**MARKET RESERACH**

**“Preparation of the project application for submission to the Electronic monitoring system (eMS) within the framework of the Latvian-Lithuanian cross-border cooperation programme” ID Nr. BNP TI 2019/50**

**Customer information:**

|  |  |
| --- | --- |
| **Title** | Balvi municipality |
| **Registration number** | 90009115622 |
| **Address** | 1a Berzpils Street, Balvi, Balvu novads, LV-4501 |
| **Contact person for the subject of market research** | Balvi Municipality Finance and development department Project managerIlze Daukste,e-mail: : ilze.daukste@balvi.lv,Tel. +371 29164755 |
| **Contact person for subject of tender preparation** | Balvi Municipality procurement specialist,Sendija Cibule,t. 64520931, mob. 26415767,e-pasts: sendija.cibule@balvi.lv |
| **E-mail**  | dome@balvi.lv  |
| **Working time** | on Mondays 8:30-18:00; on Tuesdays, Wednesdays and Thursdays 8:30-17:00; on Fridays 8:30-16:00 |

1. The subject of market research is **Preparation of the project application for submission to the Electronic monitoring system (eMS) within the framework of the Latvian-Lithuanian cross-border cooperation programme**. A detailed description of the market research subject is attached to the Technical Specification (Annex 1);
2. Duration of the contract: from the conclusion of the contract till 8 July 2019;
3. Terms of payment: for actual completion, within 20 (twenty) working days after the signing of Acceptance Act and the receipt of an invoice;
4. The services contract will be concluded with the winner of market research. The service contract will be concluded by the Balvi Municipality.
5. The tender must include all costs that might arise during the performance of the contract;
6. The proposed price must be constant throughout the duration of the contract;
7. Tenders will be evaluated and compared according to the offered service price in the tender;
8. The customer will choose the offer with the lowest price;
9. The tender consists of the completed Annex 2, Annex 3 and Annex 4;
10. **The tender must be submitted by 3 June 2019 14:00, Balvi Municipality, 1a Berzpils Street, Balvi, Balvu novads, LV** - **4501** in closed package marked by the customer, supplier, mark for which market research the offer is submitted.

**Annex No. 1**

**TECHNICAL SPECIFICATION**

**MARKET RESEARCH**

**“Preparation of the project application for submission to the Electronic monitoring system (eMS) within the framework of the Latvian-Lithuanian cross-border cooperation programme”**

1. The service may be applied by individual and legal persons with whom the contract for the provision of the service will be concluded;
2. Scheduled service time: from 07.06.2019. till 08.07.2019. (deadline for submitting the project);
3. The service provider must have:

- Experience in project management (preferably experience in the preparation of project applications for the LV – LT cross-border cooperation programme);

- English skills ((highest level - C1 or C2) specify in CV);

- Good computer skills ((preferred experience with eMS) specify in CV);

1. Costumer will ensure the provision of the necessary information for the preparation of the project application in eMS;

Project information will be provided by:

 - Balvi Municipality Finance and development department Project manager - Ilze Daukste, e-mail: ilze.daukste@balvi.lv, Tel. +371 29164755;

 - Anykščiai district municipality Investment and project management department Main specialist Simona Stasiūniene, e-mail: simona.stasiuniene@anyksciai.lt, Tel. +370 68219305;

1. Market research will result in contract that will be concluded with the tenderer with the lowest price for the project preparation service.

**Annex No. 2**

**THE APPLICATION**

**FOR PARTICIPATION IN THE MARKET RESEARCH OF THE BALVI MUNICIPALITY**

**“Preparation of the project application for submission to the Electronic monitoring system (eMS) within the framework of the Latvian-Lithuanian cross-border cooperation programme” ID Nr. BNP TI 2019/50**

Information about the applicant:

|  |  |
| --- | --- |
| Title/Name, surname: |  |
| **Registration number:** |  |
| **Legal address:** |  |
| **Telephone:** |  |
| **E-mail:** |  |
| **Applicant contact person:****(Name, surname, position, telephone)** |  |
| **Bank:** |  |
| **SWIFT code:** |  |
| **Account number:** |  |
| **Authorised person who will be entitled to sign the contract** |  |

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name, surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Annex No. 3**

**FINANCIAL OFFER**

**FOR MARKET RESEARCH**

**“Preparation of the project application for submission to the Electronic monitoring system (eMS) within the framework of the Latvian-Lithuanian cross-border cooperation programme” ID Nr. BNP TI 2019/50**

|  |  |  |  |
| --- | --- | --- | --- |
| **Service** | **Proposed contract price****(EUR excluding VAT)** | **VAT****(EUR)** | **Proposed contract price****(EUR including VAT)** |
| Preparation of the project application |  |  |  |

Our offer includes all the necessary costs for the preparation of the project application in the eMS system, in accordance with the requirements of the technical specification.

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

 (Position of the applicant) (signature) (name, surname)

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

 (Date) L.S.

**Annex No. 4**

**CV AND AFFIRMATION**

**FOR MARKET RESEARCH**

**“Preparation of the project application for submission to the Electronic monitoring system (eMS) within the framework of the Latvian-Lithuanian cross-border cooperation programme” ID Nr. BNP TI 2019/50**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| place of compilation |  | date |

**1. Project application preparatory Specialist:**

Name, surname:

Telephone:

E – mail:

**2. Experience gained over the last three years in the provision of a project application service:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Project title | Title of the programme under which the project application was submitted | Customer's name, address and contact and telephone number | When the prepared project application was submitted |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

3. I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name, surname) hereby certify that the above really reflects my experience and qualifications and that there are no obstacles why I would not be able to participate in the market research “Preparation of the project application for submission to the Electronic Monitoring System (eMS) in the framework of the Latvian-Lithuanian cross-border cooperation programme” ID No. BNP TI 2019/50, providing a project application preparation service in case if the tenderer is awarded the contract.

4. Annex: The CV of the project application preparatory Specialist

|  |  |
| --- | --- |
| Specialist signature: |  |
| Name Surname: |  |
| Date: |  |

*\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 *(date) (position of the applicant) (signature ) (signature transcript)*