

CONTRACT No.	PAKALPOJUMA LĪGUMS NR. 13-7/16/19
On 30 May 2016	2016.gada 30.maijā
State Regional Development Agency, Reg. No 90001733697, legal address Elizabetes Street 19, Riga, LV-1010 represented by its director A.Undzēns, who is acting in accordance with the Rules No. 689 of Cabinet of Ministers on 9 October 2012, (hereinafter referred to as the Customer), on the one side,	Valsts reģionālās attīstības aģentūra, tās direktora A.Undzēna personā, kurš rīkojas saskaņā ar Ministru kabineta 2012.gada 9.oktobra noteikumiem Nr.689 „Valsts reģionālās attīstības aģentūras nolikums” (turpmāk – Pasūtītājs), no vienas puses,
and Zjednoczone Przedsiębiorstwa Rozrywkowe S.A. (Reg.No 5260200081), represented by the president Tomasz Szakiel and proxy Grażyna Ogrodnik, acting according to the statutes (hereinafter referred to as the Contractor), on the other side, hereby together called parties and each separately the party,	un akciju sabiedrība “Zjednoczone Przedsiębiorstwa Rozrywkowe”, tās prezidenta Tomasz Szakiel un pilnvarotās personas Grażyna Ogrodnik personās, kuri rīkojas saskaņā ar sabiedrības statūtiem (turpmāk – Izpildītājs), no otras puses, abi kopā saukti – Puses, un katrs atsevišķi - Puse,
In accordance with Customer's Procurement “Services for the VASAB Conference” (ID No. VRAA/2016/15/VASAB/B) (hereinafter referred to as the Procurement)	pamatojoties uz Pasūtītāja rīkotā iepirkuma „VASAB sekretariāta konferences nodrošināšanas pakalpojumi” (ID Nr. VRAA/2016/15/VASAB/B) (turpmāk – iepirkums) rezultātiem,
agree upon the following contract, (hereinafter referred to as the Contract):	noslēdz šādu līgumu (turpmāk tekstā -līgums):
Art. 1 Object of the Contract	1.Līguma priekšmets
1.1. The Customer orders, but the Contractor provides services for the VASAB Conference (hereinafter referred to as the service) in accordance with Technical Specification (Annex 1) and Technical tender (Annex 2) submitted by the Contractor, which are integral parts of this Contract.	1.1. Pasūtītājs pasūta, bet Izpildītājs sniedz VASAB sekretariāta konferences nodrošināšanas pakalpojumus (turpmāk- Pakalpojumi) saskaņā ar Tehnisko specifikāciju (1.pielikums) un Izpildītāja iesniegto tehnisko piedāvājumu dalībai iepirkumā (2.pielikums), kas ir šī līguma neatņemamas sastāvdaļas.
Art. 2 Contractual price and payment process	2. Līgumcena un norēķina kārtība
2.1. The Customer shall pay the Contractor the contractual price in accordance with Financial tender constituting the Annex 3 to the Contract. The exact contractual price amount shall depend on the number of participants declared by the Customer according to Art. 3.2.1. but no more than 150. Contractual price, without value added tax does not exceed EUR 8071,09 (eight thousand seventy one euro and 9 cents). Value added tax is being calculated according to the legislative acts being in force. Contractual price is set according to the financial proposal submitted by the Contractor (Annex 3).	2.1. Pasūtītājs maksā Izpildītājam līgumcenu saskaņā ar Izpildītāja iesniegto Finanšu piedāvājumu (3.pielikums). Konkrēta summa tiek aprēķināta ņemot vērā konferences dalībnieku skaitu, kuru paziņo Pasūtītājs Izpildītājam saskaņā ar šī Līguma 3.2.1.punktu, bet ne vairāk kā 150 viesu. Līgumcena bez pievienotās vērtības nodokļa līguma darbības laikā nepārsniedz EUR 8071.09 (astoņi tūkstoši septiņdesmit viens euro un 09 centi). Pievienotās vērtības nodokļa likmi piemēro saskaņā ar spēkā esošajiem normatīvajiem aktiem. Līguma summa ir noteikta saskaņā ar Izpildītāja iesniegto finanšu piedāvājumu dalībai iepirkumā (3.pielikums).
2.2. All the costs related to the fulfilment of this Contract are included in the price specified in the Art. 2.1.	2.2. Visas ar šī līguma izpildi saistītās izmaksas ir iekļautas līguma 2.1. apakšpunktā norādītajā summā.
2.3. The Customer pays to the Contractor the amount determined in the Art.2.1 of this Contract within 10 (ten) working days from the date when the Acceptance-submission act is signed and an invoice (bill) is received from the Contractor. The amount of money indicated in the invoice is transferred to the account of the Contractor.	2.3. Pasūtītājs samaksu veic par faktiski sniegtajiem Pakalpojumiem 10 (desmit) darba dienu laikā pēc Pakalpojumu nodošanas – pieņemšanas akta abpusējas parakstīšanas un rēķina saņemšanas no Izpildītāja, pārskaitot rēķinā norādīto summu uz Izpildītāja norādīto bankas norēķina kontu.
2.4. The date when Customer made a payment to the Contractor's specified bank account shall be considered as the payment date according to the contract.	2.4. Par samaksas dienu tiek uzskatīta diena, kad Pasūtītājs veicis pārskaitījumu uz Izpildītāja norādīto bankas norēķinu kontu.
2.5. The Customer informs, that he finances the contractual service from “HASPS-Horizontal Action “Spatial Planning” Support” project financial resources.	2.5. Pasūtītājs finansē šī līguma izpildi no VASAB sekretariāta finanšu līdzekļiem.
Art. 3 Obligations of the Parties	3. Pušu pienākumi
3.1. The Contractor agrees:	3.1. Izpildītājs apņemas:
3.1.1. to provide the service on 7 th June 2016 in Warsaw (Poland), in accordance with contractual procedure, time and amount;	3.1.1. sniegt līguma 1. punktā minēto pakalpojumu 2016.gada 7.jūnijā Varšavā (Polijā) Līgumā noteiktā kārtībā, termiņā un apjomā;
3.1.2. to submit the Acceptance-submission act to the	3.1.2. iesniegt Pasūtītājam nodošanas-pieņemšanas aktu

Customer for the service provided; 3.1.3. to inform the Customer about the status of the execution of the Contract. 3.1.4. to coordinate with the Customer issues related to the Contract with regard to the execution of the contract; 3.1.5. to inform the Customer about possible or foreseeable delays in the execution of the Contract and the conditions that affect the contract accurate and complete fulfilment. 3.2. The Customer agrees: 3.2.1. to inform the Contractor about exact number of participants 2 (two) days before the Conference; 3.2.2. to accept and approve the execution of the Contract in accordance with contractual procedure and time, if the execution of the Contract comply with the contractual provisions; 3.2.3. to make a payment in accordance with the Art. 2.3. of this Contract for the service provided in accordance with the Contract. 3.3. The Customer has rights: 3.3.1. to provide binding instructions to the Contractor regarding to the execution of the Contract; 3.3.2. to request from the Contractor information and clarification about the status of the service in process and other contractual issues; 3.3.3. to suspend and postpone the contractual payment in the cases specified in the Contract.	par sniegtajiem pakalpojumiem; 3.1.3. informēt Pasūtītāju par Līguma izpildes gaitu; 3.1.4. saskaņot ar Pasūtītāju Līgumā minētos jautājumus, kas saistīti ar līguma izpildi; 3.1.5. savlaicīgi informēt Pasūtītāju par iespējamiem vai paredzamiem kavējumiem Līguma izpildē un apstākļiem, kas ietekmē līguma precīzu un pilnīgu izpildi. 3.2. Pasūtītājs apņemas: 3.2.1. divas dienas pirms konferences paziņot Izpildītājam precīzu pasākuma dalībnieku skaitu; 3.2.2. pieņemt un apstiprināt Līguma izpildījumu līgumā noteiktajā kārtībā un termiņā, ja Līguma izpildījums atbilst Līguma nosacījumiem; 3.2.3. samaksāt rēķinā norādīto summu līguma 2.3. apakšpunktā noteiktā kārtībā par sniegtajiem pakalpojumiem. 3.3. Pasūtītāja tiesības: 3.3.1. dot Izpildītājam saistošus norādījumus attiecībā uz Līguma izpildi; 3.3.2. saņemt no Izpildītāja informāciju un paskaidrojumus par Līguma izpildes gaitu un citiem līguma izpildes jautājumiem; 3.3.3. apturēt un atlikt Līgumā paredzētos maksājumus Līgumā noteiktajos gadījumos.
Art.4 Acceptance-Submission of the Service 4.1. If the Customer during execution of the service has detected Contractor's non-compliance with the requirements of the Technical specification, the Customer is obliged to inform the Contractor about non-compliance and the period within which they shall be eliminated or corrected at the expense of the Contractor. 4.2. Acceptance of service is accomplished with involvement of both parties and is processed by signing the Acceptance-submission act. 4.3. The Customer delegates the rights to sign the Acceptance-submission act determined in Art. 4.2. to Tālis Linkaits, Head VASAB Secretariat. 4.4. If the Customer during the acceptance of service has detected Contractor's non-compliance with the requirements of the Technical specification and if non-compliance was not eliminated or corrected by Contractor according to Art. 4.1., both parties draw up an act setting out the factors which do not comply with Art. 1 of the Contract and agree potential reduction of contractual price according to Art. 7.3. 4.5. If the Customer within 5 (five) days after receiving the Acceptance-Submission act does not sign the act and does not indicate non-compliance of the Contract, it is considered that the Customer has no objections for the service, the service is provided in full extent and in accordance with the provisions of the Contract and the Contractor has the right to issue an invoice to the Customer in accordance with Art. 2.3 of the Contract.	4. Pakalpojuma pieņemšana-nodošana 4.1. Ja Pakalpojuma izpildes laikā Pasūtītājs konstatē neatbilstību Tehniskās specifikācijas prasībām, Pasūtītājs par to informē Izpildītāju un norāda termiņu, kurā nepilnības ir novēršanas vai labojamas uz Izpildītāja rēķina. 4.2. Pakalpojumu izpilde tiek fiksēta, parakstot abpusēju Pakalpojumu nodošanas – pieņemšanas aktu. 4.3. Pasūtītājs šī Līguma 4.2.punktā minētā Pakalpojumu nodošanas – pieņemšanas akta paraksta tiesības deleģē VASAB sekretariāta vadītājam Tālim Linkaitam. 4.4. Ja pieņemot Pakalpojuma izpildi, Pasūtītājs konstatē neatbilstību Tehniskās specifikācijas prasībām un šīs neatbilstības nav tikušas novērstas vai labotas saskaņā ar šī Līguma 4.1.punktu, tad par to abas puses sastāda aktu, kurā norāda faktorus, kas neatbilst šī Līguma 1.punkta nosacījumiem un vienojas par līgumcenas samazinājumu saskaņā ar šī Līguma 7.3.punktu. 4.5. Gadījumā, ja Pasūtītājs 5 (piecu) dienu laikā no Pakalpojumu nodošanas – pieņemšanas akta saņemšanas dienas, neparaksta aktu un nenorāda uz pakalpojuma neatbilstībām attiecībā šī Līguma nosacījumiem, uzskatāms, ka Pasūtītājam nav iebildumu par sniegtajiem Pakalpojumiem, Pakalpojumi ir sniegti pilnā apmērā un atbilstoši Līguma noteikumiem un Izpildītājam ir tiesības izrakstīt Pasūtītājam rēķinu saskaņā ar līguma 2.3.punktu.
Art.5 Period of Contract	5. Līguma darbības termiņš
The Contract comes into force on the date when it is signed by both parties and it will be in force until the date when the parties of this Contract have fulfilled their contractual obligations.	Līgums stājas spēkā ar tā abpusējas parakstīšanas dienu un ir spēkā līdz Pušu savstarpējo saistību pilnai izpildei.
Art.6. Early termination of the Contract	6. Līguma pirmstermiņa izbeigšana
6.1. The Customer has the rights to withdraw from the Contract in the following cases:	6.1. Pasūtītājam ir tiesības atkāpties no Līguma šādos gadījumos:

6.1.1. the Contractor has performed illegal activities during conclusion of the Contract or during contract period; 6.1.2. Contractor has been declared insolvency process or other circumstances that prevent or will prevent the Contractor to execute the Contract in accordance with its regulations or provide the negative impact on the Customer's rights under the Contract; 6.1.3. the Contractor has arbitrarily suspended the execution of the Ag Contract reement, including if the Contractor is not reachable in its legal address; 6.2. The Contract is terminated if the further execution of the Contract is impossible or difficult due to the force majeure. 6.3. Right to termination or to request termination of the Contract may be used, if the Party has been warned of potential or planned termination of the Contract and has not eliminated the reason of the termination of the Contract within the contractual deadline.	6.1.1. Izpildītājs Līguma noslēgšanas vai izpildes laikā veicis pretrietisku darbību; 6.1.2. ir pasludināts Izpildītāja maksātnespējas process vai iestājas citi apstākļi, kas liedz vai liegs Izpildītājam turpināt Līguma izpildi saskaņā ar tā noteikumiem vai kas negatīvi ietekmē Pasūtītāja tiesības, kuras izriet no Līguma; 6.1.3. Izpildītājs ir patvaļīgi pārtraucis Līguma izpildi, tai skaitā ja Izpildītājs nav sasniedzams juridiskajā adresē vai deklarētajā dzīvesvietas adresē. 6.2. Līgums tiek izbeigts, ja turpmāku Līguma izpildi padara neiespējamu vai apgrūtina nepārvarama vara. 6.3. Tiesību atkāpties no Līguma vai prasīt Līguma atcelšanu var izlietot, ja Līdzējs ir ticis brīdināts par iespējamo vai plānoto Līguma atcelšanu un nav novērsis līguma atcelšanas pamatu Līgumā noteiktajā termiņā.
Art.7 Liability of Parties 7.1. if the Contractor decline to provide the service indicated in the Art.1 of the Contract: 7.1.1. 0-24 hour before the start of the Conference, the Contractor shall pay a penalty of 100% (one hundred percent) of the contractual amount indicated in the Art.2.1. of the Contract; 7.1.2. 24-72 hours before the start of the Conference, the Contactor shall pay a penalty of 50% (fifty percent) of the contractual amount indicated in the Art.2.1. of the Contract. 7.2. If the Customer does not make contractual payments within contractual timeframe, the Customer shall pay a contractual interests in the amount of 0.1% of the invoiced amount for each day, but no more than 10% of the contracted amount indicated in the Art.2.1. of the Contract. 7.3. If the Contractor has not complied requirements of this Contract and Technical specification, the Customer is entitled to a reduction in the related amounts of up to 10% of the contractual amount indicated in the Art.2.1. of the Contract. Of the amount the Parties agree to the signing of Acceptance-submission act. 7.4. Payment of penalties or other sanctions does not relieve the parties of the contractual obligations.	7. Pušu atbildība 7.1. Ja Izpildītājs atsaka Pasūtītājam šī Līguma 1.punktā minētos Pakalpojumus: 7.1.1. 0-24 stundas pirms paredzētā pasākuma sākuma, Izpildītājs maksā Pasūtītājam līgumsodu 100% (viens simts procentu) apmērā no Līguma 2.1.punktā minētās summas; 7.1.2. 24-72 stundas pirms paredzētā pasākuma, Izpildītājs maksā Pasūtītājam līgumsodu 50% (piecdesmit procentu) apmērā no 2.1.punktā minētās summas. 7.2. Pasūtītājs par šī Līguma 2.3.punktā noteiktā maksājuma termiņa kavējumu maksā Izpildītājam līgumsodu 0,1% apmērā no nokavētā maksājuma summas par katru kavējuma dienu, bet ne vairāk kā 10% (desmit procenti) no šī Līguma 2.1.punktā minētās Līguma summas. 7.3. Ja Izpildītājs sniedzot Pakalpojumu nav izpildījis Līgumā noteiktās prasības attiecībā uz Pakalpojuma sniegšanu, Pasūtītājam ir tiesības uz atbilstošu Pakalpojuma cenas samazinājumu, kas nepārsniedz 10% (desmit procentu) apmēru no Līguma 2.1.punktā minētās summas minētās summas. Par faktisko Pakalpojuma cenas samazinājuma apmēru Puses vienojas, parakstot Pakalpojumu nodošanas-pieņemšanas aktu. 7.4. Līgumsoda samaksa vai citu sankciju piemērošana neatbrīvo Puses no Līgumā noteikto saistību izpildes.
Art.8 Force Majeure 8.1. Force majeure shall be considered to be calamity or disasters, which were impossible neither to predict, nor prevent. Such force major includes the conditions that go beyond the control and liability of the Party (natural calamity, flooding, fire, earthquake and other natural disaster, as well the war and hostilities, strikes, government decisions, changes in laws and regulations and other circumstances that are beyond the possible control range of Parties). 8.2. If the party is unable to fully or partially meet the contractual obligations as a result of force majeure, the contract execution shall be postponed until the end of the given circumstances, but not longer than for a period of 2 (two) weeks. 8.3. After the expiry of the deadline mentioned in Art. 8.2. the Contract may be terminated or, by mutual agreement, may be extended. Party shall be notified of the termination of the contract in written procedure 5 (five) working days in	8. Nepārvarama vara 8.1. Par nepārvaramo varu uzskatāmi posts vai nelaime, kuru nebija iespējams ne paredzēt, ne novērst. Šāda nepārvarama vara ietver sevī apstākļus, kuri iziet ārpus Puses kontroles un atbildības (dabas katastrofas, ūdens plūdi, ugunsgrēks, zemestrīce un citas stihiskas nelaimes, kā arī karš un karadarbība, streiki, valdības lēmumi, izmaiņas normatīvos aktos un citi apstākļi, kas neiekļaujas Pušu iespējamās kontroles robežās). 8.2. Ja Puse nav spējīga pilnīgi vai daļēji izpildīt līguma saistības nepārvaramas varas iestāšanās rezultātā, līguma izpilde tiek atlikta līdz doto apstākļu darbības beigām, bet ne ilgāk kā uz laiku līdz 2 (divām) nedēļām. 8.3. Pēc līguma 8.2. apakšpunktā minētā termiņa beigām līgums var tikt izbeigts vai, savstarpēji vienojoties, var tikt pagarināts. Par līguma izbeigšanu otru Pusi rakstiski brīdina 5 (piecas) darba dienas iepriekš.

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advance.

8.4. If due to the force majeure contract is terminated, neither party can claim damages for losses incurred as a result of termination of the contract.

8.5. Party in the case of force majeure shall immediately notify other Party in written procedure within 3 (three) working days about occurrence or completion of such circumstances. If notification is not given within this period, Party loses right to rely on force majeure.

Art. 9 Other provisions

9.1. The contact person from the side of Customer: project manager of VASAB Sekretariat Elīna Veidemane, phone: +371 26103756; e-mail: elina.veidemane@vasab.org.

9.2. The contact person from the side of Contractor: sales manager of Zjednoczone Przedsiębiorstwa Rozrywkowe S.A. Marta Miąc, phone: +48 795 155 899, e-mail: mmiac@zprsa.pl.

9.3. Neither party shall have the right to assign third part of its obligations under this contract without written agreement by other Party.

9.4. Contract can be amended or terminated by mutual agreement of both Parties. The Parties may agree in writing to amend this contract. Amendments of contract shall be enclosed and treated as integral part of the contract.

9.5. All matters and disputes arising from the execution of the contract, the parties shall endeavour to resolve by negotiation. If the agreement is not reached by the result of negotiations, the dispute shall be settled in the Court of Republic of Latvia or Republic of Poland in accordance with the relevant legal acts.

9.6. The Contract is prepared and signed in 2 (two) identical copies on 4 (four) pages each. Following Annexes are attached to the Contract: Annex 1 "Technical specification" on 3 (three) pages, Annex 2 "Technical proposal on 1 (one) page, Annex 3 "Financial proposal" on 1 (one) page. One copy is stored at Customer, the other one – at Contractor. Both copies of the Contract have equal legal power.

9.7. The Contract is prepared and signed in English and Latvian language version. In the event of discrepancies, the English version shall prevail.

8.4. Ja nepārvaramas varas apstākļu dēļ līgums tiek izbeigts, neviena Puse nevar prasīt atlīdzināt zaudējumus, kas radušies līguma izbeigšanas rezultātā.

8.5. Puse, kura nokļuvusi nepārvaramas varas apstākļos, bez kavēšanās 3 (trīs) darba dienu laikā rakstiski informē otro Pusi par šādu apstākļu rašanos vai izbeigšanos. Ja paziņojums šajā laikā nav izdarīts, vainīgā Puse zaudē tiesības atsaukties uz nepārvaramu varu.

9. Citi noteikumi

9.1. Pasūtītāja kontaktpersona par līguma izpildi: VASAB sekretariāta projekta vadītāja Elīna Veidemane, e-pasts: elina.veidemane@vasab.org, tālrunis +371 26103756

9.2. Izpildītāja kontaktpersona līguma izpildi: akciju sabiedrības "Zjednoczone Przedsiębiorstwa Rozrywkowe" Pārdošanas vadītāja Marta Miąc, telefons: +48 795 155 899, e-pasts: mmiac@zprsa.pl

9.3. Neviena no Pusēm nedrīkst nodot savas saistības, kas saistītas ar līguma izpildi, trešajai personai bez otras Puses rakstiskas piekrišanas.

9.4. Līgumu var grozīt vai izbeigt, Pusēm savstarpēji vienojoties. Par līguma grozījumiem Puses vienojas rakstiski. Līguma grozījumus pievieno līgumam, un tie kļūst par līguma neatņemamām sastāvdaļām.

9.5. Visus jautājumus un strīdus, kas radušies līguma izpildes gaitā, Puses cenšas atrisināt sarunu ceļā. Ja vienošanās netiek panākta, strīdi tiek risināti Latvijas Republikas vai Polijas Republikas tiesu atbilstošajos normatīvos aktos noteiktajā kārtībā.

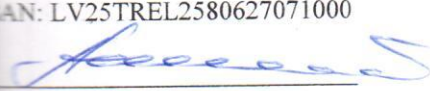
9.6. Līgums ir sastādīts 2 (divos) identiskos eksemplāros uz 4 (četrām) lapām. Līgumam ir pievienoti šādi pielikumi: 1. pielikums „Tehniskā specifikācija” uz 3 (trīs) lapām, 2. pielikums „Tehniskais piedāvājums” uz 1 (vienas) lapas un 3. pielikums „Finanšu piedāvājums” uz 1 (vienas) lapas. Viens līguma eksemplārs atrodas pie Pasūtītāja, bet otrs pie Izpildītāja. Abiem eksemplāriem ir vienāds juridisks spēks.

9.7. Līgums ir sagatavots un parakstīts angļu un latviešu valodās. Strīdu gadījumā puses vadās no Līguma teksta angļu valodā.

9. Requisites of the Parties

The Customer/Pasūtītājs:

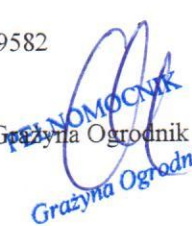
Valsts reģionālās attīstības aģentūra
Adrese: Elizabetes iela 19, Rīga, LV – 1010
Reģistrācijas Nr.: 90001733697
Valsts kase, TREL22
IBAN: LV25TREL2580627071000


Direktors A. Undzēns/

9. Pušu rekvizīti

The Contractor/Izpildītājs:

Zjednoczone Przedsiębiorstwa Rozrywkowe S.A.
Address: ul. Senatorska No.13/15, 00-075 Warsaw, Poland
Registration number: 5260200081
Bank: PKOPPLPW
IBAN: 64124059181111000049109582


President Tomasz Szakiel / Proxy  Grażyna Ogrodnik

Finanšu departamenta direktors

juriste

Digna Briede

30.05.2016.


30.05.2016.

Mārtiņš Riņķis

30.05.2016.

Technical specification
for the procurement 'Services for the VASAB Conference'
(identification No. VRAA/2016/15/VASAB/B)

1. Purpose of the procurement – to provide catering, technical equipment and support, as well as photographer services for VASAB conference "Achieving Good Living Environment: Territory Matters. What's beyond 2030 for Macro-Region?" on 7th June 2016 in Warsaw, Poland.
2. Work tasks:
 - 2.1. Arrangement of Halls and decoration;
 - 2.2. Arrangement of technical equipment, installation and service;
 - 2.3. Arrangement of technical support;
 - 2.4. Registration of Conference participants;
 - 2.5. Photographing service during the Conference;
 - 2.6. Audio recording of the Conference;
 - 2.7. Catering for the Conference participants – continuous coffee-break and lunch buffet during the Conference and Reception (Mingling event) at the end of the Conference.

3. Arrangement of the rooms and rent of technical equipment & stuff:

Event venue	1. "Primate's Palace", ul. Senatorska 13/15, 00-075 Warsaw, Poland: 1.1. Conference taking place – the Column Hall 1.2. Registration for the Conference – the Gray Hall 1.3. Catering – Yellow and Marble Halls
Layout of the Column Hall and technical equipment and support "Conference"	2. Service provider will arrange technical equipment: 2.1. 1 projector screen (size: 220x300cm), located in the front of the audience and designed with consistent colours accordingly to the rest part of Hall; 2.2. 1 rear multimedia projector PANASONIC PT-VX400E; 2.3. 2 large size plasma screens, placed at the side of the Hall, near the columns or in arcade, one screen demonstrates actual presentation and other – programme of the Conference; 2.4. Conference sound system; 2.5. 6 wireless microphones for moderator, presidium and audience, 1 stationary microphone in Lectern for speaker; 2.6. Control desk including: 2.6.1. 2 laptops with appropriate software for presentations, video and audio demonstration; 2.6.2. multiple switch which provides switching between two computers; 2.6.3. audio control; 2.7. Stage (size: 6x4m) for Presidium and Lectern/Tribune, designed with consistent colours accordingly to the rest part of Hall; 2.8. Lectern/Tribune (transparent) for speaker including: 2.8.1. stationary microphone, 2.8.2. control screen showing actual presentation; 2.8.3. slide switcher. 2.9. Presidium including: 2.9.1. chairs for Session speakers (6 seats); 2.9.2. coffee-table (1pc.); 2.9.3. drinking water for the Session speakers (0,5l glass bottles and glasses), placed on the coffee-table; 2.9.4. large-size plasma screen, placed in front of Presidium and faced to the Session speakers. 2.10. WIFI internet access for wider number of connections with broadband speed up to 5Mb/s; 2.11. Chairs for the audience (~150 pcs, brown colour); 2.12. Seasonal floral composition on stand in front of audience or on the stage.
Layout of the Grey Hall and technical equipment	3. Service provider will arrange: 3.1. 4 separated tables covered with table cloth for placing registration lists and name-cards and registering the participants for the Conference; 3.2. 2 tables covered with table cloth for placing representation and information

"Registration"	materials for take-away; 3.3. Seasonal floral compositions on stand in the Hall (2 pcs.);
Layout of the Yellow and Marble Halls and technical equipment "Catering"	4. Service provider will arrange: 4.1. 7-8 buffet tables covered with table cloth for placing buffet-type food and drinks, as well as table-ware; 4.2. 30 stand-tables covered with table cloth with ability to have 5 persons at the table at the same time; 4.3. Seasonal floral composition on buffet tables (2-3 pcs.);
Staff	5. The service provider will provide competent and professional technical assistance and support: 5.1. Staff (7 pers.) for catering arrangement and service; 5.2. 1 technical specialist at Control desk to be responsible for demonstration of presentations, conference sound system and lights (arranges smooth shift between the speakers presentations and Conference programme slides, controls the sound system, ensures video and audio demonstration on screens and in sound system, responsible for switching speakers PC to and off the screens and sound system, responsible for instructions and switch on and off of the slide switcher, installation of speakers microphone in the Lectern/Podium, responsible for wireless microphones, battery check-up and control), as well as ensures recording of the Conference from the sound system into MP3 format; 5.3. 3 fluently English speaking assistants responsible for registration of the Conference's participants at 8:30-9:45 and for organisational support of the Conference in the Column Hall, all-day 9:45-17:30 (responsible for delivering wireless microphones in audience, arranges the Presidium - refill the drinking water for Session speakers, changes the glasses between Sessions, responsible for exact number of the chairs for speakers in particular Session); 5.4. 1 fluently English speaking assistant responsible for registration of the Conference's participants at 8:30-14:00; 5.5. Clothing of staff shall be unified business style which is aligned with the Customer.
Photographer service	6. The service provider will arrange: 6.1. photographer services for 6h (9:00 - 15:00) with appropriate technical and illumination options for taking qualitative photos of the Conference, paying special attention to the speakers, moderators and audience; 6.2. Processed photos shall be delivered in electronic format to the Customer by 14th June 2016. 6.3. 10 best photos shall be delivered in electronic format to the Customer on 7 th June 2016 by 10.00pm.
Audio recording	7. The service provider will arrange: 7.1. audio recording of the Conference from the sound system in MP3 format. 7.2. The recorded material should be delivered in electronic format to the Customer by 14th June 2016.
Additional requirements	8. At the entrance of the Conference's venue and in the corridor there shall be placed direction-signs to the Conference; 9. In the premises of the Conference there shall be available flipcharts (up to 3 pcs.) with suitable markers.

2. Catering - Continuous coffee-break and lunch buffet during the Conference and Reception (Mingling event) at the end of the Conference.

Date	07.06.2016.
Continuous coffee-break	
Number of persons	Up to 150
Serving time	08:30 – 17:00
Specification	Drinks Coffee Tea Mineralwater (still & soda) Apple and Orange juice Supplements – sugar, coffee-cream, lemon Appetizers (4 pcs./pers.)

	Selection of Homemade cakes (4 types) Continuous coffee-break will be refilled and cleaned-up all the time throughout the period of the Conference by 17.00; On the tables there is an information of the title of the food and drinks in English; Service provider will ensure catering option for the persons with dietary restrictions (1-4 pers.); The costs of continuous coffee-break shall not exceed 15,00 EUR per person (excluding VAT).
Lunch buffet	
Number of persons	Up to 150
Serving time	13:00-14:00
Specification	Starters (1portion/pers.) Choice of roast meats; Fresh salmon with lemon Mozzarella with tomatoes, zucchini and Basil pesto; Salad with red beans, tuna, tomatoes and herb vinaigrette; Salad with French potatoes and backed bacon; Selection of bread and butter Main Courses Pork neck with juniper sauce and forest blueberries (150g/pers.) Codfish in cream sauce with lemon grass (150g/pers.) Side Dish Baked potatoes with herbs (100 g/ pers.) Broccoli with almonds (100 g/ pers.) Deserts (100 g/pers.) Seasonal fruit with ice-cream Soft drinks Drinking water (20 cl/ pers.) Fruit juices (20 cl/pers.) On the tables there is an information of the title of the food and drinks in English; Service provider will ensure catering option for the persons with dietary restrictions (1-4 pers.); The costs of lunch buffet shall not exceed 25,00 EUR per person (excl. VAT).
Reception (Mingling event)	
Number of persons	80
Serving time	17:20 – 19:00
Specification	Finger snacks Selection of finger food snacks (10 types) Desserts Mini-dessert selection (6 types) Soft drinks Drinking water (20 cl/ pers.) Fruit juices (20 cl/ pers.) On the tables there is an information of the title of the food and drinks in English; Service provider will ensure catering option for the persons with dietary restrictions (1-4 pers.); The costs of Reception shall not exceed 20,00 EUR per person (excluding VAT).

Pasūtītājs/Customer:
Valsts reģionālās attīstības aģentūra

Director A.Undzēns

Izpildītājs/Contractor:
Zjednoczone Przedsiębiorstwa Rozrywkowe S.A.

Prezident Tomasz Szakiel / Proxy Grażyna Ogrodnik

Annex No.2 to Contract No. _____

2. pielikums Pakalpojuma līgumam Nr. 13-7/16/19

Technical tender
for the procurement 'Services for the VASAB Conference'
(identification No. VRAA/2016/15/VASAB/B)

ACKNOWLEDGEMENT

We hereby acknowledge that we have read and understood the requirements provided for in the Contract and Technical Specification for the procurement 'Services for the VASAB Conference' (identification No. VRAA/2016/15/VASAB/B), these are clear to us and we undertake to fulfil them.

We hereby acknowledge that we will be able to provide the services according to the Technical Specification (Annex 1 to the Contract).

Pasūtītājs/Customer:

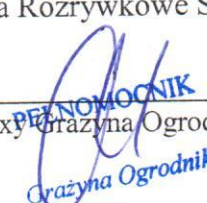
Valsts reģionālās attīstības aģentūra



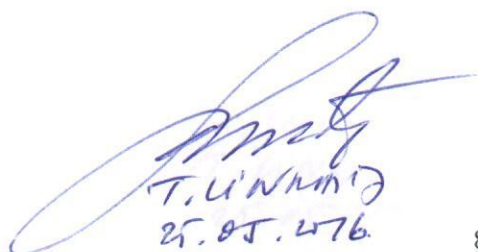
Director A. Undzēns

Izpildītājs/Contractor:

Zjednoczone Przedsiębiorstwa Rozrywkowe S.A.

Prezident Tomasz Szakiel / Proxy  **PEZNOGRODNIK**

Grażyna Ogrodnik



T. Undzēns
25.05.2016.

Annex No.3 to Contract No. _____

3. pielikums Pakalpojuma līgumam Nr. 13-7/16/19

Financial tender
for the procurement 'Services for the VASAB Conference'
(identification No. VRAA/2016/15/VASAB/B)

<i>Serial No.</i>	<i>Task</i>	<i>Articles in the Technical Specification</i>	<i>Number of units</i>	<i>Price per unit, EUR, excluding VAT</i>	<i>Total price, EUR, excluding VAT</i>
1.	Design of premises and equipment therein, personnel	Articles 2.1-2.4 of Chapter 2; and Articles 1, 2, 3, 4, 5, 8 and 9 of Chapter 3	1	1704.10	1704.10
2.	Food-serving services, including:	Article 2.7 of Chapter 2; and Chapter 4			
2.1.	coffee break		150	10.47	1570.50
2.2.	lunch		150	20.42	3063.00
2.3.	reception		80	16.00	1280.00
3.	Photographer services	Article 2.5 of Chapter 2; and Article 6 of Chapter 3	1	418.60	418.60
4.	Audio recording services	Article 2.6 of Chapter 2; and Article 7 of Chapter 3	1	34.89	34.89
Total price, EUR					8071.09

Pasūtītājs/Customer:
Valsts reģionālās attīstības aģentūra

Director A.Undzēns

Izpildītājs/Constructor:
Zjednoczone Przedsiębiorstwa Rozrywkowe S.A.

Prezident Tomasz Szakiel / Proxy Grażyna Ogrodnik

[Signature]
T. LINKE
25.05.2016.