body acting on behalf of or under the instructions of an entity referred to in paragraphs (a) or (b), including where they account for more than 10% of the contract value, subcontractors, contractors or entities, whose capacities are being relied on within the meaning of the public procurement directives.

1. **TECHNICAL PROPOSAL**

*Table 1*

| **Pos.**  **No.** | **Mandatory** (**minimum) requirements** | **Tenderer's tender**  *(The Tenderer[[1]](#footnote-2) fills in*  *each field)* |
| --- | --- | --- |
|  | **Subject of the Procurement** | |
|  | Delivery of vehicle price catalogues (hereinafter referred to as the Catalogues). | |
|  | ***Service provision*** | |
|  | The catalogues must be in Latvian or English; |  |
|  | The catalogue shall contain information about the selling prices of cars imported from third countries in Latvia; |  |
|  | A separate catalogue that specifies information about vehicles imported from the United Kingdom; |  |
|  | The catalogue must include at least the following information (release year, brand, model, engine capacity, fuel type, number of doors, price) for at least the following types of vehicles: light passenger cars, commercial vehicles, trucks, buses, motorcycles, trailers, tractors, campers, caravans. |  |
|  | If necessary, the Tenderer shall consult the SRS Customs Administration in writing via email regarding the price of vehicles not included in the catalogues or unclear/missing information about vehicles included in the catalogues.  The Tenderer shall provide the consultation within forty-eight (48) hours after receiving the email from the SRS Customs Administration, sending a response to the SRS employee who sent the consultation request email. |  |
|  | Catalogue format - Excel table format. |  |
|  | ***Requirement for the Tenderer's suitability to perform professional activities*** | |
| 3.1 | The Tenderer should have experience in creating such vehicle price catalogues, which compile information about the selling prices of cars imported from third countries and the United Kingdom to Latvia for at least three (3) years (2022, 2023, 2024, 2025) from the date of the announcement of the procurement. | *The Tenderer fills out Table 2.* |
|  | ***Service Provision Procedures*** | |
|  | Catalogues shall be delivered to the email address [MP.lietvediba@vid.gov.lv](mailto:MP.lietvediba@vid.gov.lv) |  |
|  | Catalogues delivery deadline is once a month, no later than three (3) working days before the first date of the next month.  The first delivery of the catalogues - no later than 27.01.2026.  The last delivery - no later than 17.12.2027.  Consultation provision period - until 31.01.2028. |  |
|  | ***Service* costs** | |
|  | The prices should include all costs related to the cost of the Catalogue and the monthly delivery of the Catalogue in the manner and place indicated by the Contracting Authority, taxes (excluding VAT), fees, obtaining necessary permits from third parties, and other costs related to the timely and quality performance of the Contract. |  |
|  | **Payment terms** | |
|  | The Tenderer shall send the issued invoice for the Catalogues delivered in the previous month to the electronic email address [FP.lietvediba@vid.gov.lv](mailto:FP.lietvediba@vid.gov.lv) by the 5th day of each subsequent month. The Contracting Authority shall make the monthly payment for the delivered Catalogues in accordance with the prices specified in Annex 1 to the Contract within twenty (20) working days from the date of receipt of the invoice, transferring the payment to the bank account indicated by the Tenderer. |  |
|  | **Suitability of the Tenderer to pursue the professional activity** |
|  | The Tenderer is a merchant registered in the Commercial Register of the Enterprise of the Republic of Latvia.  *The information will be verified in the registers kept by the Register of Enterprises of the Republic of Latvia.* |  |
|  | The Tenderer is a natural person who is registered as a performer of business activity and is registered with the SRS as a taxpayer.  *The information will be verified in a publicly available database of the State Revenue Service.* |  |
|  | The Tenderer is a person registered or permanently residing in a foreign country.  *Together with the tender, the Tenderer must submit a document (original or certified copy) issued by the competent authority of the relevant state, certifying that the Tenderer is registered in accordance with the requirements of the laws and regulations of the relevant country, as well as the Tenderer is not an offshore legal person or an association of persons or* *indicates a publicly available register where the Contracting Authority could verify the fact of registration of the Tenderer without additional payment, attaching a translation of the information attesting to the fulfilment of the specified requirement.* |  |

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**TENDERER'S EXPERIENCE**

*Table 2*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Pos. No.** | **Service**  **recipient** | **Service provision period** | **Delivered catalogue name** | **Contact information of the service recipient (phone, email address, and contact person)\*** |
| **1.** |  |  |  |  |
| **2.** |  |  |  |  |
| **3.** |  |  |  |  |

*\*The Commission has the right to verify the information by contacting the specified contact person of the service recipient.*

1. **INFORMATION TO BE OBTAINED BY THE COMMISSION**
   1. The Commission obtains information from the publicly available database of the State Revenue Service (hereinafter referred to as the SRS) on whether the Tenderer who should be awarded the Procurement Contract on the day when the decision on the possible award of the Contract is taken does not have tax (fee) debts administered by the SRS in Latvia, which in total exceed EUR 150 (one hundred and fifty euros).
   2. If the Tenderer has tax (fee) debts administered by the SRS on the day when the decision on the possible award of the Contract is taken, which in total exceeds EUR 150 (one hundred and fifty euros), the Commission shall ask to submit a printout from the SRS electronic declaration system within three (3) working days on the fact that the Tenderer has no tax debts in Latvia as at the day when the decision on the possible award of the Contract is taken, totaling more than EUR 150 (one hundred and fifty euros).

If the printout is not submitted within the time period specified in Sub-Clause 2.2, the Tenderer shall be excluded from participation in the procurement.

* 1. The Commission shall ask the Tenderer registered or permanently resident in a foreign country who should be awarded the Procurement Contract to submit a certificate within three (3) working days stating that the Tenderer has no tax debts in Latvia in the total amount exceeding EUR 150 (one hundred and fifty *euros*) as at the day when the decision on the possible award of the Contract is taken, and that there are no tax debts in the country where it is registered or in which it has its permanent residence, in accordance with the regulatory enactments of the relevant foreign country.
  2. The Commission shall examine, in relation to the Tenderer to whom the Contract should be awarded, whether, in respect of that Tenderer’s member of the board of directors or of the council, beneficial owner, person entitled to represent or attorney-in-fact, or person authorized to represent the Tenderer in activities relating to the branch, or a member of a partnership, a member of its board of directors or council, the beneficial owner, the person entitled to represent or the attorney-in-fact, if the applicant is a partnership, the sanctions specified in the first Section of Clause 111 of the Law on International Sanctions and National Sanctions of the Republic of Latvia, which affect the performance of the Contract, have been determined. If the sanctions specified in the first Section of Clause 111 of the Law on International Sanctions and National Sanctions of the Republic of Latvia have been determined in relation to the Tenderer or any of the abovementioned persons, which will hinder the performance of the Contract, the Tenderer shall be excluded from participation in the procedure for awarding the Contract.
  3. The Commission shall obtain the information referred to in Sub-Clause 2.4 from the Enterprise Register of the Republic of Latvia by checking the sanction search links. If information about the persons referred to in Sub-Clause 2.4 is not published on the site, the Tenderer must submit it:

**2.5.1.** together with the tender, or

**2.5.2.** within three (3) working days from the date of dispatch of the Commission's request.

* 1. The Commission shall accept and recognize certificates and other documents issued by the competent authorities of Latvia in the cases if they were issued not earlier than one month prior to the date of submission, and the Commission shall accept and recognize certificates and other documents issued by competent authorities of foreign countries if they were issued not earlier than six months prior to the date of submission, unless the issuer of the certificate or document has specified a shorter period of validity.

## FINANCIAL OFFER

*Table 3*

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject of the Procurement** | **Price for one month, EUR (excl. VAT)** | **Number of units** | **Amount, EUR (excl. VAT)** |
| **1** | **2** | **3** | **4=2x3** |
| A catalogue that specifies information about the sale prices of vehicles imported from third countries in Latvia. |  | 24 |  |
| A catalogue that specifies information about the sale prices of vehicles imported from the United Kingdom in Latvia. |  | 24 |  |
| **TOTAL:** | | |  |

Conditions for submitting a financial proposal:

1. The Tenderer may not submit more than one variant of a tender.
2. Prices must be quoted in EUR excluding VAT to no more than *two* (2) decimal places.
3. The price indicated in the Financial Offer submitted by the Tenderer in total EUR (excluding VAT) will constitute the total purchase price in EUR excluding VAT and will be used to determine the tender with the lowest price.
4. The Commission shall recognize the Tenderer as the winner of the procurement if the Tenderer’s tender meets the requirements specified for the Tenderer’s tender and if the Tenderer’s tender price is the lowest.
5. In the event that several Tenderers have submitted identical lowest prices in their Financial Offers, the right to conclude the contract is granted to the Tenderer who offers the lowest price in the Financial Offer section “Catalogue indicating the sales prices of vehicles imported from third countries in Latvia”.
6. The total expected procurement contract price, for which the procurement contract will be concluded, is EUR 9,420.10 (nine thousand four hundred twenty euros, 10 cents) excluding VAT.
7. The service delivery period is until 17 December 2027, or until the total amount of the contract is exhausted.
8. After taking the decision, the Commission will contact only the Tenderer who will be declared the winner of the procurement, and will publish information about the decision taken on the SRS website in the procurement notice.
9. **CONDITIONS FOR THE SUBMISSION OF TENDERS**
   1. **The Tenderer may submit the tender before 21 July 2025, 10 a.m., by sending the tender to the following e-mail address: Gunta.Borisevica@vid.gov.lv.**
   2. The Tenderer may amend or supplement the submitted tender only before expiry of the time period for submission of the tender.
   3. The Tenderer is not entitled to modify its tender after the deadline for submission of the tender.
   4. The tender must be protected using encryption. For instructions, see Annex 1.
   5. **The person submitting the tender shall submit a password for opening the encrypted tender on 21 July 2025, from 10 a.m. to 11 a.m., to the email address: Gunta.Borisevica@vid.gov.lv.**
   6. The tender that has not been submitted in the prescribed manner or that has been submitted in unencrypted form and/or to which a password has not been sent within the time period specified in Sub-clause 4.5 of this Section shall not be considered by the Contracting Authority.
   7. In order for the tender to be received by the SRS, please use the e-mail address for submitting offers, which FROM address domain matches the domain of the actual sender.
   8. After sending the tender, we ask the Tenderer to make sure that a reply is received confirming the receipt of the tender. In case of not receiving a reply, please call – Gunta Borisēviča, phone + 371 67120238.

|  |  |
| --- | --- |
| **Name of the Tenderer:** |  |
| Registration No.: |  |
| Registered and business address: |  |
| Contact person: |  |
| Phone: |  |
| E-mail address and e-Address: |  |
| Bank details: |  |

Tenderer’s authorized person\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(name, surname)

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Signature (if not signed electronically), Date

THE DOCUMENT IS ELECTRONICALLY SIGNED WITH A SECURE ELECTRONIC SIGNATURE AND CONTAINS A TIME STAMP

Annex No. 1

**Tender encryption**

Instruction:

1. Press the right mouse button once on the file name;
2. 7-Zip (*if such a name does not appear, then it is necessary to download the required software –* [*https://www.7-zip.org/*](https://www.7-zip.org/));
3. Put in the archive;
4. Enter your password;
5. Ok;
6. The encrypted file is signed with a secure electronic signature -<https://www.eparaksts.lv/lv/>.

A screenshot of a computer

Description automatically generated



Created encrypted tender (yellow folder).



1. *To be completed by the Tenderer by writing the word "****CERTIFY****" or "****PROVIDE****" or "****AGREE****", or otherwise describing their ability to ensure compliance with the requirements.*  [↑](#footnote-ref-2)