

## APPROVED

by the Resolution of Latvijas Banka's Procurement Commission  
Meeting of 16 July 2018  
Minutes No. 1

R. Jakovļevs  
Chairman of the Procurement Commission  
of Latvijas Banka

## PROCUREMENT REGULATION

### On the Delivery of the Internal Audit Management and Support System

#### 1. THE PROCUREMENT IDENTIFICATION NUMBER

1.1 LB/2018/54

#### 2. THE COMMISSIONING AUTHORITY

2.1 Latvijas Banka, K. Valdemāra iela 2A, Riga, LV-1050

#### 3. THE SUBJECT-MATTER AND CPV CODE

3.1 The delivery of the internal audit management and support system (hereinafter referred to as "the System") and the provision of the System's implementation, user training and quality maintenance services to Latvijas Banka in accordance with the requirements set out in the technical specification (Appendix 1 to the Procurement Regulation (hereinafter referred to as "the Regulation")) of the Regulation.

3.2 The CPV code that best corresponds to the subject-matter of the procurement: 48100000-9 "Industry specific software package".

#### 4. THE TIMELINE FOR AND THE PLACE OF PERFORMING THE CONTRACT

4.1 The timeline for performing the contract shall be as follows:

4.1.1 the delivery of the System shall be carried out within 25 (twenty-five) business days from the day of entry into force of the contract;

4.1.2 the System implementation and user training shall be performed within 60 (sixty) business days from the day of delivery of the System;

4.1.3 the quality maintenance of the System shall be ensured within a period of 2 (two) years from the day of delivery of the System (hereinafter referred to as "the quality maintenance period").

4.2 The place of performing the contract shall be as follows: Latvijas Banka, K. Valdemāra iela 2A, Riga.

#### 5. THE SUBMISSION OF BIDS

5.1 A tenderer shall submit a bid covering the entire subject-matter of the procurement. The submission of several versions for the bid shall be prohibited.

5.2 A tenderer shall submit the following bidding documents:

5.2.1 in case the tenderer itself is not the manufacturing company of the offered system, a confirmation by the manufacturing company of the offered system to the effect that the tenderer has the right to ensure the delivery and quality maintenance services of the offered system in Latvia;

5.2.2 a duly completed tenderer's bid as per the form enclosed in Appendix 2 to the Regulation;

5.2.3 the technical bid in the degree of detail to enable the commissioning authority to verify compliance of the offered system with the technical specifications (Appendix 1 to the Regulation);

5.2.4 the draft contract proposed by the tenderer and drawn up in compliance with the requirements laid out in the Regulation;

5.2.5 in case the tenderer, the person indicated by the tenderer whose abilities the tenderer relies on in order to attest that its qualification meets requirements arising from Paragraph 6.1.3 or Paragraph 6.1.4 of the Regulation (hereinafter referred to as "the person involved"), or a member of a partnership (if the tenderer is a partnership) is not registered in the Republic of Latvia, certificates issued by a competent authority in the country of registration of the tenderer, the person involved, or a member of a partnership (if the tenderer is a partnership), confirming that insolvency proceedings have not been declared for the tenderer, the person involved, or a member of a partnership (if the tenderer is a partnership), its trading activities have not been suspended and it is not undergoing liquidation;

5.2.6 in case the tenderer relies on the abilities of the person involved in order to attest its compliance with the tenderer qualification requirement arising from Paragraph 6.1.3 or Paragraph 6.1.4 of the Regulation, the tenderer shall annex the following additional documents to the bid:

5.2.6.1 an acknowledgement or agreement signed by the person involved and the tenderer on cooperation or transfer of resources to the tenderer for the performance of this particular contract;

5.2.6.2 information meeting the requirements of the Regulation and acknowledging the compliance of the person involved with the qualification requirement arising from Paragraph 6.1.3 or Paragraph 6.1.4 of the Regulation;

5.2.6.3 in case the person involved is not registered in the Republic of Latvia, a copy of the registration certificate of the person involved;

5.2.7 where the tenderer is an association of persons, an agreement of the participants of this association of persons on the establishment of the association of persons.

5.3 The bidding documents shall be drawn up in compliance with the requirements set out in the Regulation in Latvian or English.

5.4 The bidding documents shall be inserted in a sealed envelope. The envelope shall be delivered by mail (to be received at Latvijas Banka by 10.00 a.m. on 14 August 2018) or in person to Latvijas Banka at K. Valdemāra iela 2A, Riga (Noliktavas iela entrance) on business days from 8.30 a.m. to 17.30 p.m. (on Fridays from 8.30 a.m. to 16.15 p.m.) by 10.00 a.m. on 14 August 2018, with a note "To the Procurement Commission of Latvijas Banka. Procurement "On the Delivery of the Internal Audit Management and Support System" (LB/2018/54)" and the name and address of the tenderer enclosed.

5.5 A bid submitted (sent in) after the deadline referred to in Paragraph 5.4 of the Regulation or not drawn up in compliance with the requirements set out in Paragraph 5.3 or Paragraph 5.4 of the Regulation shall not be accepted and shall be returned or sent back to the tenderer.

5.6 In case the tenderer, its person involved or a member of a partnership (if the tenderer is a partnership) is not registered in the Republic of Latvia or its permanent place of residence is

not located therein, the Procurement Commission of Latvijas Banka (hereinafter referred to as "the Commission") shall have the right to request the tenderer who would have to be awarded the contract, to submit, within 10 (ten) business days, certificates issued by a competent authority in the country of registration or the country of the permanent place of residence of the tenderer, its person involved or a member of a partnership (if the tenderer is a partnership) to the effect that the cases of exclusion referred to in Paragraph Eight of Section 9 of the Public Procurement Law do not apply to the tenderer, its person involved or a member of a partnership (if the tenderer is a partnership).

5.7 The certificates referred to in Paragraph 5.2.5 of the Regulation shall be issued no earlier than 6 (six) months prior to the day of its submission if the issuer of the certificate has not indicated a shorter validity period.

5.8 Where a tenderer fails to submit the certificate requested by the Commission within the time limit referred to in Paragraph 5.6 of the Regulation, the Commission shall take a decision to exclude the tenderer from the participation in the procurement procedure.

## 6. THE VERIFICATION OF THE TENDERERS' QUALIFICATION, THE BID EVALUATION AND SELECTION

6.1 The Commission shall exclude a tenderer from further participation in the procurement procedure and shall not review the tenderer's bid in the following cases:

6.1.1 the tenderer, its person involved or a member of a partnership (if the tenderer is a partnership) falls under the cases of exclusion of tenderers referred to in Paragraph Eight of Section 9 of the Public Procurement Law or Section 11.<sup>1</sup> of the Law on International Sanctions and National Sanctions of the Republic of Latvia;

6.1.2 the tenderer has provided false information to confirm its compliance with the provisions of Paragraph Eight of Section 9 of the Public Procurement Law or the qualification requirements, stipulated pursuant to the Public Procurement Law, or has failed to provide the requested information;

6.1.3 the tenderer which is not the manufacturing company itself has failed to submit a confirmation by the manufacturing company of the offered system to the effect that the tenderer has the right to ensure its delivery and quality maintenance service in Latvia;

6.1.4 the tenderer does not have effective contracts on the quality maintenance of the offered system with at least 3 (three) commercial banks and/or central banks of the European Union;

6.1.5 the tenderer has failed to provide a demonstration of the functionality of the offered system at the commissioning authority's place or remotely to enable the commissioning authority to verify the compliance of the offered system with the functional requirements set out in Appendix 1 to the Regulation.

6.2 Where the tenderer is an association of persons or a partnership, the following shall be complied with:

6.2.1 all participants of an association of persons (members of a partnership) shall comply with the requirements arising from Paragraph 6.1.1 of the Regulation;

6.2.2 at least 1 (one) participant of an association of persons (a member of a partnership) shall meet each tenderer qualification requirement arising from Paragraphs 6.1.3 and 6.1.4 of the Regulation;

6.2.3 the association of persons in relation to which the decision to enter into a procurement contract has been taken shall establish, at its choice, a particular legal status (e.g. a general partnership), enter into a deed of partnership pursuant to Sections 2241–2280 of the Civil Law, agreeing on the division of responsibilities of the participants of an association of persons, or

shall assume joint and several liability for the performance of the obligations set out in a procurement contract.

6.3 Upon the Commission's request, the tenderer has to ensure a demonstration of the functionality of the offered system at the commissioning authority's place or remotely to enable the commissioning authority to verify the compliance of the offered system with the functional requirements (according to Appendix 1 to the Regulation).

6.4 The Commission shall reject a tenderer's bid and exclude a tenderer from further participation in the procurement procedure, where the tenderer's bid does not meet the requirements set out in the Regulation.

6.5 The Commission shall decide to enter into a procurement contract with the tenderer whose qualification and bid comply with all requirements of the Regulation and whose bid is the most economically advantageous one.

6.6 The bid with the highest score obtained for the below criteria shall be considered the most economically advantageous bid:

6.6.1 only the bids of tenderers whose qualifications and bids comply with all requirements set out in the Regulation shall be evaluated and compared in order to identify the economically most advantageous bid;

6.6.2 the economically most advantageous bid shall be identified according to the following evaluation criteria:

Criterion	Item to be evaluated	The maximum obtainable score in terms of economical advantages
Criterion A	The total offered contractual price in euro (excluding VAT) indicated in the tenderer's financial bid in accordance with Appendix 2 to the Regulation	90
Criterion B	Ability of the system offered by the tenderer to meet additional functional requirements (Section 3 of Appendix 1 to the Regulation "Additional functional requirements")	10
The maximum obtainable score in terms of economical advantages, in total		100

6.6.3 The score assigned to a tenderer to identify the economically most advantageous bid shall be established according to the following formula:  $X = 90 \times (A_1/A_2) + B$ , where:

X – the total score assigned to the tenderer's bid:

A<sub>1</sub> – the lowest offered contractual price in euro (excluding VAT);

A<sub>2</sub> – the contractual price in euro (excluding VAT) offered by the tenderer;

B – the points assigned for the ability of the system offered by the tenderer to meet the additional functional requirements, with one point assigned for compliance with each additional requirement specified in Paragraph "Additional functional requirements" of Section 3 of Appendix 1 to the Regulation.

6.7 Where the Commission establishes that, based on the bid selection criteria referred to in Paragraph 6.6 of the Regulation, the score of two or more bids is equal, the contract shall be awarded by drawing lots among the respective tenderers.

6.8 Where the tenderer declared the winner of the procurement fails to sign a contract within 10 (ten) business days after the draft contract drawn up by the commissioning authority has been submitted to the tenderer, the Commission shall take the decision to enter into a contract with the next tenderer whose qualification and bid comply with all requirements set out in the Regulation and whose bid is the next economically advantageous one or to suspend the procurement procedure, without selecting any bid.

## 7. OTHER GENERAL INFORMATION

7.1 The interested Supplier shall have the right to request additional information on the Regulation, provided that the request is submitted to the Commission in due time, taking into account the fact that the Commission has no right to provide additional information to the interested suppliers later than 4 (four) calendar days prior to expiry of the deadline for the submission of bids (requests shall be sent by e-mail: [konkursi@bank.lv](mailto:konkursi@bank.lv), by post: Latvijas Banka's Procurement Commission, K. Valdemāra iela 2A, Riga, LV-1050), with the procurement identification number and the title of the procurement indicated in the request.

7.2 The text of the contract entered into as a result of this procurement including its amendments (if any) shall be published on the website of Latvijas Banka in accordance with Paragraph eighteen of Section 9 of the Public Procurement Law. Where, at the tenderer's discretion, a part of the bid is deemed to be a commercial secret, the tenderer shall indicate that in its bid. Information which is generally available in accordance with the legislative acts including information enclosed in the Regulation cannot be deemed to be a commercial secret.

7.3 The submitted bids shall not be returned to the tenderers.

7.4 Mr. Harijs Ozols, Head of the Information Systems Department (telephone: +371 6702 2378, e-mail: [Harijs.Ozols@bank.lv](mailto:Harijs.Ozols@bank.lv)) shall be the contact person at Latvijas Banka.

7.5 The disputes and disagreements between the commissioning authority and the tenderers shall be resolved by way of negotiations. Where the parties fail to negotiate an agreement, the disputes shall be resolved in accordance with the procedure established by the legislative acts of the Republic of Latvia. The place of the court proceedings shall be Riga, Latvia.

7.6 The Regulation has been drawn up on 13 (thirteen) pages including Appendix 1 on 5 (five) pages and Appendix 2 on 3 (three) pages.

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## TECHNICAL SPECIFICATION

## 1. GENERAL REQUIREMENTS

1.1 The System's data are stored on a server at the Bank of Latvia (hereinafter, the Customer) premises.

1.2 The server components of the System operate under *Microsoft Windows Server 2016* operating system.

1.3 The components of the web server shall operate in *Microsoft Internet Information Services 10.0* environment.

1.4 The database of the System shall operate in *Microsoft SQL Server 2016* environment or include the necessary database management licenses, or has an indication that the product is licensed for free use in the enterprise environment, including the state institution environment.

1.5 The user components of the System shall operate in *Microsoft Windows 10* operating system and vendor supported versions of *Google Chrome* or *Internet Explorer* environment.

1.6 The price of the System comprises all additional components necessary for its operation that are not referred to in Paragraphs 1.1–1.4 of Appendix 1 to the Rules, except for *Microsoft Office* software.

1.7 The System's license is valid for 6 (six) users.

1.8 The System offered by the tenderer shall be used by at least 20 (twenty) customers with effective maintenance service.

## 2. FUNCTIONAL REQUIREMENTS

2.1 The System has an audit universe risk and control assessment function, which includes:

2.1.1 an option to customize the audit universe (organizational units, processes, etc.);

2.1.2 an option to select assessment formulas or scales for risk and control factors;

2.1.3 an option to use the results of the audit universe risk and control assessment in further stages of an audit, i.e. for individual audit engagements.

2.2 The System enables resource planning (scheduling) and time recording of audit personnel resources, including:

2.2.1 different time categories (audits, administrative tasks, non-working);

2.2.2 a review and validation function;

2.2.3 a management approval of timesheets;

2.2.4 the smallest unit of division does not exceed one business day;

2.2.5 a scheduling functionality which allows to include resources in an audit project with a different coefficient of involvement;

2.2.6 scheduling and timesheet reports detailed by audit employees and projects.

2.3 The System ensures an electronic management of audit engagement, including the following, as a minimum:

2.3.1 electronic workflows comprise audit planning, audit object's risk assessment, audit work program, audit fieldwork, recording of findings, issuing recommendations and preparation of an audit report;

2.3.2 an audit file is created for each audit engagement, provided that only duly authorized users may access it;

2.3.3 results of each workflow are identifiable, clear and entail an approval (sign-off);

- 2.3.4 approved results can't be modified except for cases subject to a special procedure approved by a duly authorized person;
- 2.3.5 the sign-off function is enabled at several levels (for example, by an auditor, an audit manager, the head of internal audit department);
- 2.3.6 the user is not entitled to approve his/her own work;
- 2.3.7 at least the following types of electronic documents can be stored, opened, edited and saved in the audit file of an audit engagement: *Microsoft Word, Microsoft Excel, Microsoft PowerPoint* and *Adobe Acrobat*;
- 2.3.8 electronic documents and reports can be exported and imported into the audit file of an audit engagement;
- 2.3.9 auditor's and approver's (reviewer) work notes and comments can be easily made at any place or document of the audit file;
- 2.3.10 references containing links to other parts or documents of the audit file or external sources of information (files on other servers, internet sites etc.) can be created;
- 2.3.11 a draft audit report can be automatically prepared by using information from the audit file;
- 2.3.12 the form of the draft audit report can be modified in order to fit the needs of the Customer.

2.4 As a minimum, the System ensures the following reports:

- 2.4.1 a report on audit universe and risk and control assessment of its audit objects;
- 2.4.2 a report on the status of annual audit plan (status of completion);
- 2.4.3 a report on the risks and controls of an individual audit engagement;
- 2.4.4 a report comprising the work program of an audit engagement;
- 2.4.5 a report on the status of an audit engagement (status of planned and completed audit procedures, as well as those in progress);
- 2.4.6 a report on the results of work done and conclusions reached (for an audit engagement)
- 2.4.7 a report on the audit findings (for an audit engagement);
- 2.4.8 a report on the implementation status of audit recommendations;
- 2.4.9 a plan of audit personnel resources (scheduling report) detailed by audit employees and projects;
- 2.4.10 a report on the use of audit personnel resources detailed by audit employees and projects, as well as by time categories.

2.5 The System ensures an option to create a library of templates of audit working documents (risks and controls, audit procedures, checklists etc.) or includes a possibility to import audit documents from another audit engagement file of the System.

2.6 The System ensures a possibility to work online, offline or remotely.

### 3. OPTIONAL FUNCTIONAL REQUIREMENTS

- 3.1 The System ensures a possibility to open simultaneously multiple audit engagement files on a single computer.
- 3.2 The System ensures text editing with "spelling-as-you-type" function;
- 3.3 The System ensures text editing with "track changes" mode;
- 3.4 The System ensures an option to create references/links to another audit engagement file.
- 3.5 An automated or semi-automated tracking of recommendations and sending of reminders.
- 3.6 Ability to customize the following reports:
  - 3.6.1 a report on the status of annual audit plan;
  - 3.6.2 a report on the results of work done and conclusions reached (for an audit engagement)
  - 3.6.3 a report on the implementation status of audit recommendations;

3.7 Ability to customize the System's workflows and displays (remove/hide windows, screens and fields that are not used).

3.8 the risk and control assessment of audit objects of the audit universe can be utilized and further modified in the risk and control analysis of an individual audit engagement.

3.9 The System ensures database compatibility or conversion with/from SQL database currently in use (TeamMate R10.3).

3.10 The System ensure database encryption.

#### 4. SECURITY REQUIREMENTS

4.1 Only duly authorized users are granted access to the System within access rights assigned to them.

4.2 The System uses an architecture, where users do not need direct access to the database.

4.3 The System uses the integrated *Windows Domain* authentication.

4.4 An option to control access rights of at the level of each user or user groups.

4.5 An option to control access depending on the data, forms and reports.

4.6 An option to get reports on the users registered with the System and the access rights assigned to them.

#### 5. DOCUMENTATION REQUIREMENTS

5.1 The System's documentation, which is delivered to the Customer, shall comprise:

5.1.1 a general description of the System;

5.1.2 a description of the System's set-up;

5.1.3 the System's user manuals which follows audit processes and workflows;

5.1.4 other information necessary for the installation, maintenance and use of the System.

5.2 The entire documentation is available in Latvian or English.

5.3 The entire documentation is submitted electronically and available in *Microsoft Word (.doc or .docx)*, *Adobe Acrobat (.pdf)* or *HyperText (.htm, .html)* format.

#### 6. REQUIREMENTS FOR THE QUALITY MAINTENANCE SERVICE

6.1 The service comprises the delivery of corrections, improvements, innovations and the newest versions of the System to the Customer or ensures the Customer can access them on the Internet without any additional charges.

6.2 The service comprises the delivery of new versions which supports the latest versions of servers and workstations operating systems and SQL databases without any additional charges.

6.3 The service comprises the provision of consultations regarding the use of the System without any additional charges.

6.4 In the event a new version of the System is developed, the data compatibility of the former software version with the new one is ensured;

6.5 Support by phone or electronic mail shall be available and it shall provide answers to the Customer regarding solutions to the problems reported by the Customer within 48 hours;

6.6 The maintenance service is available in Latvian or English.



## 7. REQUIREMENTS FOR THE SYSTEM IMPLEMENTATION AND USER TRAINING

7.1 The Customer has a right to choose any of the following implementation and user training tasks listed in Paragraphs 7.2–7.5.

7.2 Technical assistance in installing and configuring the System's server and workstation components in the Customer's environment.

7.3 Technical assistance in configuring and parameterizing the System to fit the Customer's business needs, e.g. set-up of audit workflows throughout the following stages: preparation of an annual audit plan, risk-based audit planning, audit engagement execution, preparation of recommendations and monitoring of their implementation.

7.4 Assistance in customizing the draft audit report which can be automatically generated from the System.

7.5 Training of 2 (two) advanced users (system administrators) up to the level that they can run the System, parameterize the audit workflows and create customized reports on their own. Training shall be provided in Latvian or English.

## 8. ADDITIONAL RULES

8.1 The prices quoted by the tenderer in its financial bid may not be changed during the time of the procurement contract, including they cannot be dependent on some variables or conditions not identified in the bid. No additional fees for the services covered by the subject-matter of this procurement that are not foreseen in Appendix 2 to the Regulation may be applied during the performance of the contract.

8.2 Within 5 (five) business days following receipt of the System, its implementation services, and its user training, the Customer shall examine the System's compliance with the provisions of the procurement contract and accept the System, its implementation services, and its user training or shall submit to the Supplier a motivated refusal to accept the System, its implementation services, or user training, where any defects of the System, its implementation services, or its user training are established during the examination. The Supplier shall eliminate the defects at its own expense.

8.3 The Customer shall pay the Supplier for the System's delivery within 10 (ten) business days of the receipt of the document/invoice confirming the delivery and acceptance of the System, its implementation services, and its user training.

8.4 The Customer shall pay for the quality maintenance service annually no earlier than 10 (ten) business days after the receipt of the supporting document/invoice and no earlier than 20 business days before the start of the time period to which the respective quality maintenance service relates.

8.5 If a deadline specified in the procurement contract is exceeded, the Party at fault shall pay a penalty of 0.2% (two tenths of one per cent) of the contractual amount for each calendar day of delay.

8.6 Parties may not disclose information on the other Party and the content of the contract without the other Party's written consent, except for the publicly available information and unless otherwise provided by the law. This confidentiality obligation shall be in effect indefinitely.

8.7 The procurement contract shall be executed in accordance with laws and regulations of the Republic of Latvia. The disputes and disagreements that are not resolved by the Parties by way of negotiations shall be settled by the Court of the Republic of Latvia. The place of Court shall be Riga, Latvia. Where the Supplier is non-resident of the Republic of Latvia, the Parties may agree that the procurement contract is subject to laws and regulations of another country and that there is other procedure of dispute resolution, except for referring its settlement to a court of arbitration.

8.8 The Supplier may replace the person involved about whom the Supplier has provided information to the Customer in compliance with the requirements set out in the Procurement Regulation (LB/2018/54) and on whose abilities the Supplier has relied on to comply with the qualification requirement arising from the Procurement Regulation (LB/2018/54) only by the Customer's written consent in accordance with the provisions of Paragraph 62 of the Public Procurement Law.

Appendix 2  
to the Procurement Regulation of 16 July 2018  
(Procurement LB/2018/54)

## TENDERER'S BID

The tenderer hereby submits its bid for the participation in the procurement "On the Delivery of the Internal Audit Management and Support System" (the identification number of the procurement: LB/2018/54; hereinafter referred to as "the procurement") organised by Latvijas Banka.

Table 1

<b>Information on the tenderer</b>	
Status of the tenderer <i>(mark the appropriate)</i>	<input type="checkbox"/> legal person <input type="checkbox"/> association of legal persons (non-registered) <input type="checkbox"/> registered partnership <input type="checkbox"/> other status – _____ <i>(indicate the status as appropriate to the tenderer)</i>
Information on the tenderer* <i>(indicate the name, registration number, legal address)</i>	
Contact information to be used for communication with the tenderer within the scope of this procurement <i>(indicate the mailing address, e-mail address and fax number, as well as the name, surname, position, and phone number of the tenderer's contact person)</i>	
Information on other person/persons (hereinafter referred to as "the person involved") whose abilities to execute this particular contract the tenderer relies on to attest that its qualification meets the requirement arising from Paragraph 6.1.3 or Paragraph 6.1.4 of the Procurement Regulation <i>(indicate the name, registration number, legal address and the role of the person involved** in the performance of the procurement contract)</i>	

## Notes

\* Where the tenderer is an association of persons (non-registered), the respective information about each participant of an association of persons shall be disclosed. Meanwhile, where the tenderer is a partnership, the respective information about each member of the partnership shall be disclosed.

\*\* Provide information on the contract performance actions, which the tenderer will hand over to the person involved, and the resources which the person involved undertakes to provide at the tenderer's disposal, as well as the way these resources shall be handed over to the tenderer.

The tenderer hereby submits the bid for supply of the System, its implementation services, its user training and its quality maintenance services to Latvijas Banka in accordance with the requirements set out in Appendix 1 to the Procurement Regulation at the following price:

Table 2

Description	Price per unit (in euro <sup>1</sup> ; VAT excluded)	Number of units	Price (in euro; VAT excluded)
Internal audit management and support system licence (6 users)			
Quality maintenance service of the internal audit management and support system (annual charge)		2 years	
The System's implementation and user training <sup>2</sup> , including			
Technical assistance during installation and configuration of the System's server and workstation components (charge per day <sup>3</sup> and number of days required)			
Technical assistance during configuring and parameterizing of the System and its workflows to fit the Customer's business needs (charge per day <sup>3</sup> and number of days required)			
Assistance in customizing the draft audit report (lump sum charge <sup>3</sup> )			
Training of advance users (charge per day <sup>3</sup> and number of training days required)			
Total contractual price (in euro; VAT excluded):			

<sup>1</sup> In case the tenderer is a Latvian non-resident, the bid may also be submitted in USD or GBP currencies that, with a view to compare the bids, shall be recalculated using the effective euro reference rate, published by the European Central Bank, of the day when the submission of bids is due, which is stated in Paragraph 5.4 of the Procurement Regulation. The tenderer may bid prices only in one currency.

<sup>2</sup> The Customer shall have the right to choose which system implementation and user training services will be needed and use its own resources to carry out the unselected services, accordingly. The lump sum charge or the daily rate indicated and the number of the necessary days shall be used only for the purpose of evaluating and comparing the bids. The Customer does not guarantee that a certain volume of the system implementation and user training services are used during the implementation of the contract.

<sup>3</sup> The charge per day and the lump sum charge shall comprise all travel and subsistence costs necessary for the provision of respective services. The Customer will not reimburse any other travel and subsistence costs which are not included in the charge per day or the lump sum charge.

We have an effective contract on the quality maintenance of the system offered by us with the following commercial banks and/or central banks of the European Union:

Item No.	Name and registration number of a commercial bank or a central bank	Name, surname, position, phone number and e-mail of the contact person
1.	<i>(indicate the name and the registration number of a commercial bank or a central bank)</i>	<i>(indicate the name, surname, position, phone number and e-mail of the contact person)</i>
2.		
3.		

We confirm that:

1. the tenderer or a member of a partnership (if the tenderer is a partnership) does not fall under the cases of exclusion of tenderers from further participation in the procurement procedure, as referred to in Paragraph One of Section 42 of the Public Procurement Law and Paragraph One of Section 11.<sup>1</sup> of the Law on International Sanctions and National Sanctions of the Republic of Latvia;
2. the conditions mentioned in Paragraph One of Section 42 of the Public Procurement Law and Paragraph One of Section 11.<sup>1</sup> of the Law on International Sanctions and National Sanctions of the Republic of Latvia do not apply to the person involved by the tenderer *(indicate if the tenderer has intended to attract the person involved)*;
3. information of our tender is true and accurate;
4. our tender complies with all provisions of this Procurement Regulation.

We hereby confirm that the contractual price includes all costs necessary for the performance of the contract obligations, including charges to ensure that the system complies with optional functional requirements (Section 3, Appendix 1 to the Procurement Regulation) which the tenderer has included in the bid, except the value added tax.

We acknowledge that <i>(mark the appropriate)</i> :	
<input type="checkbox"/>	our bid does not contain a commercial secret, and we agree that the information included therein is published or disclosed to any third person;
<input type="checkbox"/>	our bid contains the following commercial secrets:
<i>(indicate exactly which information included in the bid is a commercial secret)</i>	
.....	
.....	

Signature of the person having the right to represent the tenderer: \_\_\_\_\_

Signatory's name, surname and position: \_\_\_\_\_

Date: \_\_\_\_\_