#

**OPEN CONTEST REGULATIONS**

**FOR WELLHEAD REPLACEMENT OF 2 OBSERVATION WELLS Nos. 1, 104 AT INCUKALNS UNDERGROUND GAS STORAGE**

**OF JSC “CONEXUS BALTIC GRID”**

Riga 2018

**CONTENTS:**

[1. GENERAL TERMS 3](#_Toc515864345)

[1.1. Purpose 3](#_Toc515864346)

[1.2. Organiser of the Contest 3](#_Toc515864347)

[1.3. Type of the Contest 3](#_Toc515864348)

[1.4. Instructions for Tenderers 3](#_Toc515864349)

[2. Information on the subject of the CONTEST 4](#_Toc515864350)

[2.1. Subject of the Contest, its Quantitative and Qualitative Characteristics 4](#_Toc515864351)

[2.2. Contract Place and Time of Completion 5](#_Toc515864352)

[2.3. Price of Tender 5](#_Toc515864353)

[3. TENDERER’S QUALIFICATION REQUIREMENTS AND QUALIFICATION DOCUMENTS 5](#_Toc515864354)

[3.1. Requirements to Tenderer’s Qualification and Documents Establishing the Tenderer’s Qualification 5](#_Toc515864355)

[4. ADDITIONAL INFORMATION REGARDING THE CONTEST 7](#_Toc515864356)

[5. PREPARATIONS AND PROCESSING OF TENDER 7](#_Toc515864357)

[5.1. Preparation of Tender 7](#_Toc515864358)

[5.2.](#_Toc515864359) [Content of Tender 8](#_Toc515864360)

[5.3. Form of Tender 8](#_Toc515864361)

[6. SUBMISSION OF TENDER 9](#_Toc515864362)

[6.1. Place and Time for Submission of Tenders 9](#_Toc515864363)

[6.2. Tender Validity 9](#_Toc515864364)

[6.3. Amendment and Withdrawal of Tenders 9](#_Toc515864365)

[6.4. Opening of Tenders 9](#_Toc515864366)

[7. TENDER SELECTION CRITERIA AND PROCEDURE 10](#_Toc515864367)

[7.1. Procedure for the Selection of Tenders 10](#_Toc515864368)

[7.2. Examination of the Tenderers’ Qualification and Conformity of the Tender 10](#_Toc515864369)

[7.3. Evaluation Criteria 11](#_Toc515864370)

[8. EVALUATION OF TENDERS 11](#_Toc515864371)

[8.1. Technical Evaluation 11](#_Toc515864372)

[8.2. Evaluation of Tender Price 12](#_Toc515864373)

[8.3. Final Evaluation 12](#_Toc515864374)

[9. CONTRACT NEGOTIATIONS AND SIGNING OF CONTRACT 13](#_Toc515864375)

[10. CONFIDENTIALITY 13](#_Toc515864376)

Appendix No.1………………………………………………………………………………..14

[Appendix No.2 23](#_Toc515864378)

[FORM OF TENDER LETTER 23](#_Toc515864379)

[Appendix No.3 25](#_Toc515864382)

[Form of Financial Bid 25](#_Toc515864383)

# 1. GENERAL TERMS

# Purpose

* + 1. The purpose of this Open contest (hereinafter – the Contest) is to openly and publicly select a contractor company (hereinafter – the Tenderer) for the qualitative and economically advantageous works for wellhead replacement of two observation wells Nos. 1, 104 at Incukalns Underground Gas Storage of JSC “Conexus Baltic Grid” (hereinafter – the Renovation Works) with competition ensured.
		2. The Joint Stock Company “Conexus Baltic Grid” (registered as “Akciju sabiedrība „Conexus Baltic Grid””), hereinafter – the Contracting Authority, calls for tenders for the performance of wellhead replacement of two observation wells Nos. 1, 104 at Incukalns Underground Gas Storage of JSC “Conexus Baltic Grid” in accordance with the Technical Requirements (Appendix No. 1 in English).
		3. Renovation Works have to be performed in accordance with Gazpom VNIIGAZ, LLC “Technical project of 45 wells renovation at the Incukalns UGS” (hereinafter – Project) requirements and the Contract signed.

#  Organiser of the Contest

* + 1. The Organiser of the Contest is:

 Joint Stock Company “Conexus Baltic Grid”

 Unified Reg. No. 40203041605,

Aristida Briana iela 6, LV-1001, Riga, Latvia

 Incukalns Underground Gas Storage,

 Ragana, Krimulda parish, Krimulda district, LV-2144, Latvia

* + 1. The authorized representatives of the Contracting Authority who will provide information with regard to the procedure of the Open contest Head of the Procurement Divison of the Legal Department of JSC “Conexus Baltic Grid” – Sandris Strazdiņš, phone: +(371) 67087972, phone: +(371)29511577,email:sandris.strazdins@conexus.lv and with regard the technical requirements in the Contest Documents is Project manager of Technical Development and Investments Department of JSC “Conexus Baltic Grid”: Kristaps Martinsons, phone: +(371) 28602449, e-mail:(kristaps.martinsons@conexus.lv).

# Type of the Contest

* + 1. The Contest is organised as an open procurement procedure in accordance with the requirements of Interior procurement order of JSC “Conexus Baltic Grid”, with the Contracting Authority organising open calls for the Tenderers to submit their Tenders.
		2. Participation in the Contest is open to any person or a group of persons registered in any country who meets the required qualifying criteria.
		3. Participation in the Contest is a demonstration of the free volition of Tenderers, based on equal terms and conditions for all Tenderers.

# Instructions for Tenderers

* + 1. Each Tenderer may submit only one Tender for the whole scope of Renovation Works. The Tenderers who submit more than one Tender or the Tender is submitted not in a whole scope of Renovation Works will be disqualified.
		2. The Tenderer may submit the Tender in compliance with Clause 2 of the Contest Regulations (hereinafter – Contest Regulations) and the requirements of Technical Requirements (Appendix No.1).
		3. The Tenderer shall carefully examine the Contest Regulations and shall assume all responsibility for the Tender’s compliance with the requirements of the Contest Regulations and its Appendixes.
		4. The submission of the Tender implies a clear and outright intention to participate in the Contest and acceptance of terms and conditions of the Contest Regulations. The above-mentioned Tender is legally binding for the Tenderer who submitted it.
		5. The submission of the Tender implies the Tenderer’s acceptance of all terms and conditions of the Contest Regulations. Any condition in the Tender contrary to the terms set by Contest Regulations may result in rejection of the Tender.
		6. The Tenderer shall bear all costs associated with the preparation and submission of its Tender. The Contracting Authority will in no case be responsible or liable for those costs, regardless of the outcome of the tendering process.
		7. In case the Tender is submitted by an unregistered group of persons (association of subcontractors), it shall be clearly stated in the Tender letter and register as a general partnership in accordance with the procedure provided by the law of Latvia no later than before signing the Contract.
		8. In case when the Tender is submitted by a group of persons, requirements applicable to the Tenderer, shall refer to the group of persons together except for the requirements stated in Clause 3 refer to each member of the group of persons individually.
		9. Subcontracting is permitted providing that the whole contractual liability remains with the Tenderer. An intention by the Tenderer to sign subcontract with regard to a certain part of the Contest shall be clearly stated in the Tender, and documents confirming the Subcontractor(s) qualification, in accordance with Clause 3 shall to be provided.
		10. The Contracting Authority will exclude the Tenderer from further participation if the Tenderer:
			1. has tax or social security contributions’ debts in accordance with the legal provisions of his country of registration exceeding in total the amount of 150 eur (one hundred fifty *euro*);
			2. is declared insolvent or wound up, has suspended or ceased his business activities or is the subject of proceedings with regard to termination of the Tenderer’s activities, insolvency or bankruptcy;
		11. Tenders shall be submitted for the full scope of works specified in Clause 2.1 of Contest Regulations in accordance with the requirements of Technical Requirements (Appendix No.1) filling data in the Tender Letter Form (Appendix No.2) and the prices of Tenders indicated in the Forms of the Financial Bid – (Appendix No.3).
		12. The Contest Regulations are prepared in English. The Technical Requirements are made in English languages.

# Information on the subject of the CONTEST

# Subject of the Contest, its Quantitative and Qualitative Characteristics

* + 1. The Subject of the Contest and the subsequent Contract is the wellhead replacement of two observation wells Nos. 1, 104 at Incukalns Underground Gas Storage.
		2. The Renovation Works shall be completed till August 30,2019.
		3. The scope of Renovation Works of every well includes the following main activities:

- Preliminary works (mobilization, Approval of the plan of performance).

- Replacement of casing heads, master valves and wing valves.

- Replacement of the wellheads.

2.2. Contract Place and Time of Completion

* + 1. The place of the Renovation Works of gas wells: JSC “Conexus Baltic Grid”, Incukalns Underground Gas Storage, Ragana, Krimulda district, Krimulda region, Latvia.
		2. **The Renovation Works specified in the Technical Requirements shall be completed till 30 August, 2019.**

# Price of Tender

* + 1. The price shall be quoted in EUR. The total price of Tender and all unit prices shall be quoted in the same currency.
		2. Taxes and duties shall be included in the price of Tender in accordance with the following procedure:
1. All taxes and duties payable in Latvia and abroad with regard to the performance of the Contract shall be included in the price of the Tender, except for the 21% VAT of the Republic of Latvia, except in the event of Sub-clauses 2.2.2. b);
2. If the Tenderer is not a company registered in the Latvia or the other EU country, but intends to invite a company registered in Latvia or other EU country as subcontractor, all taxes and duties payable in Latvia and abroad with regard to the performance of the Contract shall be included in the price of the Tender, including the 21% VAT of the Republic of Latvia, which shall be payable to the subcontractor.
	* 1. Prices of Tenders shall be indicated in the Tender Letter (the Form of Tender Letter – Appendix No.2) and in accordance with the Financial Bid (the Form of the Financial Bid – Appendix No.4) completing the forms enclosed herewith. The Tenderer shall propose a full scope of the Renovation Works. Tenderers for part of the required scopes shall not be considered.
		2. The Tender price shall be fixed during the period of Tender validity and any extension thereof if such is requested and agreed upon in accordance with Clause 6.2 of the Contest Regulations. (Tender validity).
		3. The Contracting Authority may, upon signing of the Contract with the successful Tenderer, decrease or increase the scope of Works by up to 20% of the price of the Tender without changes in unit prices.
		4. The Contest Committee shall evaluate the Tender price without the Latvian Republic VAT except for the case referred to in Sub-clause 2.2.2.b).

# TENDERER’S QUALIFICATION REQUIREMENTS AND QUALIFICATION DOCUMENTS

# Requirements to Tenderer’s Qualification and Documents Establishing the Tenderer’s Qualification

Tenderers shall comply with the following qualification requirements and shall submit documents establishing that the selection and qualification criteria are met:

|  |  |  |
| --- | --- | --- |
| **No** | **Qualification requirements** | **Document** |
| 1) | The Tenderer is registered in the Commercial Register or Company Register in accordance with the requirements of regulatory enactments of his home country | A copy of the company registration certificate or an extract from the Comercial Register of the Tenderer’s home country, or from equalled registers, in accordance with the regulation of the state where the Tenderer is registered |
| 2) | The Tenderer is registered as a tax payer in accordance with the legislation of the Tenderer’s home country | A copy of the Tenderer’s tax payer`s registration certificate |
| 3) | The Tenderer has no taxes or social security contributions’ debts in the total amount exceeding 150 *euro* (EUR) | A statement issued by the State Revenue Service (for foreign Tenderer –a statement issued by the respective state revenue authority) confirming that the Tenderer has fulfilled obligations relating to the payment of taxes or social security contributions in the Republic of Latvia or in any other country of his registration. A statement and other documents issued by the competent authorities of the Republic of Latvia are accepted and recognized by the procurement commission, if they are issued maximum 1 (one) month prior to the day of submission, but statement and other documents issued by foreign competent authorities are accepted and recognized by the contracting authority if they are issued maximum six months before the day of submission unless the issuer of a notice or document has stated a shorter validity period. |
| 4) | The Tenderer has not been declared insolvent or wound up and its business activities have not been suspended or ceased | A statement issued by the Enterprise Register (Commercial Register) (for foreign Tenderer – a statement issued by the respective state institution) not earlier than 30 days before the deadline for the submission of Tenders confirming that The Tenderer has not been declared insolvent or wound up and its business activities have not been suspended or ceased  |
| 5) | The Tenderer has at least 3 years (2015, 2016, 2017) experience in similar Renovation works at underground gas storages. | 1. Information prepared in acc. with the following table:

|  |  |  |  |
| --- | --- | --- | --- |
| The Contracting Authority, contact person, name, position, phone | Description of similar works (wellhead replacement) performed by the Tenderer | Year/month of works | Contract amount (excl.VAT) EUR |
|  |  |  |  |

The information shall cover a period of the last 3 years.1. At least 3 positive references from the former Contracting Authoritys about finished wellhead replacement works
 |
| 7) | For partners and sub-contractors the following requirements have been fulfilled (if applicable):1. Statements of participation in the performance of the Contract signed by the subcontractors.
2. Partners’ consents for participation in the performance of the Contract.

Compliance of each Tenderer’s partner and sub-contractor with the requirements of the Sub- clauses 3.1. 1) - 4) | The subcontractors documents (if applicable):1. The list of subcontractors in the following table:

|  |  |
| --- | --- |
| Name and registration number | Scope performed by the subcontractor, amount of supplies in EUR without VAT  |
|  |  |

1. Statements of participation in the performance of the Contract signed by the subcontractors;
2. Partners’ consents for participation in the performance of the Contract
3. The documents listed in Sub-Clauses 3.1. 1) - 4)

  |
| 8) | The Tenderer and its subcontractors have the appropriate qualified, educated and experienced personnel. | A list of proposed main personnel, copies of CV and valid certificates or licenses for the performance of the works. |
| 9 | The Tenderer (together with his subcontractors) has to have the technical capabilities necessary to perform works, or there has to be a possibility to purchase, take on lease or procure them in some other way. | A list of available (owned rented) equipment and machinery for the performance of works. |

# ADDITIONAL INFORMATION REGARDING THE CONTEST

* 1. A Tenderer requiring any clarification of the Contest Regulations may send the questions to the Contracting Authority’s contact person specified in Sub-Clause 1.2.2 by mail at any time, but not later than 10 (ten) days prior to the deadline for the submission of Tenders. The Contracting Authority shall respond in writing to such requests for clarification no later than 6 (six) days prior to the deadline for the submission of Tenders by sending the responses to all Tenderers (without identifying the questioner) by mail. The Tenderer shall, within 1 (one) business day from receipt of each clarification, confirm the receipt by sending a notice by mail to the Contracting Authority’s contact person specified in Sub-Clause 1.2.2.

# PREPARATIONS AND PROCESSING OF TENDER

# Preparation of Tender

* + 1. The Tenderer shall prepare and submit its Tender in accordance with the requirements of the Contest Regulations and Clause 5.3.of the Contest Regulations. Failure to provide all information required by the Contest Regulations or submission of a Tender that, in any respect, does not comply with the requirements of the Contest Regulations shall be at the Tenderer’s risk and may result in rejection of its Tender.
		2. The Tender Letter and table of the Financial Bid shall be signed by the duly authorised person or persons on behalf of the Tenderer. The full name and position of each of such persons having signed the Tender shall be indicated below the signature. In case of the Tender being submitted by a group of persons, all persons shall sign it.
		3. The Tender shall be submitted in Latvian, Russian or English. The documents with the original language other than Latvian, Russian or English shall be submitted in the original language accompanied by a translation attested by the Tenderer in any of the languages of the Tender.

# Content of Tender

A Tender shall contain the following documents and information:

* + 1. **Tender Letter and a document certifying signature**. The Tender Letter shall be in the form attached to the Contest Regulations (Appendix No.2) and signed in accordance with Sub-Clause 5.1.2. of the Contest Regulations. The Tender Letter shall be accompanied by a document certifying signature – an extract from the Company Register, the company’s statutes or the original power of attorney.
		2. **Original Tender Security** in accordance with Clause 5.2 of the Contest Regulations (Appendix No.3).
		3. **Qualification documents** listed under Clause 3 establishing the Tenderer's and subcontractor's qualification and eligibility.
		4. **Financial Bid** – Financial bid in accordance with requirements stated in Clause 2.3 and Appendix No.4 (Form of Financial Bid).
		5. **Technical Bid** – including at least:
			1. Time schedule for the performance of works
			2. Outline plan for the organization of the works.
			3. Description of the activities ensuring against-well-springing safety of gas wells repairs.
			4. List of subcontractors and suppliers (naming the persons who will supervise the installation of the equipment).
			5. List of equipment used for the Works and copies of certificates of equipment.
			6. Warranty time for the works performed by the Tenderer.
			7. Technical Tender information handed by the Tenderer in accordance with Technical Requirements (Appendix No.1).

#  Form of Tender

* + 1. Tender must be put in an envelope, which must be closed, sealed and must bear the following:

***JSC “Conexus Baltic Grid”***

***Incukalns Underground Gas Storage***

***Ragana, Krimulda parish, Krimulda district, LV-2144, Latvia,***

**Tender for the Contest of JSC** “***Conexus Baltic Grid***”

***“FOR WELLHEAD REPLACEMENT OF 2 OBSERVATION WELLS Nos. 1, 104***

***AT INCUKALNS UNDERGROUND GAS STORAGE”***

***Not to be opened before December 10*, *2018, 14:00***

***To be opened only in the presence of the Contest Committee.***

* + 1. The envelope shall contain one original of the Tender marked respectively as **“Original”** and one copy marked respectively as **“Copy”.**
		2. The Original and Copy of the Tender shall be printed; pages shall be numbered and bound together, indicating the quantity of numbered and bound pages.
		3. If the Tender is not sealed and marked as required above in these Contest Regulations, the Contracting Authority will assume no responsibility for a premature opening of the Tender, but such event will not constitute grounds for rejection of the Tender.
		4. The Tenderer shall undertake the risk for delivery of the Tender.
		5. For avoidance of any doubt or misunderstanding, all words and figures in the Tender must be clearly legible, without any insertions or erasures.

# SUBMISSION OF TENDER

# Place and Time for Submission of Tenders

* + 1. The Tenderer shall submit for incorporation the Tender and documents attached to it to ***JSC “Conexus Baltic Grid” Incukalns Underground Gas Storage,*** ***Ragana, Krimulda parish, Krimulda district, LV-2144, Latvia,*** to the secretary (tel. Nr. +371 67048000) or send by registered mail to be received till ***December 10*, *2018, 14:00* (Latvian time).**
		2. The Tender has to be submitted to the Contract Authority within the term set by the Contest Regulations. The Tender may be delivered by courier or personally to the secretary at business days starting from 8:00 a.m. till 15:00 p.m. The Tenders received after the prescribed time deadline shall be rejected regardless of the reasons.

# Tender Validity

* + 1. Tenders shall remain valid for 90 days after the deadline for the submission of Tenders specified in Sub-clause 6.1.1. Tenders with a shorter period of validity shall be rejected. The Tender shall remain binding upon the Tenderer during the entire validity period of the Tender.
		2. In exceptional circumstances, the Contracting Authority may request the Tenderers to extend the validity period of the Tender by a specified period of time. The Tenderer vested by such extension will not be permitted to modify his Tender, Tender prices or content. If the Tenderer agrees to extend the validity period of the Tender, the validity period of the Tender Security shall be extended accordingly, otherwise the Tender will be rejected.

# Amendment and Withdrawal of Tenders

* + 1. The Tenderer may, without forfeiture of the Tender Security, modify or withdraw his Tender, provided that a written notice of the amendment and withdrawal is received by the Contracting Authority prior to the deadline for submission of Tenders. Any amendments to the Tender or notices of withdrawal received after the deadline for the submission of Tenders or any extension thereof will not be taken into account.
		2. The Tender’s modification or withdrawal notice shall be prepared, sealed, marked and submitted in the same way as the Tender marked respectively as **“Tender Amendment”** or **“Tender Withdrawal”.**

# Opening of Tenders

* + 1. Tender documents, including Tender Amendments and Tender Withdrawals, shall be opened by the Contest Committee, consisting of at least three members, in the conference room of the Incukalns underground gas storage, JSC “Conexus Baltic Grid”, Ragana, Krimulda parish, Krimulda district, Latvia on ***December 10*, *2018, 14:00*** (Latvian time).
		2. Opening of Tenders before the due time is not permitted.
		3. Only those Tenders received by the Contracting Authority on or before the date and time specified in the Contest Regulations will be opened by the Contest Committee. For late Tenders and the Tenders the withdrawal of which is accepted, the Tender will be returned unopened to the address specified on the envelope.
		4. Envelopes bearing the inscription “Tender Withdrawal” shall be opened first. Tender documents, in respect of which a notice of withdrawal is submitted, shall not be opened.
		5. Members of the Contest Committee shall put their signatures on the Tenders and Amendments submitted by the Tenderers.
		6. Envelopes bearing the inscription "Tender Amendment” shall be opened consecutively with the opening of the respective Tenderer’s envelope with Tender documents.
		7. During the Tender opening procedure the names of the Tenderers and the Prices of the Tender shall be stated in the record of the Contest Committee.
		8. Representatives of the Tenderers **areallowed to participate in the opening of Tenders**. During the Tender opening procedure the Tenderers’ representatives present with an identity document shall submit a power of attorney that authorises them to present the company, announce the name and address of the Tenderer they represent, as well as their name, surname, position, phone number and e-mail.
		9. The Chairman of the Contest Committee or another member of the Contest Committee shall open the Tenders in the order of there submission and naming the tenderer, the time of the submission of the tender, the price tendered and other information, which characterises the tender, indicating them in the record of the Contest Committee.
		10. Tenderers’ representatives do not participate in further process of the Contest.

# TENDER SELECTION CRITERIA AND PROCEDURE

# Procedure for the Selection of Tenders

* + 1. The content and evaluation of Tenders is confidential and only members of the Contest Committee, as well as experts invited, are permitted to take part in the Tender evaluation.
		2. The Contest Committee shall carry out the evaluation of Tenders in the following procedure:
1. examination of the Tenderer’s qualification and conformity of the Tenders in accordance with Clause 7.2;
2. technical evaluation of the Tenders in accordance with Clause 8.1;
3. financial evaluation of the Tenders in accordance with Clause 8.2;
4. final evaluation of the Tenders in accordance with Clause 8.3.
	* 1. During the Tender evaluation, the Contest Committee has the right to ask any Tenderer:
5. to provide a written clarification of his Tender. The Tenderer shall send replies to such requests to the Contracting Authority by e-mail by the date and time specified in the request;

# Examination of the Tenderers’ Qualification and Conformity of the Tender

* + 1. Prior to the Tender evaluation the Contest Committee shall assess the Tenderers’ qualification and the Tenderers’ compliance by examining the documents submitted in accordance with Clause 3. The Contest Committee shall reject any Tenderer without further evaluation of its Tender if the Tenderer is acknowledged as noncompliant or not sufficiently qualified for performance of the Contract.
		2. Prior to the Tender evaluation the Contest Committee shall also check whether each Tender complies with the requirements of the Contest Regulations and whether the Tender Security has been furnished. The Tender shall be considered substantially responsive, if it complies, without essential deviation, with the terms and conditions of the Contest Regulations. The Tenders acknowledged by the Contest Committee as non-compliant or without the Tender Security furnished in accordance with the Contest Regulations or lacking other required documents or information shall be rejected without further evaluation.
		3. The Contest Committee will evaluate each Tender, except for those rejected under Sub-Clauses 7.2.1 and 7.2.2 on the basis of criteria specified in Clause 7.3 of the Contest Regulations.

# Evaluation Criteria

The Contract shall be awarded to the most economically advantageous Tender, in accordance with the following evaluation criteria:

|  |  |
| --- | --- |
| **Evaluation criteria** | **Weight,%** |
| **Financial criteria**  | **40** |
| *Tender price (without Latvian Republic VAT)* | 40 |
| **Technical criteria** | **60** |
| *Tender compliance with the Technical Requirements (Appendix No.1) and conformity of the Technical bid to Clause 5.2.5 of Contest Regulations*  | 50 |
| *Warranty time* | 10 |
| ***Total weight of technical and financial criteria*** | **100** |

# EVALUATION OF TENDERS

# Technical Evaluation

* + 1. The Tender compliance with the Technical Requirements and conformity of the Technical bid to Clause 5.2.5 of Contest Regulations will be evaluated by awarding grades:

|  |  |
| --- | --- |
| 10 | The technical solutions used to provide scope of Renovation Work are excellent (even better than required in the Technical Requirements), the scope of Renovation Work fully corresponds to Technical Requirements. The Technical bid is prepared in accordance with Clause 5.2.5 of the Contest Regulations; |
| 6-9 | The used technical solutions and the scope of Renovation Work fully correspond to the Technical Requirements. The Technical bid is prepared in accordance with Clause 5.2.5 of the Contest Regulations; |
| 1-5 | The used technical solutions and (or) the scope of Renovation Work are prepared with derogations from the Technical Requirements. The Technical bid is prepared with derogations from Clause 5.2.5 of the Contest Regulations; |
| 0 | The used technical solutions and the scope of Renovation Work do not correspond to the Technical Requirements. |

* + 1. The above-mentioned score of Tender compliance with the Technical Requirements and conformity of the Technical bid to Clause 5.2.5 of the Contest Regulations will be calculated as follows:

 **Score of Tender compliance with the Technical Requirements = grade \* weight of the criterion / 10**

e.g. 9 \* 50 /10 = 45 (of the maximum score 50)

* + 1. Warranty time is evaluated by awarding the scores for the proposed warranty time:

|  |  |
| --- | --- |
| 10 | 5 years and more  |
| 8 | 4 years  |
| 6 | 3,5 years  |
| 4 | 3 years  |
| 0 | Less than 3 years  |

* + 1. The Tender with no Warranty or Warranty under 3 years after delivery will not be accepted and will be rejected.
		2. The scores of technical criteria of each Tender will be summed up, and the Tenders with less than 60% of the maximum technical criteria score (i.e., less than 36 of the maximum score of 60) shall be rejected as technically not acceptable and shall not be evaluated financially. If none of the Tenders has obtained the minimum technical criteria score, i.e. 36, the Contracting Authority reserves the rights to reject all Tenders.

# Evaluation of Tender Price

* + 1. The Contest Committee will increase or decrease the Tender price by the following amounts:
1. corrections of arithmetic errors as described below;
2. the scope of Works included in the Tender price in order to compare, during the Tender evaluation, the Contracting Authority’s expenses for the whole scope of Works.
	* 1. The Contest Committee will check the Tenders for arithmetic errors and correct them as follows:
3. if the total price of the cost item will differ from the unit price multiplied with the quantity of units, the total price of the cost item will be corrected;
4. if the total price will differ from the sum of cost items, the total price will be corrected.
	* 1. The Tenderer shall confirm in writing the corrections of arithmetic errors made by the Contest Committee and the new prices will be regarded as binding on the Tenderer. If the Tenderer does not accept the correction of errors pursuant to the procedure above, the respective Tender will be rejected.
		2. When evaluating the Tender price, the price exclusive of the 21% VAT payable in the Republic of Latvia will be considered. The Tender price will be evaluated as follows: the Tender with the lowest price will be awarded the maximum score (equal to the weight of criterion), but the score of the other Tenders will be determined as a proportion in relation to the lowest cost:

**Lowest price / price of Tender “N” x 40**

* + 1. The Tender with payment conditions not in accordance with the Conditions of Contract (Appendix No.5) will be rejected.
		2. The financial criteria scores of each Tender will be summed up.

# Final Evaluation

* + 1. Total score will be calculated as follows:

**Total score = Total score of technical criteria + Total score of financial criteria**

* + 1. The Contest Committee shall award the Contract to the Tenderer whose Tender is determined as the most advantageous and having obtained the highest total score.
		2. The Contest Committee is not bound to award the contract to the Tender with the lowest Tender price.
		3. The Contest Committee reserves the right to cancel the Contesting process at any time prior to the deadline for submission of Tenders, or terminate the Contest without awarding the Contract prior to the signing of the foreseen Contract with the successful Tenderer, without thereby incurring any liability to the Tenderers.
		4. If only one Tender is submitted, the Contest Committee shall decide whether it is responsive and advantageous and whether it is possible to award the contract to the sole Tenderer.
		5. If none of the Tenders submitted complies with the requirements of the Contest Regulations, the Contest Committee reserves the rights to reject all Tenders and close the Contest without awarding the Contract.
		6. All Tenderers shall be notified in writing of the Contest results.

# CONTRACT NEGOTIATIONS AND SIGNING OF CONTRACT

* 1. The Contracting Authority shall invite the successful Tenderer to the Contract negotiations. Shall the Contract negotiations prove unsatisfactory, the Contracting Authority reserves the rights to invite the next highest ranked Tenderer to the Contract negotiations or decide to close the Contest without awarding the Contract.
	2. The main contract conditions included in the Contest Regulations (Appendix No.4) shall be included in the Contract.
	3. The successful Tenderer shall, within the period of 30 days after receiving by e-mail an official letter from the Contracting Authority of the results of the Contest, sign the Contract with the Contracting Authority.
	4. If the successful Tenderer fails to sign the Contract in accordance with Sub-Clause 9.3 of the Contest Regulations, the Contracting Authority reserves the right to annul the results of the Contest and withhold the Tender Security.
	5. In cases mentioned in Sub-Clause 9.4 of the Contest Regulations, the Contracting Authority reserves the rights to award the Contract to the next highest ranked Tenderer or decide to close the Contest without awarding the Contract.

# CONFIDENTIALITY

* 1. Information related to the number and names of the Tenderers is confidential and shall not be disclosed until the Tender opening. Contents of the Tenders and meetings of the Contest Committee’s are confidential and shall not be disclosed to other Tenderers or third parties.
	2. The information and Requirements included in Appendix No. 1 of the Contest Regulations are restricted access information.

Head of Contest Committee,

Head of Procurement Division

of JSC “Conexus Baltic Grid” S. Strazdins

# Appendix No.1

to the Contest Regulations

“For wellhead replacement of 2 observation wells Nos. 1, 104 at

Incukalns Underground Gas Storage of JSC “Conexus Baltic Grid””

## TECHNICAL REQUIREMENTS

FOR WELLHEAD REPLACEMENT OF 2 OBSERVATION WELLS Nos. 1, 104 AT INCUKALNS UNDERGROUND GAS STORAGE

OF JSC “CONEXUS BALTIC GRID”

**Introduction.**

These technical requirements have been developed and worked out for to the Contest Regulations “For wellhead replacement of 2 observation wells Nos. 1, 104 at Incukalns Underground Gas Storage of JSC “Conexus Baltic Grid”.

### Information about the object

The wellhead replacement works of the wells are executed at the Incukalns Underground Gas Storage (Incukalns UGS) of JSC “Conexus Baltic Grid” located at a distance of 40 km northeast from Riga (Latvia) near the village Ragana.

### 1. Summary of geological characteristics of the object

The object of gas storage is a reservoir of terrigenous aquifer type, represented by Cambrian middle-grained quartz sandstones with an aleurolitic texture and the average thickness of 60 m, which occurs on the crust of weathering of Archaean foundation. The reservoirs depth varies from 650 m to 765 m and deeper, the reservoir has good properties such as permeability up to 4 D (Darci), porosity up to 32% and piezoconductivity of 15 000 sm2/sec. The reservoir’s pressure changes during the process of gas storage operation – starting from 33 bars (min.) at the end of extraction, to 110 bars (max.), after the injection period. The hydrostatic pressure of reservoir is 70 bars. The period of minimum pressures (lower than hydrostatic) is mostly from March till June. The reservoir contains sodium chloride waters with a mineralization which varies from 94 to 106 g/l, and the average reservoir temperature is 220C.

The reservoir is covered by a 15-20 meter thick layer of early Ordovician age clays, very solid, partially shale, which form a cap rock above the reservoir bed.Thick and hard carbonates of early, middle and late Ordovician are situated overtop. The total thickness of these deposits reaches 200 m and that is enough to secure the reservoirs tightness.

### 2. Summary of technical characteristics of the wells

 The observation well No.1 was drilled in year 1962, but the observation well No.104 in year 1980. The design (designs and technical condition of the wells are given in Attachment No.1) of the wells is as follows: the conductor - 324 mm, the protecting casing – 273 and 245 mm, the production casing – 168 mm, the wells have no tubing.

Well No. 1 has no casing head equipped, but well No. 104 is equipped with Russian casing head “ГКМ 125-146х219-245”.

### 3. Objective of well renovation

The main objective of the renovation of 2 observation wells of Incukalns UGS (Nos. 1, 104) is to ensure their tightness and to drive the completion according to EN1918-1:2015, as well as to recover and increase their productivity.

### 4. List of the main well renovation works

Wellhead replacement works on the 2 observation wells have to be performed in accordance with the “Gazprom VNIIGAZ, LLC” “Technical project of 45 wells renovation at the Incukalns UGS” requirements and with the below written work requirements:

1. Preliminary works (mobilization, Approval of the plan of performance).
2. Replacement of casing heads, master valves and wing valves.
3. Replacement of the wellheads.

A list of main renovation works by wells is given in Table No.2:

| Item No. | Well No. | List of works |
| --- | --- | --- |
| *1* | *2* | *3* |
| *1* | 1 | Replacement of wellhead equipment. |
| *2* | 104 | Replacement of wellhead equipment. |

### 5. Materials and documentation provided by the Contracting Authority.

The following documentation is handed to the Contractor for preparation of the plans of renovation works on the production wells:

1. Wells inventory.
2. Research materials of the Geological survey of Incukalns UGS about inter-casing gas leakages (flows).
3. Conclusions (findings) about the technical condition of the well.

The below well equipment is handed by the Contracting Authority to the Contractor for the installation in the wells:

1. Wellheads, casing heads, master valves and wing valves (excluding the annulus isolators) (Appendix No.1. Attachment No.2).

### 6. Basic requirements

The Contractor has to have the appropriate licenses, skilled personnel for the performance of casing head replacement works and well control.

The wellhead replacement works have to be performed by specialized team based on the geological - technological plans made by the Contractor and agreed with the blowout safety service, renovations work Supervisory and the Contracting Authority. The outline plan has to be made in accordance with the present requirements and with the existing wells renovation Technical project requirements.

The Contractor has to possess the skills and technology pertaining to well renovation works and casing head replacement works.

#### 6.1 Requirements to the company (Contractor) performing the renovation works

6.1.1. All blowout safety requirements shall be met when performing casing head replacement works. The activities on blowout safety have to be coordinated and approved by the Contracting Authority and the organization supervising the blowout safety of the wells of Incukalns UGS.

6.1.2. During renovation works, the Contractor shall meet the safety requirements of the labour protection law, the law on fire safety, environmental Law of the Republic of Latvia.

6.1.3. During renovation works, the Contractor shall meet the Project requirements for renovation works at Incukalns UGS.

6.1.4. The Contractor shall present the appropriate certificates, passports and quality assurance certificates for the Contractor’s installed equipment (casing spools, etc.). The equipment shall meet the requirements of standard LVS EN ISO 10423.

6.1.5. All hazardous chemicals shall be disposed of by specialized companies who have a license for the disposal of hazardous production chemical elements.

6.1.6. The Contractor selected for the performance of wellhead replacement works of wells:

- shall have experience (at least 5 years) for the wellhead replacement works, and own technologies for the replacement of wellhead equipment, including welding and threading works when building casings (the 2 wellhead replacement works shall be done by threading on the production and protecting casings according to the well specification);

6.1.7. The Contractor shall provide control of the condition of technical base and hardware, as well as compliance with the established procedures for planning, performing quality checks and recording of repair and installation works when implementing activities related to the renovation of wells as a hazardous facility.

6.1.9. On the site of works, the Contractor shall comply with the requirements of safety and environmental protection.

6.1.10. At all stages of the works associated with the renovation of wells, the Contractor shall have all the necessary instrumentation and control systems in functional condition in accordance with the outline plans, the instructions for equipment operation, the present requirements and the Technical project, and geological - technological plan of renovation work.

#### 6.2. Requirements to personnel

6.2.1. The Contractor shall be properly licensed and have the trained personnel to carry out the wellhead replacement works and monitoring of gas wells.

6.2.2. The Contractor shall have skilled personnel with the appropriate certificates for the installation and commissioning of equipment.

6.2.3. Persons who have professional education in their specialty and passed the examination of knowledge validation in the field of industrial safety are permitted to the management of gas well renovation works. The Regulations have established the frequency and the procedure for verification of knowledge on industrial safety for the supervisors.

6.2.4. Employees engaged in gas well renovation works have to be trained and certified in the established order.

6.2.5. Specialists who have passed additional training on the prevention and elimination of possible shows of gas-oil-water are allowed to perform renovation of wells with gas-oil-water shows and blowouts.

6.2.6. Employees of hazardous production facilities shall be provided with certified personal protection means and washing off and rendered harmless means.

6.2.7. Employees shall have a command of the methods of providing first aid to the victims of accidents.

#### 6.3. Requirements to planning of wells renovation works

6.3.1. Wellhead replacement works shall be done in accordance with the Construction Law, General Construction Regulations and with the legal acts of the Republic of Latvia.

6.3.2. The Contractor shall make an outline plan of wellhead replacement works for every well in its Technical Bid. The more detailed plan is presented, the higher score might be received in the evaluation of Bids. The Contactor shall hand over each well to the Tenderer for wellhead replacement works in accordance with the certificate for the performance of the geological-technological plan of renovation worked out and agreed with the Contractor for making activities after disconnection of wells from other technological equipment of storage. The Contracting Authority shall put the wells into operation by acceptance certificate with the package of required documentation after the execution of all activities under the Geological-Technological plan of renovation works (and the Contract) as well as after the development of the wells and wells tests.

6.3.3. The outline plan of renovation works shall include:

* a list of planned technological operations;
* the modes and parameters of technological processes;
* a list of basic tools and equipment used.

**6.4. Requirements to the installation of wellhead equipment and subsurface equipment**

6.4.1. The casing head shall be connected to the casing by a threaded connection.

6.4.2. Production casing, wellhead equipment and tubing has to be pressure tested to the maximum pressure, advisable in gas environment (ideal gas).

6.4.3. Only certified equipment (with a certificate of origin) compliant with EN ISO 10423 shall be allowed for assembly.

6.4.4. When screwing the threaded joints (casing head, master valves, wing valves, etc.) their tightening torques shall be registered.

### 7. Time of execution of well renovation works

 The wellhead replacement works are carried out during the year 2019 and must be finished until 30th of August. The specialists shall be informed 2 weeks before the works.

### 8. Tenderer’s technical bid documentation

The Tenderers have to provide the following list of documents for an objective evaluation of technical bids:

1. Total amount of the personnel involved for project with qualification indication of managers.
2. List of the necessary equipment and tools.
3. Outline work plan for each well.
4. Description of technology of replacing the wellhead, with description of installation of annulus isolator (if necessary) and drawing of them.
5. Description of technology for elimination of inter - casing gas flows, including description of isolation technology of couplings (used chemicals, sequence of process flow operations).
6. Consolidated schedule of wellhead replacement works of wells

**Appendix No.1. Attachment No.1**

## Design and technical characteristics of wells

### Well No. 1

|  |  |
| --- | --- |
| ***Well depth, m***  | 789,6 |
| ***Well design*** |
| ***Conductor:*** |
| diameter, mm | 324 |
| depth, m | 23,6 |
| cementing up to wellhead, m | 0,0 |
| ***Protection casing:*** |
| diameter, mm | 273 |
| depth, m | 309,2 |
| cementing upon wellhead, m | 0,0 |
| hydraulic testing, atm | - |
| pressure drop Р for 30 min. | - |
| ***Production casing:*** |
| diameter, mm | **1)** 168; **2)** 114 |
| depth, m | **1)** 783,6; **2)** 748,5  |
| cementing up to wellhead, m | 306,0 |
| hydraulic testing, atm | 100,5 |
| pressure drop Р for 30 min. | 2,10 |
| ***Bottom hole*** |
| at the end of drilling, m | 749,0 |
| at start of well production, m. | 749,0 |
| ***Cementing bridge interval, m*** | 749,0 – 789,0 |
| ***Reservoir bed, from, m - to, m*** | 698,0 – 751,0 |
| ***Perforation:*** |
| type of perforation | Russian ПК-103, 100 holes, perforation step – 10 holes every 1 m. |
| interval from, m - to, m | 701,0 – 711,0 |
| type of perforation | Russian КПРУ-65-5, 48 holes, perforation step – 8 holes every 1 m. |
| interval from, m - to, m | 743,0 – 749,0 |
| ***Tubing:*** |
| diameter, mm | - |
| depth, m | - |
| ***Casing head flange, mm*** | 395,0 |
| ***Type of casing head:*** | - |
| ***Type of Christmas Tree:*** | Russian АФЗAК 65х210 |
| ***Repair works:*** | Perforation to the lower part of the reservoir in 30.12.1971 |

### Well No. 104

|  |  |
| --- | --- |
| ***Well depth, m***  | 836,0 |
| ***Well design*** |
| ***Conductor:*** |
| diameter, mm | 324 |
| depth, m | 96,0 |
| cementing up to wellhead, m | - |
| ***Protection casing:*** |
| diameter, mm | 245 |
| depth, m | 728,2 |
| cementing upon wellhead, m | 0,0 |
| hydraulic testing, atm | 104,6 |
| pressure drop Р for 30 min. | 1,28 |
| ***Production casing:*** |
| diameter, mm | 168 |
| depth, m | 829,5 |
| cementing up to wellhead, m | 0,0 |
| hydraulic testing, atm | 157,76 |
| pressure drop Р for 30 min. | 0,64 |
| ***Bottom hole*** |
| at the end of drilling, m | 730,4 |
| at start of well production, m. | 728,5 |
| ***Cementing bridge interval, m*** | 829,0 – 836,0 |
| ***Reservoir bed, from, m - to, m*** | 762,0 – 817,6 |
| ***Perforation:*** |
| type of perforation | Russian ПК-103, 200 holes, perforation step – 20 holes every 1 m. |
| interval from, m - to, m | 763,0 – 773,0 |
| ***Tubing:*** |
| diameter, mm | - |
| depth, m | - |
| ***Casing head flange, mm*** | 350 |
| ***Type of casing head:*** | Russian ГКМ 125-146х219-245 |
| ***Type of Christmas Tree:*** | Russian АФЗК 65х210 |
| ***Repair works:*** | - |

### Appendix No.1. Attachment No.2

**Specification of wellhead equipment per one well**

Assembling set description for wells: See Casing program 9 5/8” x 6 5/8” x 2 7/8” (Attachment 2.1). The well equipment is provided by “BREDA ENERGIA S.p.A”:

| **No.** | **The name of the Item supplied** | **Parameters** | **Q-ty.** |
| --- | --- | --- | --- |
|  **1.** **One-flanged casing head in a set assembly, in its amount fastening studs** **and nuts, and ring gaskets** |
| 1.1. | One-flanged casing head in assembly: |
| Protecting casing | 9⅝" | 1 set |
| Production casing | 6⅝" | 1 pc. |
| Production string hanging type | segmented slips with retention features (max. installation load of casing 8t) and the ring gasket with the pack off test possibility on both directions |  |
| Upper flange marking | 11"-3000 psi |
| Connection of casing head | Threaded (type LTC, API 5CT) |
| 1.2. | Gate valve slab style | Gate valve with sealing “metal to metal” 29/16"-3000 psi | 1 pc. |
|  | Valves Operation | Manual (handwheel operated) |
| **2. Christmas tree** |
| **No.** | **The name of the Item supplied** | **Parameters** | **Q-ty.** |
| 2.1. | Tubing spool with casing hanger slip style, in its amount fastening studs, nuts and ring gaskets. | 11"- 3000×71/16"-3000 psi | 1 set |
| Studded side outlets |  |
| Flanges marking accordingly API | 29/16" |
| - low | 11"-3000 psi |
| - upper | 71/16"-3000 psi |
| - side | 29/16"-3000 psi |
| 2.2. | Tubing hanger for gastight tubing (VAGT, VAM TOP) 2⅞" with 2½" BPV thread | With control channel for safety valve (with VAGT thread) | 1 set |
| Cross-over 2⅞" × 2⅞" | Pin x pin API non upset gastight joint (VAGT)  | 1 pc. |
| 2.3. | Tubing spool adapter, in its amount fastening studs, nuts and ring gaskets |  | 1 set |
| Working pressure | 3000 psi |
| Low flange marking accordingly API | 71/16"-3000 psi |
| Upper flange marking accordingly API | 29/16"-3000 psi |
| 2.4. | Tree studded, in its amount fastening studs, nuts and ring gaskets;Flanges marking accordingly API |  | 1 set |
| - low | 29/16"-3000 psi |
| - upper | 29/16"-3000 psi |
| - side | 29/16"-3000 psi |
| 2.5. | Top connectors | 29/16"-3000, with thread NPT 1/2" | 4 pcs. |
| 2.6. | Gauge valves – three-way | NPT ½" | 3 pcs. |
| 2.7. | Gate valves slab style | Gate valves with sealing “metal to metal” 29/16"-3000 psi, handwheel operated | 4 pcs. |

**Appendix No.1. Attachment No. 2.1**

**Scheme of observation wells**

**wellhead hook up (completion) per one well**

****

|  |  |  |
| --- | --- | --- |
| **No.** | **Item** | **Q-ty.** |
| 1. | Master gate valve 29/16"-3000psi | 1 pc. |
| 2. | Gate valve 29/16"-3000psi | 1 pc. |
| 3. | Master gate valve 29/16"-3000psi | 1 pc. |
| 4. | Master gate valve 29/16"-3000psi | 1 pc. |
| 5. | Gate valve 29/16"-3000psi | 1 pc. |
| 6. | One-flanged casing head | 1 set |
| 7. | Christmas tree casing head | 1 set |
| 8. | Tubing head adapter | 1 pc. |
| 9. | Tee studded 29/16"-3000 psi x 29/16"-3000 psi x29/16"-3000 psi | 1 pc. |
| 10. | Gauge valve (three-way)  | 3 pcs. |
| 11. | Top connector | 4 pcs. |

Head of Technical Development

and Investments department Ivars Ščerbickis

# Appendix No.2

to the Contest Regulations

“For wellhead replacement of 2 observation wells Nos. 1, 104 at

Incukalns Underground Gas Storage of JSC “Conexus Baltic Grid””

### FORM OF TENDER LETTER

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2018

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

 *place*

To: Joint Stock Company “Conexus Baltic Grid”

Incukalns Underground Gas Storage

Ragana, Krimulda parish, Krimulda district, LV-2144, Latvia

**Project: Renovation** **of 4 gas production wells at JSC “Conexus Baltic Grid” Incukalns Underground Gas Storage**

Having examined the Contest Regulations, we, the undersigned, undertake to perform the **Renovation** **of 4 gas production wells at Incukalns Underground Gas Storage**for the Joint Stock Company „ Conexus Baltic Grid” for the amount of

Price of the Tender \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

VAT (21%) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Price of the Tender with VAT (in figures and words)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

1. Hereby we certify that:
* we are not in any respect interested in any other Tender and are not participating in any other Tender submitted for this Contest;
* our Tender is valid for a period of 90 days after the date for the submission of Tenders and can be accepted at any time prior to the expiry of its validity;
* information and documents included in our Tender are complete and true;
* we have examined all the documents of the Contest Regulations, their clarifications, amendments and modifications (if any) and fully understand the requirements and conditions of the Contest;
* our Tender is in compliance with the regulations of safety, employment and labour protection effective in the Republic of Latvia;
* we have carefully examined the scope of Works and found the Technical Requirementss, and our Tender includes all costs associated with full performance of the scope of works and supplies until the completion of the works, including personnel, material, transport, travel and other costs. And we understand that the Contracting Authority will not accept any additional costs apart from those related to unforeseen works.
1. We hereby agree that the Contracting Authority has the right to decrease or increase the scope of the Contract by up to 20% of the Tender price without changes in unit prices, when signing the Contract with the successful Tenderer.
2. We understand that you are not bound to accept the lowest or any Tender you may receive.
3. ***Dates***

If our Tender is accepted, we undertake to perform Renovation works in accordance with the attached time schedule and to complete them by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. ***Terms of warranty***

We undertake to provide a warranty of \_\_\_\_\_ months after the day of commissioning. We undertake to remedy all the damages, defects and unconformities with the Contract of the goods, works and services free of charge.

1. ***Information about the contact person***

Our contact person authorized to make decisions with regard to our Tender and the subsequent Contract:

|  |  |
| --- | --- |
| Full name: |  |
| Name of the company: |  |
| Position: |  |
| Address for correspondence: |  |
| Telephone: |  |
| Fax: |  |
| Е-mail: |  |
|  |  |

1. ***Terms of payment***

Advance payment **0%** of the contract amount. After the Works **100%** of the Contract amount.

1. ***Partners and subcontractors*** *(delete one or both of them, where applicable)*
	1. The Tender was submitted by a group of partners consisting of:

|  |  |
| --- | --- |
| Leader |  |
| Partners |  |
|  |  |
|  |  |

 If our Tender is accepted, we undertake, at the Contracting Authority’s request, to set up a partnership or any other legal form for the performance of the Contract in accordance with the procedure established by the law.

 An undertaking signed by all partners of the group to participate in the Contest and subsequent performance of the Contract is enclosed.

* 1. We intend to subcontract the following part of the Contract to the following subcontractors (value of the works to be performed or of the services to be provided by whom shall be at least 10 per cent of the total contractual value of the construction works, service or supply):

|  |  |
| --- | --- |
| Name of the subcontractor  | Part of the Contract to be performed |
|  |  |
|  |  |
|  |  |

 A statement signed by the subcontractors confirming their participation in the performance of the Contract is enclosed.

Hereby we submit our Tender consisting of the Tender Security, Tenderers’ qualification documents in accordance with Clause 3 of the Contest Regulations and Technical proposal and Financial proposal.

|  |  |
| --- | --- |
| Name of the Tenderer:  |  |
| Name and position of the authorized person: |  |
| Signature of the authorized person: |  |

#  Appendix No.3

to the Contest Regulations

“For wellhead replacement of 2 observation wells Nos. 1, 104 at

Incukalns Underground Gas Storage of JSC “Conexus Baltic Grid””

### Form of Financial Bid

**For wellhead replacement of 2 observation wells Nos. 1, 104 at**

**Incukalns Underground Gas Storage**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2018

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

place

To: Joint Stock Company “Conexus Baltic Grid”

Incukalns Underground Gas Storage

Ragana, Krimulda parish, Krimulda district, LV-2144, Latvia

**Project: For wellhead replacement of 2 observation wells Nos. 1, 104 at**

**Incukalns Underground Gas Storage**

###### Table No.1

**SUMMARY**

| **№** | **Cost Item**  | **Quantity** | **Sum** | **Currency** |
| --- | --- | --- | --- | --- |
| *1* | *2* | *3* | *4* | *5* |
|  | **Wellhead replacement of 2 observation well No. 1** | In accordance with Appendix No. 1 |  |  |
| 2. | **Wellhead replacement of 2 observation well No. 104** | In accordance with Appendix No. 1 |  |  |
|  | *TOTAL AMOUNT*  |  |  |
|  | *TOTAL with reserve (to be included in the Tender Letter**(without VAT 21% of Latvian Republic)* |  |  |
|  | *VAT 21%* ) |  |  |

If an unforeseen amount of works appears in the course of performance of the scope of Renovation Works, we will perform them for \_\_\_\_\_\_\_\_ EUR/hour without VAT 21% (excluding price for the equipment for additional instalation). This price includes manpower, muds and equipment costs used for the unforeseen amount of works).

Name, family name, position of authorized person:

Signature of the Tenderer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_