

**Inspection of Skrudaliena – Ventspils Section of  
Polotsk – Ventspils Petroleum Product Pipeline**

**TENDER REGULATIONS**

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## 0. Call for Bids

### ***Project: Inspection of Section Skrudaliena - Ventspils of the Polotsk - Ventspils Petroleum Product Pipeline***

- 0.1. The Customers LatRosTrans LLC and Public Company ORLEN Lietuva hereby invite your Company to participate in the Tender for the right to carry out an in-line inspection of the petroleum product pipeline Polotsk - Ventspils at the section Skrudaliena - Ventspils. The bids that meet the qualification criteria as well as other terms and conditions of this Tender and hold the licence for the execution of works specified in the Tender will be considered for the Tender.
- 0.2. The winner of the Tender, which will conclude the contracts with the Customers, will have to carry out an in-line inspection of the 530 mm diameter petroleum product pipeline Polotsk - Ventspils at the Skrudaliena – Ventspils section. Inspection shall be carried out in the territory of each Customer. During the Tender the Customer shall inquire with the Bidder regarding the cost of and the agreement on the execution of works in the territory of Latvia and Lithuania; however, each Customer at its own discretion shall conclude the contract on the execution of works in its own territory. Each Customer shall undertake no obligation to ensure the execution of works by the winner of the Tender in the territory of the other Customer.
- 0.3. The Bidder shall be entitled to visit the pipeline track having submitted the respective written request to the Customers.
- 0.4. The Bid submission deadline is 12:00pm Latvia time, **November 9, 2020**.
- 0.5. Please contact the following addresses for additional information:

ORLEN Lietuva Public Company  
Senior Procurement specialist  
Žara Jasinskiene  
Phone: +370-68228816  
e-mail: zara.jasinskiene@orlenlietuva.lt

LatRosTrans LLC  
Equipment inspection engineer  
Igor Blakunovs  
Tel.: +371-26480101  
e-mail: igor@lrt.lv

# 1. Instructions for Bidders

## A. General Instructions

### 1. Scope of Work

1.1 The in-line inspection of the Polotsk - Ventspils petroleum product pipeline at the Skrudaliena – Ventspils section shall be carried out. The inspection has to be carried out in the territory of each Customer. The breakdown of the inspection works is specified in Section 3 of these Tender Regulations.

### 2. Funding Source

2.1. LatRosTrans LLC and ORLEN Lietuva Public Company shall finance the works proportionally to their exploited length of the pipeline.

### 3. Screening Criteria

3.1. All companies that meet all qualification requirements specified in this Tender Regulations have the right to participate in the Tender.

3.2. A Bidder of the Tender shall prove its status with the relevant documents.

3.3. The Customer shall be entitled at any time to exclude a Bidder from participating in the Tender and refuse to award the contract, if it is found that:

- (a) the Bidder is declared bankrupt, insolvent or undergoing liquidation;
- (b) at the date of submission or evaluation of the Bid the Bidder has tax debt which is evidenced by the Bidder or specified in the certificate issued by a competent authority;
- (c) business operations of the Bidder have been suspended or terminated;
- (d) the Bidder has provided the Customer with false or misleading information;
- (e) the Bidder does not meet the specified qualification criteria.

### 4. Requirements for a Bidder

4.1. All Bidders shall include the following documents confirming their qualification in their Bids:

- (a) original documents or properly certified copies of documents that specify the legal status, registration and location; Registration Certificate of VAT Payer and Taxpayer, written power of attorney given to a person entitled to sign the Bid;
- (b) information about the company as well as a list of subcontractors in the case they will be involved in the execution of the project (Form 1-2);
- (c) some major realised projects, in particular, regarding work experience in the field of the detection of defects on seamless pipes manufactured in the Czech Republic (Form 1-3);
- (d) information about the qualification and experience of managing and technical personnel that is to be involved in contract execution (Form 1-4);
- (e) licence to carry out the planned works;
- (f) copies of a civil liability insurance policy of the Bidder as well as copies of other insurance policies at the discretion of the Bidder;
- (g) information about any of the ongoing litigation in which the Bidder is involved, including the parties and the amounts of the dispute;

- (h) evidence that the Bid has been made up in accordance with the technical requirements to the inspection (Section 3);
- (i) filled occupational safety and health (OHS) assessment questionnaire (Form 1-7).

4.2. The Tender Committee shall only evaluate the Bids submitted by qualified Bidders and acknowledged by the Committee as compliant. A Bidder shall meet the following minimum criteria:

- (a) the bidder shall have experience as the prime contractor during the last 3 years on at least one site, where works are similar in nature and complexity to the work to be executed;
- (b) Project Manager must have 5 years of experience in the execution of the scope of work of such nature, out of which at least 3 years - as the Project Manager;
- (c) the bidder shall have sufficient financial resources to fulfil the order, its financial data shall reflect long-term stability, and the annual turnover of the Bidder for the previous year shall be at least 3 (three) times the total offer value specified in the Commercial offer (Form 2-1).

## **5. One Proposal by Each Bidder**

5.1. Each Bidder as a prime contractor has the right to submit one Bid to the Tender only. A single Bid may include several alternative versions. The alternatives must be clearly separated (including price and specification). The Bidder has the right to contract subcontractors to fulfil the order.

## **6. Tender and Bid Development Expenses**

6.1. The Bidder shall fully cover the costs associated with the development of the Bid and Bidder's participation in the Tender. The Customers assume no responsibility to cover such costs, regardless of the outcome of the Tender.

## **7. Site Visit**

7.1. The Customers shall organise a site visit upon the request of at least one Bidder. Depending on the number of Bidders and at the discretion of the Customers, a site visit will be organised for several Bidders or a single Bidder.

7.2. Time of the site visit and the number of representatives shall be agreed with the Customers in advance. The Bidder shall cover all the expenses of the site visit by its representatives. During the site visit the Bidder shall assume the risk of failure to obtain sufficient information.

7.3. During the site visit the Bidder shall assume the responsibility for all risks, including any losses, damage, payments and expenses incurred by the Bidder or its representative.

## **B. Tender Documents**

### **8. Contents of Tender Documents**

8.1. Contents of the Tender documents shall include the documents listed below and amendments in accordance with Paragraph 10.

0. Call for Bid (CFB).
1. Instructions for Bidders.
2. Inspection Site Description.
3. Technical Requirements to the Inspection.

Forms to be filled in by Bidders of the Tender

Annex 1. Technical Part

Annex 2. Commercial Part

8.2. The Bidder of the Tender shall assume the responsibility for the non-compliance of the submitted Tender materials with the requirements of the Tender Regulations.

8.3. It is the sole responsibility of the Bidder to ensure its thorough and due familiarisation with the Tender documents and the amendments issued during the Tender, and in accordance with Paragraph 10.1, to ensure that the information obtained is sufficient in terms of any conditions and obligations that may in any way affect the scope or nature of the Tender or the execution of the works. Any requests for changes in the amount of the Bid will not be accepted, if errors or omissions in the abovementioned Tender documents are the reason.

8.4. It's the Bidder's responsibility to check and ensure that all the Tender documents listed in Paragraph 8.1 have been received. The Bidder shall verify the accuracy of the Tender documents and any other work-related information obtained from the Customer.

8.5. The Bidder shall consider the information provided in the Tender documents as private and confidential, and shall not disclose its content to third parties, except for the cases when the third party is to prepare and submit a specification for the execution of part of works to the Bidder of the Tender. Tender documents or their parts, copies or parts referred to in connection with them shall not be used for any other works or any other purposes except for the execution of the works specified in the Tender documents.

### **9. Clarification of Tender Documents**

9.1. In order to receive any clarification of the Tender documents, a Bidder shall send a request to the Customers via email. The Customers will respond to any request for clarification received no later than 10 (ten) days prior to the deadline for submission of the Bid. The Customers will send clarifications in writing to all Bidders that have confirmed their participation in the Tender, pointing out the issue but without identifying its author.

9.2. Information and clarifications can be obtained at the following addresses:

ORLEN Lietuva Public Company  
Senior Procurement specialist  
Žara Jasinskiene  
Phone: +370-68228816  
e-mail: zara.jasinskiene@orlenlietuva.lt

LatRosTrans LLC  
Equipment inspection engineer  
Igor Blakunovs  
Tel.: +371-26480101  
e-mail: igor@lrt.lv

9.3. The Bidder of the Tender shall send a request for clarification to both Customers at the same time, to the addresses specified in Paragraph 9.2.

## **10. Amendments to Tender Documents**

10.1. At any time up to the deadline for submission of the Bid, the Customers shall be entitled to amend the Tender documents, having made changes, in response to a request for clarification or at their own initiative. The amendments on specific issues will be sent in writing by email to all Bidders that have confirmed their participation in the Tender; and they shall be mandatory for all of them.

10.2. The Customers may extend the deadline for the submission of bids at their own discretion. The extension of the deadline for the submission of bids shall be considered as an amendment to the Tender documents in accordance with Paragraph 10.1.

## **C. Bid Submission**

### **11. Bid Development, Formalisation and Submission Procedure**

11.1. By submitting the Bid, the Bidder shall fully accept all the rules included in the Tender Regulations and their annexes. Terms and conditions specified in the offer of the Bidder and not stipulated in the Tender Bid or its annexes, or contradictory to them, are not binding for the Customer.

11.2. The Bid must consist of two parts - technical and commercial.

11.3. Bidder shall prepare the Bid in writing. All pages of the Bid shall be bound, numbered and sealed. The Bid must be prepared in English or Russian.

11.4. Technical and commercial parts must be signed by the chief executive of the company or his/her authorised representative.

11.5. Prices in the Bid shall be quoted in euros. The prices shall include all costs related to the fulfilment of the Order, including all taxes and duties. If the estimate does not include precise information about the materials, works or services etc., which are clearly required to fulfil the Order, they will be considered as included in the price of the Bid.

Prices shall include all costs and expenses that will be necessary for the execution of the specified works, including any temporary works and equipment that may be needed, and all other costs of obligations that will be required for pipeline inspection (for example, accommodation of personnel, communications, electricity, mobilisation/demobilisation).

11.6. The prices and rates shall include, but not be limited to, labour costs, transportation, quality control and inspection, materials, supplies, operation, use and maintenance of all devices, equipment or auxiliary facilities, execution of all temporary works of any kind, provision of all services necessary to execute, complete and preserve the works as well as insurance, profit, and all other liabilities and risks that fully comply with the terms of the Contract and all liabilities and commitments specified herein.

11.7. The Bid must be valid for at least 180 days from the date of its submission.

11.8. Technical and commercial parts of the Bid shall be submitted in separate sealed and stamped envelopes in paper form and in electronic form in one copy. The envelope

must contain the name and address of the Customer, the name and address of the Bidder and the title of the Tender.

11.9. Bids shall be submitted by the deadline stipulated in para. 0.4 herein to the following address:

LatRosTrans LLC  
11 Sporta iela, 8<sup>th</sup> floor, Riga, LV-1013  
Latvia

11.10. Bids received after the deadline for the submission of bids will not be considered regardless of the reason for the delay.

## **12. Bid Documents**

12.1 Technical part of the Bid shall include the following:

- documents in accordance with P. 4.1;
- duly filled forms from Annex 1;
- technical specification for the equipment with the indication of technical characteristics related to the detection of defects.

12.2. Commercial part of the Bid shall include the following:

- duly filled forms from Annex 2;

12.3. All documents shall be duly filled, dated and signed. For all annexes and schedules, the Bidder shall use the forms attached to these documents and, if necessary, attach its own forms.

## **13. Legislation**

13.1. It shall be assumed that the Bidders, having submitted their Proposals, are familiar with all legislative and normative regulations and rules currently effective in Latvia and Lithuania and may in any way affect or pertain to the Company activities under the Contract or related to it. The Company is an employer for workers employed to execute the Contract and it must adhere to the existing Latvian and Lithuanian legislation.

13.2. The works shall be carried out in accordance with the following documents:

1. The laws of Latvia and Lithuania, rules, standards, instructions, etc.
2. Norms of the EU, if they do not contradict the standards and requirements established in Latvia and Lithuania, specified by the Customers in the Tender documents.



## **D. Bids Opening and Assessment**

### **14. Opening of Bids**

- 14.1. All Bids received within the specified period of time, shall be opened by the Customers at the Tender Committee meeting and considered at the same Tender Committee meeting in the order they were received. The Tender Committee shall only consist of the members of the Tender Committee and experts invited by the Customer.
- 14.2. Familiarisation with the Bids of the Tender Bidders shall consist of two stages:
- (a) evaluation of qualification and technical capacities of the Bidders;
  - (b) evaluation of commercial offers of the Bidders.
- 14.3. Each Bidder shall be notified individually about the evaluation results by the Tender Committee.

### **15. Influence**

- 15.1. Any form of influence is strictly prohibited. If a Bidder takes any action towards representatives of the Customer or any other executive involved in the consideration of the Bid in order to directly or indirectly influence this process, its Bid may be rejected.

### **16. Clarification of Bids**

- 16.1. In order to facilitate the verification, evaluation and comparison of the Bids, the Customers, at their discretion, may ask any Bidder to clarify its Bid.

### **17. Evaluation of Bids**

- 17.1. The Customers shall decide on the compliance of the Bidder and its Bid with the qualification criteria under Paragraphs 3 and 4 prior to the evaluation of the Bid.
- 17.2. The Customers shall decide on the fundamental compliance of the Bids prior to the evaluation of the Bid.
- 17.3. A Bid with no significant deviations or objections, and meeting all the rules, conditions and requirements specified in the Tender documents shall be considered as a fundamentally compliant Bid. A significant deviation or objection is considered to be a deviation, the elimination of which would have an unfair impact on the competitiveness of other Bidders that have submitted fundamentally compliant Bids, and it:
- (a) has a significant impact on the scope, nature, quality or execution of the Works;
  - (b) essentially does not comply with the Tender documents and does not meet the requirements of the Customers or obligations of a Bidder, as specified in these Regulations, including non-submission of significant information or documents according to the Tender documentation.
  - (c) significantly restricts the Customer's rights or the Contractor's obligations during the execution of the Contract.
- 17.4. The decision as to whether or not each specific deviation shall be considered as significant, shall be taken by the Customers at their own discretion based on the Tender documentation. A Bid declared by the Customer as fundamentally non-compliant shall be rejected.

## **E. Contract Award**

### **18. Contract Award Criteria**

- 18.1. Tender Bids will be evaluated on the basis of general and specific information provided by the business communities invited to the Tender and on the basis of the offered unit prices and total values of these projects. The Customers shall not be obliged to choose the cheapest Bid.
- 18.2. When evaluating the Bids, the Customers will consider the following factors, except for the price: compliance with the technical task, execution time, Bidder's experience in the execution of works of a similar nature and scope, experience and qualification of the recommended work supervisors and specialists, quality of earlier executed works and customer feedback.

### **19. Contract Negotiations**

- 19.1. In case the Customers do not agree with proposed subcontractors (Form 1-2), bidder should offer the other alternative subcontractor.
- 19.2. The Customer will invite the Bidder whose Bid has been recognised as the best by the Tender Committee to negotiate the Contract before the end of the validity period of the Bid. Negotiations may be held with several Bidders. If the negotiations are successful, the Bidder will be awarded the Contract on the fulfilment of the order. If the negotiations are not successful, the Tender Committee has the right to reject the Bid that has been recognised as the best, and to invite a representative of the next best Bid to negotiate the Contract or to decide to terminate the Tender without awarding the order.
- 19.3. Notification regarding the rejection of the Bid shall be sent to the Bidders whose bids have been rejected, after the Contract with the winner of the Tender has been concluded.

### **20. Customer's Right to Accept Any Bid and to Reject Any or All Bids**

- 20.1. Before awarding the Contract, the Customers or the Tender Committee have no liabilities in respect of the Bidder, regardless of the decision taken by the Tender Committee or notification sent to the Bidder. The Tender Committee has the right to cancel the Tender or reject all the Bids at any time before awarding the Contract, without any liability to reimburse for the costs or losses associated with the participation of the Bidder in the Tender.

### **21. Conclusion of the Contract with the Tender Winner and Basic Contract Provisions**

- 21.1. The winner of the Tender shall come to conclude the Contract with the Customers within the time period specified in the notification received from the Customers, or, upon the consent of the Parties, they shall send each other signed originals of the contracts via mail.
- 21.2. If the winner of the Tender does not come to sign the Contract within the specified time period or refuses to sign it, the Tender Committee has the right to cancel its decision regarding the winner of the Tender. In this case the Tender Committee shall be entitled to recognise the Bidder that has submitted the next best Bid as the winner of the Tender or to decide to terminate the Tender without awarding the order.

21.3. The Contractor shall, within 14 (fourteen) days after the conclusion of the Contract, provide the Customer with a guarantee of the Contract execution in the amount of 20% of the total value of the Contract in the form of a bank guarantee of a bank acceptable to the Customer. Non-fulfilment of this requirement shall be a sufficient reason for unilateral termination of the Contract.

## **22. Final Provisions**

22.1. All Bids received during the Tender are the property of the Customer and shall not be returned to Bidders.

22.2. The Tender Committee has the right to use the received Bids without prior approval of the Bidder for the purpose of the determination of tender results only. The Customers shall not disclose the content of the Bid to third parties without the prior written consent of the Bidder.

## 2. Inspection Site Description

### 1. Site Characteristics:

Underground main petroleum product pipeline Polotsk – Ventspils.

	Sections			
	Skrudaliena – Ilukste	Ilukste-Dzukste	Dzukste-Ventspils	Ilukste-158km looping
Section length, km	47	229	130	10
Diameter, mm	530			508, 530
Wall thickness, mm	7÷11			
Maximum pressure, bar	54			56
Year of construction	1972			2004
Backing rings	None			
Pipe types, steel grades	Longitudinal welded as per CMTU3-225-69 (ЧМТУ3-225-69), steel grade 17GS (17ГС) as per CMTU 1-655-69 (ЧМТУ 1-655-69),  “Ц” seamless grades as per TR 208.1-S-002/66, Czechoslovak Socialist Republic (TP 208.1-C-002/66, ЧССР)			Longitudinal as per EN 10208-2:1996, L360 NB steel grade, as per TU U 14-8-20-99 (ТУ У 14-8-20-99) 13GS (13ГС) steel grade
Minimum bend radius	3D			
Minimum flow passage	0.85D			
Previous inspection	2016, GT, MFL, TFI, UT, CD Transneft-Diaskan (Транснефть-Диаскан).			2017, MFL, TFI Baker Hughes.

All sections are located in the territory of the Republic of Latvia (area of responsibility of LatRosTrans LLC).

Ilukste - Dzukste Section comes into the territory of the Republic of Lithuania twice (area of responsibility of Public Company ORLEN Lietuva):

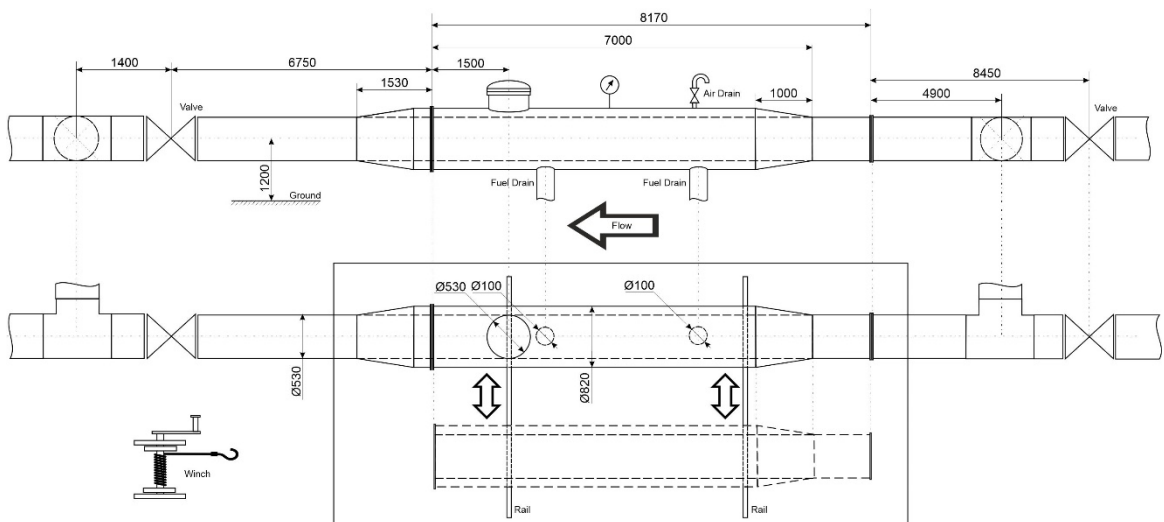
Start of Section	End of Section	Total length, km
158 km +150 m	207 km + 650 m	49.5
236 km + 950 m	272 km + 750 m	35.8
		85.3

## 2. Sections Location Map

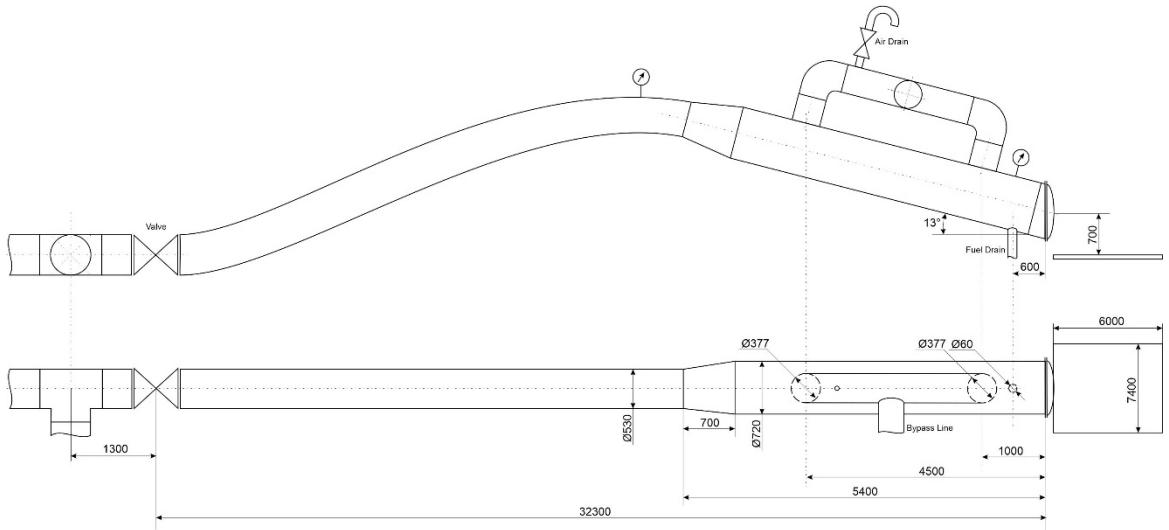


## 3. Description of Launchers/Receivers:

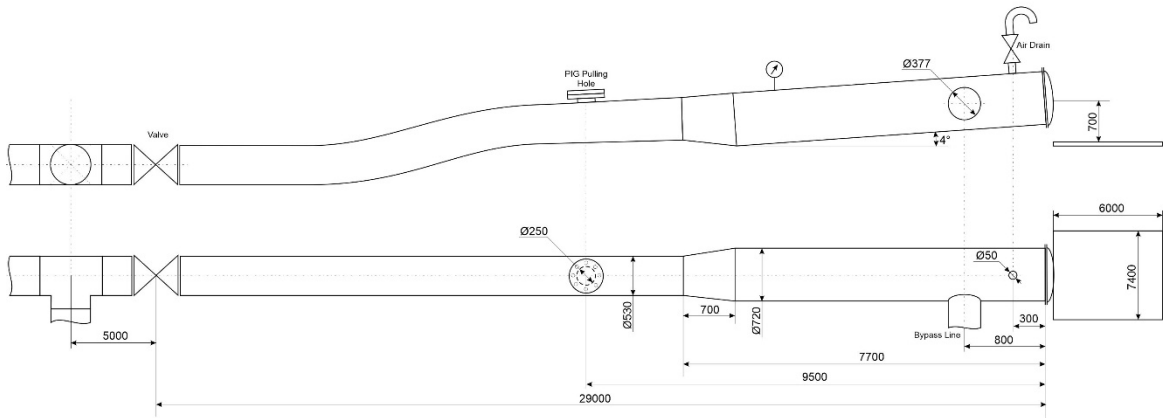
### Skrudaliena Launch



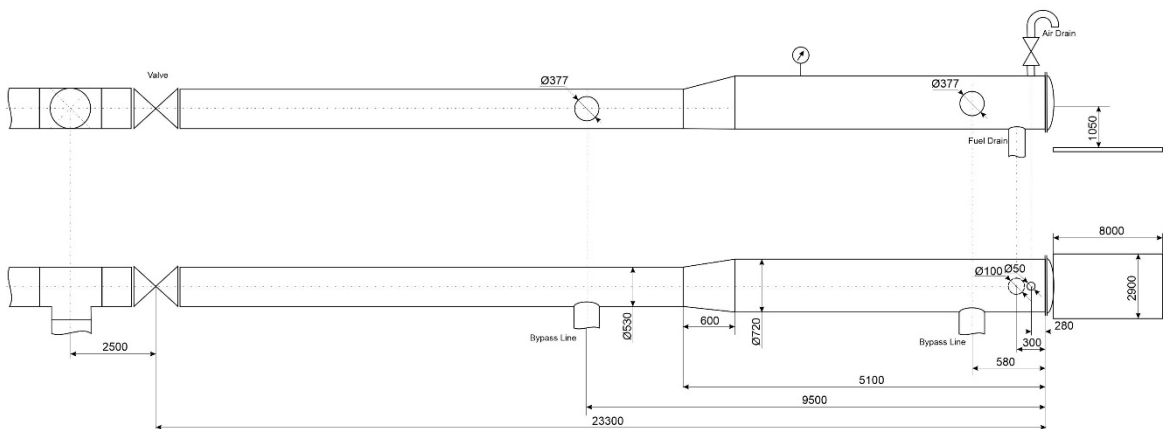
## Ilukste Trap



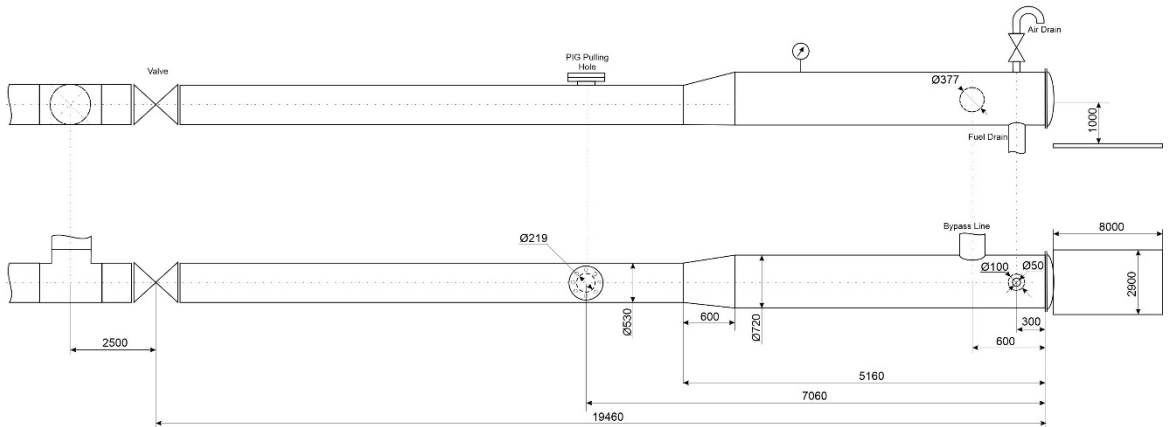
## Ilukste Launch



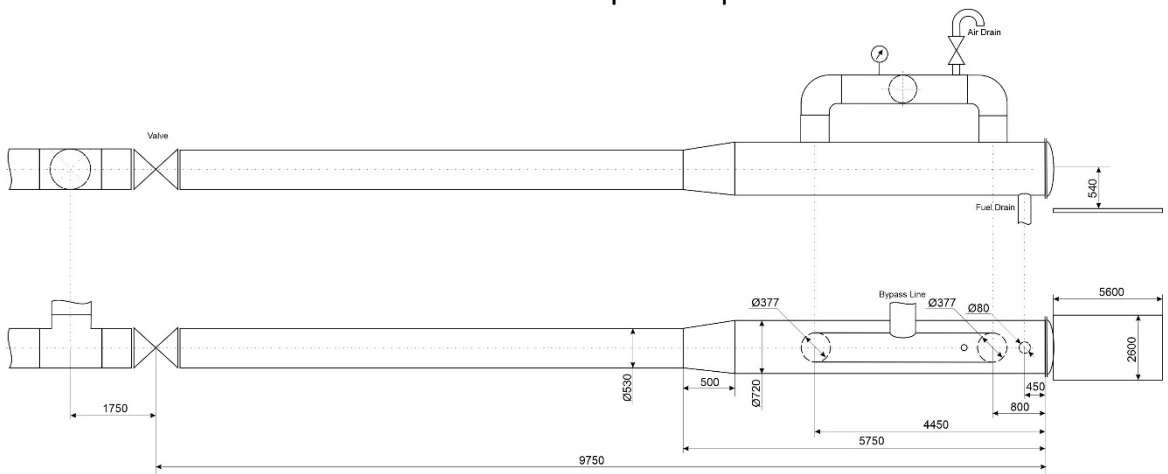
## Dzhukste Trap



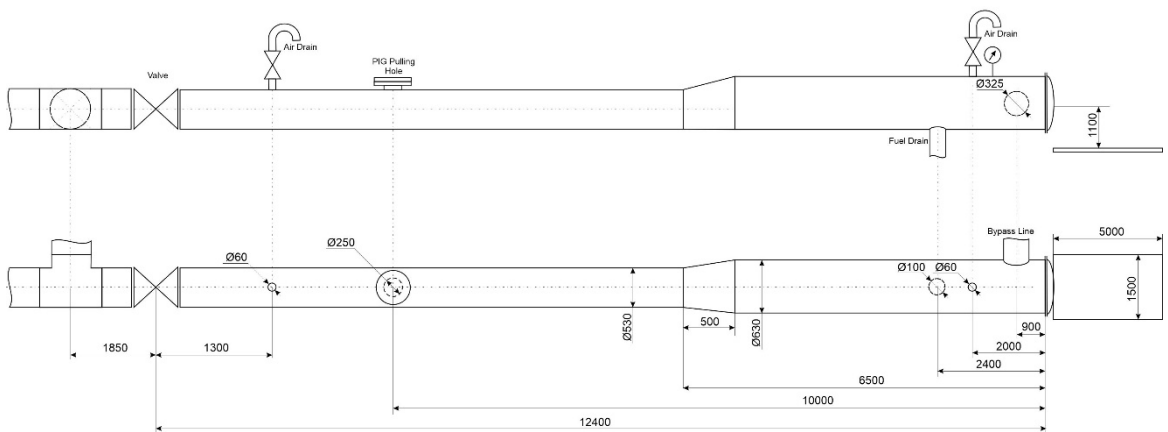
## Dzhukste Launch



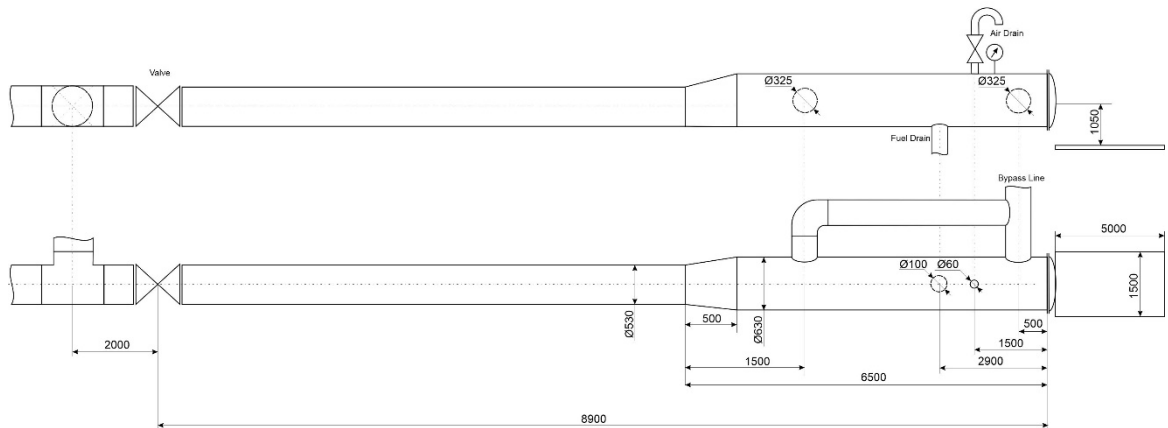
## Ventspils Trap



## Looping Launch



## Looping Trap



### 3. Technical Requirements to the Inspection

#### 1. Inspection Method

In-line non-destructive testing.

#### 2. Types of In-Line Inspection Pigs (options)

Three options of in-line inspection shall be submitted for the consideration of the Tender Committee:

- MFL
- MFL + UT
- MFL + TFI + UT.

It does not matter, if there will be a single run of the combined inspection pig, or the pigs will be launched in turn.

Interpretation of indications:

MFL (magnetic flux leakage) – Magnetic inspection pig with longitudinal magnetisation.

TFI (transverse field inspection) – Magnetic inspection pig with transverse magnetisation.

UT (ultrasonic testing) – straight-beam ultrasonic defectoscope/pig (Wall thickness measurement).

#### 3. Scope of Works

3.1. Preparation of the internal surface of the pipeline for the inspection. Cleaning with the Customer's cleaning pigs if necessary. Test run of the Contractor's cleaning pigs and gauging pig.

3.2. Inspection pigging.

3.3. Copying in-line inspection pig data to external source. Analysis of received data. Field Report. Additional pigging in the case of non-compliance of the data quality with POF-2016 requirements.



- 3.4. Interpretation of the inspection data and formation of a computer database of metal defects (their identification, assessment of parameters, classification, etc.).
- 3.5. Matching the data with the results of previous inspections, formation of a comprehensive database. Provision of a comprehensive petroleum product pipeline inspection database in the system of matched pipe sections. Evaluation of petroleum product pipeline metal condition and defect formation rate by means of matching the data.
- 3.6. Analysis of the remaining lifetime of petroleum product pipeline using the defect databases and strength calculations. Calculation of the maximum allowable pressure for each defect.
- 3.7. Defect handling according to RD 23.040.00-KTN-090-07 (PД 23.040.00-KTH-090-07) "Defects classification and repair methods for the defects of operating trunk petroleum pipelines", and ASME B31.4 "Liquid hydrocarbons pipeline systems".
- 3.8. Determination of minimal advisory repair term with account of strength and cyclic load calculations according to RSTRENG, ASME B31G, DNV-Code, API-579 methods, and Contractor's method.
- 3.9. Pre-repair classification of defects as per RD 23.040.00-KTN-090-07 (PД 23.040.00-KTH-090-07). Proposal development for defects repair deadlines having indicated possible methods (as per RD 23.040.00-KTN-090-07 (PД 23.040.00-KTH-090-07) and ASME B31.4) and defects elimination priorities/sequence by years.
- 3.10. Contractor shall supply its software, install it and train the Customer's representatives (4 persons: 2 persons from Orlen Lietuva and 2 persons from LatRosTrans).

#### **4. Due Dates**

- 4.1. Timeframe for execution of the works at the pipeline track shall not exceed 4 weeks. Desired time of works: Q2-Q3 2021.
- 4.2. Timeframe for other works shall be offered by Bidders (office works). Reports shall be submitted within a maximum of 3 months after the execution of field works.
- 4.3. The due date for express report submission shall not exceed 2 weeks from the end of the field works. Express report shall contain data on detected illegal tie-ins to the pipeline as well as other critical issues that may cause an accident.

#### **5. Report Form**

- 5.1. Data on external hard drives.
- 5.2. Technical Report in hard copy with its duplicate on hard drive.
- 5.3. Computer program for Windows OS that allows:
  - displaying of sensor signals.
  - work with the database containing all detected issues.
  - adding of new features and updating the existing ones, taking into account additional external inspection.
  - classification of defects on the basis of hazard and priority of their elimination.
  - editing of tables, automatic selection of necessary information by means of filters and indexes.
  - generating of reports in the format set by a user.
  - creation of a defect certificate for its elimination.

#### **6. Work Execution Conditions**

- 6.1. Internal rules, labour protection and fire safety regulations of LatRosTrans LLC (Latvia) and ORLEN Lietuva (Lithuania), including access control for the personnel and vehicles at the facilities of the companies, as well as the provisions of technical supervision institutions of both countries, shall be followed during the pipeline inspection.
- 6.2. A Bidder shall be certified as per LVS EN ISO/IEC 17025:2005 (General requirements for the competence of testing and calibration laboratories). In case the Bidder has no the specified certification, the Bidder shall complete the competence certification with an inspecting institution/body accredited according to LVS EN ISO/IEC 17020 (General criteria for the operation of various types of bodies performing inspection).

*Annex No. 1. Document Forms. Technical Part.*

**Form 1-1  
Bid**

**Project Name:** Inspection of Skrudaliena – Ventspils Section of the Polotsk – Ventspils Petroleum Product Pipeline.

**Attn.: LatRosTrans LLC and ORLEN Lietuva Public Company**

**From:** \_\_\_\_\_

1. Dear Sirs, having reviewed the documents of the Tender for the abovementioned Project, including the Project terms and conditions, technical requirements, and scopes of Works to be executed, we, the undersigned, offer to carry out these works with consideration of all the technical requirements of the Project.

Work execution due dates:

MFL option: \_\_\_\_\_

MFL + UT option: \_\_\_\_\_

MFL + TFI + UT option: \_\_\_\_\_

2. We hereby confirm that all the Annexes shall constitute a part of our Bid.

3. Our Bid is valid for 180 days from the final date of submission, i.e. until \_\_\_\_\_, and it can be accepted by the Customer at any time before the end of the set period.

4. We realise that you are not obliged to accept the bid with the lowest price.

5. By submitting this Bid, we agree with the terms and conditions of the Tender Regulations.

\_\_\_\_\_  
(date)

Signature \_\_\_\_\_

## Form 1-2 Company Information

1. Company:

Address:

Tel. No.:

E-mail:

Legal address of the Company:

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2. Description of the Company:

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3. Experience as a prime contractor (years)      - in the home country:  
- abroad:

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4. Experience as a subcontractor (years)      - in the home country:  
- abroad:

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5. Associated companies or parent/subsidiary/other companies involved in the Project (subcontractors):

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**Form 1-3**  
**Experience: Major Realised Projects\***

Customer	Project Name, Location, Type	Contact Information	Date	Company Share in the Project (%)

\* Please provide information about major projects of a similar nature realised over the last three years. Please indicate projects in progress separately.  
Please attach the feedback regarding successfully fulfilled contracts or the list of companies (persons) able to provide such feedback.

## **Form 1-4 Personnel List**

The Bidder shall provide an organisational scheme of the personnel involved in the execution of the works, clearly indicating the coordination and communications between the site and the main office as well as the coordination of various on-site activities.

This form shall include the following:

- staffing list of the senior staff for the project, indicating their position, age, qualification, language skills, and previous experience with similar projects;
- anticipated number of the employees to be employed on the site, indicating their education, occupation, qualification and experience.

CVs of the managers offered for the project shall be attached.

## **Form 1-5**

### **Work Execution Schedule**

Bidder shall provide work execution schedules containing the major elements in the offered work execution scheme, with an indication of all activities, due dates, constraints, etc., for each option (MFL, MFL+ UT, MFL+TFI+UT).

Bidder shall clearly indicate the due dates for the start and completion of various stages of work, taking into account the timing offered by the owner of the pipeline when it is possible to carry out works at the pipeline.

Bidder shall specify the overall time required for completion of the Works under this Contract. This time shall be indicated in Form 1-1 of Annex 1.

Work execution schedule reflects the working time specified in the Bid and establishes the types of works that the Bidder considers necessary to carry out continuously or in two shifts.

# Form 1-6

## Technical Characteristics of Inspection Pigs/Defectosopes

### Specifications and requirements for pipelines in-line inspection (POF 2016)

*Defectoscope resolution capability*

Wall thickness 8 mm, POD/POI = 90%							
Method	Velocity range for the claimed limit of detection and accuracy, m/s	Internal defect minimal size			External defect minimal size		
		Depth, mm	Length, mm	Width, mm	Depth, mm	Length, mm	Width, mm
MFL							
UT							
TFI							

*Geometry defects measurement accuracy (buckle / hammer mark, wrinkling)*

	Hammer mark
Height / depth determination accuracy at a reliability of 90%	
Width determination accuracy at a reliability of 90%	
Length determination accuracy at a reliability of 90%	

*Issues location accuracy*

	Measurement accuracy for the distance from a cross (circular) seam at a reliability of 90%	
	Measurement accuracy for a distance from a shutter at a reliability of 90%	
	Measurement accuracy for an angular position at a reliability of 90%	



## Form 1-7

### Occupational safety and health (OHS) assessment questionnaire

No	Question	Answer		Notes
		Yes	No	
1	Do you have occupational safety and health management system in your company?			If yes, provide a copy of certificate
2	Does your company have all certificates, licenses and other documents required to execute respective works?			If yes, provide copies of documents
3	Have you made yourself familiar with requirements for Customers OHS procedures and do you agree to follow all these requirements? Documents are available at: <a href="http://www.ornlietuva.lt/EN/ForBusiness/DocumentsForContractors/Pages/Occupational-Safety-and-Health-Documents.aspx">http://www.ornlietuva.lt/EN/ForBusiness/DocumentsForContractors/Pages/Occupational-Safety-and-Health-Documents.aspx</a> <a href="http://www.latrostrans.lv/en/news/news/safety-regulations-during-contracted-works/">http://www.latrostrans.lv/en/news/news/safety-regulations-during-contracted-works/</a>			

Provide information about occupational accidents in your company during the past three years:

		2017	2018	2019	Total*
Hours worked by all employees	DV				
Number of occupational accidents	NA				
How many of them were fatal	MNA				
Days (calendar) of absence from work due to occupational accidents	ND				
Accident frequency rate $NADR = NA * 1\ 000\ 000 / DV$	NADR				
Accident severity rate $NASR = ND / NA$	NASR				

\* NADR and NASR rates cannot be summed up - they have to be calculated according to formulas.

*Annex No. 2. Document Forms. Commercial Part.*

**Form 2-1  
Commercial Offer**

Total Price of the Bid	MFL _____ MFL + UT _____ MFL + TFI + UT _____
Upfront Sum	Without Upfront
Amount of guarantee for fulfilment of contractual obligations	20% of the Contract Amount
Sources of insurance Name of Insurer	
Total amount of civil insurance liability, including environmental risks.	
Fine for delay	0.5% of the scope of outstanding work of the respective phase as per Work Execution Schedule for each day of delay
Limit of fine for delay	25% of the Contracted Amount
Currency of payment	Euro
Payment terms after approval of work completion statement and receipt of invoice. The bidder is requested to confirm acceptance of proposed payment terms by Customers, which is 90 days. If the bidder does not agree with standard payment terms, bidder shall specify the requested term.	
We confirm agreement with the Public Company ORLEN Lietuva General Terms and Conditions of Contract (file in attachment). In case of non confirmation, bidder shall present revision of the terms and conditions that he does not agree with.	

\_\_\_\_\_  
(date)

Signature \_\_\_\_\_

## **Form 2-2**

### **Financial Statement**

We hereby ask to provide the below information:

1. Company's annual reports for the latest 2 years.
2. Copies of operational balance and calculation of profit/loss of the Bidder as at 30.06. 2020.
3. A certificate proving Bidder's net worth as of 30.06.2020 exceeds the fixed capital.
4. A certificate stating the diagnostic equipment is on the balance sheet of the Bidder, and is its property.