

CONFIRMED
Procurement Commission
of 2022 9th December in the meeting
Protocol no. 1

REGULATIONS AND REQUIREMENTS

for a price survey

“Non-invasive electroencephalogram (EEG)-based brain and computer interfaces device set”

Price survey identification No. BAT/2022/02

Work task - SIA “Biznesa augstskola Turība” within the framework of the European Social Fund project number 8.2.3.0/22/A/005 “Digitalization initiatives for improvement of study quality in areas of strategic specialization of universities”. Project cost item: “DIY Neurotechnologist's Starter Kit (EEG equipment)”.

No	The customer	SIA "Biznesa augstskola Turība", reg . No. 40003135880, Graudu street 68, Riga, LV-1058
1.	Price survey subject	Brain-computer interfaces based on non-invasive electroencephalograms (EEG interface) purchase of a set of equipment for Turība University, Graudu Street 68, Riga
2.	A brief description of the subject of the price survey	Brain-computer interfaces based on non-invasive electroencephalograms (EEG interface) a set of equipment to obtain the incoming stream from human brain waves.
3.	Price survey identification no.	BAT/2022/02
4.	Offer price	The offer price must be expressed in EUR, separately stating the offer price with and without VAT and the amount and amount of the VAT % When evaluating the offer, the commission will take into account the price indicated in the offer without value added tax.
5.	Parts of the offer	The applicant may submit a tender for one lot.
6.	Deadline	The applicant indicates the deadline for execution in his offer. Delivery of the procurement item must be made no later than January 9, 2023.
7.	Costs to be included in the price	The price of the offer must include all planned expenses for the service and equipment, which are necessary for the fulfillment of the procurement contract in full and at the appropriate quality in accordance with the current regulatory enactments. When determining the prices of the service and equipment, Bidders should take into account that the payment is intended only for completed work (except for cases where the applicant is not a company registered in Latvia).
8.	Payment procedure	Payment for the service is made within 10 working days after the mutual signing of the acceptance act. If the applicant is not a company registered in Latvia, the payment could also be made as an advance payment.

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9.	Authorized person on behalf of the customer (name, position, phone number)	Daiga Rugāja, project manager, t. 29157200
10.	Offer selection criteria (lowest price or most economically advantageous offer)	Lowest price
11.	Applicant	1) The applicant can only be a legal entity 2) The applicant, when submitting his offer as part of the market survey, confirms that he is familiar with the requirements specified in the price survey and the technical specification and undertakes to fulfill them.
12.	Rules for exclusion of applicants	The customer excludes the Applicant from participation in the procurement procedure in the following cases: 1. Law on Procurement of Public Service Providers (hereinafter - SPSIL) in the case mentioned in Section 48, Part One, Clause 2; 2. In the case mentioned in paragraph 3 of the first part of Article 48 of SPSIL; 3. In the case mentioned in clause 8 of the first part of Article 48 of SPSIL.
13.	In order for the applicant to participate in the price survey, the following documents must be submitted	Completed application with financial offer (Appendix 2)
14.	Submission of the offer (type, place, deadline, language, design and submission requirements)	offers – until December 27, 2022, at 17.00 Submission of the offer – sent by e-mail daiga.rugaja@turiba.lv , signed with a secure electronic signature. The shipment must be sent to the specified e-mail by the above-mentioned deadline. An offer submitted after the mentioned deadline will not be accepted. The offer is prepared in the national language (Latvian) or English with a shipping comment: For the price survey “Brain and computer interfaces based on non-invasive electroencephalograms (EEG) device set”.
15.	Bidder's rights and responsibilities during the price survey	1. Before the deadline for submitting offers, amend or withdraw the submitted offer. 2. Prepare an offer in accordance with the requirements of the price survey rules. 3. Provide truthful information. 4. To provide answers to the Customer's requests for additional information necessary for checking, comparing and evaluating the suitability of the offers. 5. Cover all costs related to the preparation and submission of offers. 6. submit an offer for one or more lots.
16.	The customer's rights and obligations during the evaluation of the price survey	1. Request that the applicant clarify information about his offer. 2. Invite an expert in the assessment, if necessary. 3. If the offer has not been drawn up in accordance with the requirements mentioned in these regulations and/or the submitted documents do not comply, decide on further consideration of the offer.

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		<p>4. To ensure free competition of applicants, as well as equal and fair treatment of them.</p> <p>5. At the request of the suppliers, provide information in accordance with the regulations.</p> <p>6. Evaluate applicants and their submitted offers in accordance with regulatory enactments and these regulations. Choose an offer or decide to end the price survey without choosing any offer, etc.</p>
17.	Other information	<p>1. The applicant cannot submit variants of the offer.</p> <p>2. The offered contract price is unchanged throughout the term of the contract.</p> <p>3. The price survey can be terminated if there is an objective reason for this.</p> <p>4. The applicant can familiarize himself with the terms of the price survey and receive them electronically upon request by specifying his e-mail address.</p> <p>sends question(s) about the rules no later than 5 (five) days before the end of the submission of offers to the e-mail daiga.rugaja@turiba.lv.</p> <p>6. Answers to questions asked on time will be given to all applicants, without identifying the questioner, by publishing the answer to the question on the Customer's website www.turiba.lv. The customer can also submit answers later than 5 (five) days before the deadline for submission of offers</p> <p>for submitted clarification requests, if the question asked by the applicant is not complicated and the answer can be prepared quickly.</p> <p>7. Bid opening meeting with the participation of bidders is not planned.</p>
18.	In the appendix	<p>1. Technical specification (Appendix 1).</p> <p>2. Applicant's application form with financial offer (Appendix 2).</p>

Appendix 1

Price survey

“Brain-computer interfaces based on non-invasive electroencephalograms (EEG) interface purchase of a set of equipment for Turība University”,
Graudu street 68, Riga

TECHNICAL SPECIFICATION

Brain - computer interfaces based on non-invasive electroencephalograms (EEG) interface device set

No.	Position	Parameter
1.	Brain-computer interfaces based on non-invasive electroencephalograms (EEG) interface) device set	<ul style="list-style-type: none"> • 1 piece. 16-channel biosensing plates (Cyton+Daisy Biosensing Board 16-channel) • 1 piece. 16-channel EEG headsets (Ultracortex Mark IV EEG Headset Pro-Assembled Medium 16-channel) • 2 pcs. Gold cup for electrode sets (Gold Cup electrodes) • 2 pcs. EMG/ECG snap-on electrode cables (EMG/ECG Snap Electrode cables) • 60 pcs. EMG/ECG foam hard gel electrodes (EMG/ECG Foam Solid Gel electrodes) • 30 pcs. Dry EEG comb electrodes (Dry EEG Comb electrodes) • 1 piece. Pulse sensor, heart rate monitor (Pulse Sensor (Heart-Rate Monitor)) • 1 piece. Ten20 Paste Jar 8 oz (Ten20 Paste Jar 8 oz.) • Able to use OpenBCI interface.

2 . appendix
Price survey

"Brain - *computer* interfaces based on non-invasive electroencephalograms (EEG) *interface*
purchase of a set of equipment for Turība University", Graudu Street 68, Riga

CANDIDATE APPLICATION FORM

**SIA "Biznesa augstskola Turība"
invitation to participate**

FOR PRICE SURVEY

**"Brain-computer interfaces based on non - *invasive* electroencephalograms (EEG)
interface equipment set"**

Price survey identification no. **BAT/2022/02**

The price survey takes place under the agreement on the European Social Fund project no. 8.2.3.0/22/A/005 within the framework of "Digitalization initiatives for the improvement of study quality in the areas of strategic specialization of universities", cost position in the project "DIY Neurotechnologist's Starter Kit (EEG equipment)". Buyer - contract partner SIA "Biznesa augstskola Turība".

THE APPLICANT

Company Name	
Company registration no.	
Company's registered address	
Company bank details	
Contact person's name, surname	
Contact position	
Contact person's phone number	
Contact person's email address	

APPLICATION

With this offer, I apply as part of the price survey to:

EEG equipment set	Applying / not applying (delete unnecessary)	I certify that my offer meets the requirements specified in the technical specification (delete if not applied)
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PRICE OFFER

We, **Company name**, offer the product in accordance with the requirements and volumes specified in the technical specification:

EEG equipment set

Subject of purchase	Price for the entire volume offered, EUR
Brain - computer interfaces based on non-invasive electroencephalograms (EEG) interface device set	
VAT _____%	
INCLUDING VAT	

THE OFFER MUST BE SIGNED WITH AN ELECTRONIC SIGNATURE