

AS “LabMedTech”

Procurement

“Cloud-based software development, including a database, analytics, and other functionality”

Identification number LMT/BRAVO/2026-13

EU Recovery Fund project

“Development of a diagnostic concept for exhaled volatile markers for early and personalized cancer diagnosis and provision of infrastructure for conducting research at the European and global levels (BRAVO)” No. 5.1.1.2.i.0/4/24/A/CFLA/006

OPEN TENDER RULES

Riga, 2026

1. GENERAL PROVISIONS

1.1. Terms used in these Terms and Conditions

Procurement – “Cloud-based software development, including a database, analytics, and other functionality,” identification number LMT/BRAVO/2026-13.

Client:

Name of the Client:	AS “LabMedTech”
Registration number:	40103165010
Legal address:	45 Ilūkstes Street, Riga, LV-1073, Latvia
Phone:	+371 29214868
Website:	www.labmedtech.org
Email address:	labmedtech@labmedtech.lv

Commission – the procurement commission established by Order No. BRAVO-Z-1 of the Board of Directors of AS “LabMedTech” dated November 4, 2025.

Commission Contact Person – Commission Chair Gunta Ušpele, email address: gunta.uspele@labmedtech.lv

Contract – the procurement contract concluded by the contracting authority with the bidder to whom the right to conclude the procurement contract was awarded as a result of the procurement competition

Regulations – the regulations for the open tender

Cabinet of Ministers Regulation No. 104 – Cabinet of Ministers Regulation No. 104 of February 28, 2017, “Regulations on the Procurement Procedure and the Procedure for Its Application to Projects Financed by the Contracting Authority”

EU – European Union

RMF – Recovery and Resilience Facility

CFLA – Central Finance and Contracting Agency

Project – EU Recovery Fund project “*Development of a diagnostic concept for exhaled volatile markers for early and personalized cancer diagnosis and provision of infrastructure for conducting research at the European and global levels (BRAVO)*”

CFLA Contract – Contract concluded on July 25, 2025, between the CFLA and AS “LabMedTech” for the implementation of the EU Recovery Fund project (Project No. 5.1.1.2.i.0/4/25/A/CFLA/006)

Bidder – a supplier who has submitted a bid

Subcontractor – a person contracted by the Bidder, or in turn a person contracted by that person, who provides services for the performance of the procurement contract

VAT – value-added tax

Contractor – the Bidder with whom the Contract has been concluded

IUB – Procurement Monitoring Bureau

1.2. Type of Procurement and Criteria for Evaluating Bids

1.2.1. Type of procurement—an open tender in accordance with the procedure set forth in Cabinet Regulation No. 104, the interpretation of which does not apply the detailed provisions on procurement procedures set forth in *the Public Procurement Law*, including with regard to exceptions, requirements for suppliers and the subject matter of the procurement, challenges to procurement procedures, and contract amendments, with priority given to the beneficiary’s obligation to ensure the effective use of the allocated funding.

1.2.2. The criterion for evaluating bids is the most economically advantageous bid that best meets the Contracting Authority’s needs and ensures the effective use of the funding allocated to the Contracting Authority—the technical solution for the subject matter of the procurement, price, development timeline, delivery, and warranty period.

2. PURPOSE AND SUBJECT OF THE PROCUREMENT

2.1. The purpose of the procurement is to purchase goods in accordance with the CFLA agreement on the implementation of the Project.

2.2. The subject matter of the procurement is the development of cloud-based software, including a database, analytics, and other functionality, as well as delivery and warranty technical support. Main CPV classification: 72200000-7.

2.3. The subject matter of the procurement is not divided into procurement lots.

2.4. The bidder may not submit alternative bids.

- 2.5. As a result of the procurement competition, the Contracting Authority will enter into a Contract covering the entire scope of the procurement with the performance period specified in the winning bid.
- 2.6. The total estimated contract price for the procurement competition, for which the Contracting Authority will enter into the Procurement Contract, is 600,000.00 EUR (six hundred thousand *euros*, 00 cents), excluding VAT, with the following payment terms:
 - 2.6.1. Advance payment of 30%—within 10 (ten) days after the conclusion of the Procurement Contract.
 - 2.6.2. Interim payment of 30%—within 10 days after the completion and submission to the Contracting Authority of tasks 1.1–1.3 of the technical specifications (Annex 2) and the mutual signing of the relevant acceptance-transfer certificate.
 - 2.6.3. Final payment of 40%—within 30 days after the mutual signing of the acceptance-transfer certificate for the subject matter of the contract as specified in the Procurement Contract.

3. PROCUREMENT DOCUMENTATION AND AMENDMENTS

- 3.1. In the notice published on the IUB website regarding the procurement procedure specified in the Regulations, the Contracting Authority shall include the information listed [in Annex 2 to Cabinet Regulation No. 104](#), along with a description of the subject matter of the procurement and the procurement documentation, setting a deadline for the submission of bids of no less than 10 business days, counting from the next business day following the publication of this notice on the IUB website.
- 3.2. The contracting authority is entitled, no later than one day before the expiration of the specified deadline for submitting bids, to make amendments to the procurement documentation, including adding additional documents or updating attached documents, as well as extending the deadline for submitting bids, ensuring that the deadline for submitting bids, following the publication of the relevant notice on the IUB website, is not less than 5 (five) business days.
- 3.3. In the case specified in Section 3.2 of these Regulations, the Contracting Authority shall republish on the IUB website a notice regarding the beneficiary’s procurement procedure, additionally specifying the reason for the amendment and including the information referred to [in Annex 2 to Cabinet Regulation No. 104](#).

4. DEADLINE FOR SUBMISSION OF BIDS, OPENING PROCEDURE

- 4.1. The bidder shall submit the bid by sending it to the Contracting Authority’s email address: labmedtech@labmedtech.lv by 4:00 p.m. on 17.July, 2026.
- 4.2. Received bids will be registered according to the time of receipt. Bids received after the deadline specified in the Regulations, as well as bids that cannot be opened, will not be evaluated.
- 4.3. After the bid submission deadline specified in the Terms and Conditions, the Commission will open the received bids and evaluate them in accordance with the procedure set forth in Section 7 of the Terms and Conditions.

5. REQUIREMENTS FOR THE PREPARATION AND FORMAT OF THE BID

- 5.1. The bidder shall prepare and submit the bid in the form of an electronic document, signed with a secure electronic signature, in accordance with the following provisions:
 - 5.1.1. The bid shall cover the entire scope of the procurement;
 - 5.1.2. The bid shall be prepared in Latvian or English, using the forms attached to the Regulations, and shall include a detailed Technical Proposal prepared in accordance with the requirements of the Technical Specifications (Annex 2), specifying the development timeline for fulfilling the requirements set forth in the Technical Specifications;
 - 5.1.3. The proposal must also be accompanied by all documents certifying compliance with the qualification requirements in accordance with the requirements of Section 6 of the Terms of Reference.
 - 5.1.4. The bid shall specify the contract price, including all costs related to software development, delivery, and warranty technical support, excluding VAT;
 - 5.1.5. The bid must be signed by a person with publicly registered authority to represent the Bidder, and a document certifying such authority must be attached. If the bid is signed by a person authorized by the Bidder, the bid must include a document certifying that person’s authority to represent (and sign) the Bidder;
 - 5.1.6. The bid shall remain valid for no less than 90 days from the date of submission.
 - 5.1.7. The Bidder may sign all bid documents as a single set using a single secure electronic signature.

6. BIDDER SELECTION REQUIREMENTS, REQUIREMENTS FOR THE TECHNICAL AND FINANCIAL PROPOSALS, DOCUMENTS TO BE SUBMITTED

6.1. Requirements for Bidder Selection	Documents to Be Submitted
Registration Requirements	

<p>6.1.1. The bidder shall submit an application for participation in the procurement competition, confirming that it agrees to participate in accordance with the requirements of the Terms of Reference.</p>	<p>The application must be prepared in accordance with the form in Annex 1 of the Tender Documents.</p>
<p>6.1.2. The bidder must be registered in the Commercial Register of the Enterprise Register of the Republic of Latvia or in another register appropriate to the bidder's economic activity, or in an equivalent register abroad in accordance with the requirements of the regulatory acts of the bidder's country of registration (does not apply to natural persons).</p> <p>This requirement also applies to all members of a partnership (if the bid is submitted by a partnership) or all members of a supplier consortium (if the bid is submitted by a supplier cons), as well as to subcontractors (if the Bidder plans to engage subcontractors).</p>	<ol style="list-style-type: none"> 1) The Contracting Authority will verify registration in the Enterprise Register of the Republic of Latvia via the publicly accessible "Lursoft" database on the website: https://www.lursoft.lv/. 2) A Bidder registered in a foreign country shall submit a document issued by the competent authority of the respective country certifying that the Bidder is registered in accordance with the requirements of that country's laws and regulations. If such a document is not issued in the relevant country, the Bidder shall provide the website address of the competent foreign authority where the Contracting Authority can verify the Bidder's compliance with the aforementioned requirement. 3) A document certifying the Bidder's right of representation (e.g., a certificate, a board resolution, a power of attorney).
<p>Requirements for the Bidder's professional capabilities (experience)</p>	
<p>6.1.3. Within the past five years (from January 1, 2021, to the last day of the bid submission deadline) , the Bidder has developed at least one cloud-based software solution that includes a database, analytics, and other functionality. A bidder established after that date must demonstrate compliance for the period since its establishment.</p>	<p>4) A description of the applicant's experience, as provided in the form in Annex 1 of the Terms of Reference; A reference or other documents confirming compliance with the requirements set forth in Section 6.1.3 of the Terms of Reference, indicating a reference substantiating the experience (e.g., publications, certificates, etc.) that includes experience in implementing projects of a similar financial scope.</p>
<p>6.1.4. The applicant has obtained an internationally recognized certificate attesting to the quality of its information security management system and privacy information management system, and currently adheres to security and privacy practices in accordance with industry standards.</p>	<p>5) Valid ISO 27001, ISO 27701 certificates, or equivalent certificates</p>
<p>Requirements for the applicant's professional capabilities (specialists)</p>	
<p>6.1.5. The bidder shall ensure the participation of specialists in the performance of the Contract who meet the qualification requirements set forth in Annex 1 to the Terms of Reference, with experience in project management, software quality assurance and testing, as well as system maintenance, incident management, and user support.</p>	<p>6) Curriculum vitae (CV) for specialists participating in the performance of the Contract:</p> <ol style="list-style-type: none"> 1) Qualifications and experience in project management (PMP certification or equivalent); 2) Qualifications and experience in software quality assurance and testing (ISTQB certification or equivalent); 3) Qualifications and experience in system maintenance, incident management, and user support (ITIL certification or equivalent). 4) Experience with statistics, toolkits such as Python, R, or similar solutions, as well as statistical and machine learning methods.

6.2. Requirements for the Technical Proposal	Documents to be submitted
The technical proposal must comply with the technical specifications of the Request for Proposals (Annex 2).	A technical proposal developed in accordance with the requirements of the Technical Specifications for software development set forth in Annex 2 of the Tender Regulations.
6.3. Requirements for the Financial Proposal	Document to be submitted
<p>6.3.1. The price specified in the financial proposal must include all costs directly and indirectly related to the development, delivery, and warranty technical support of the subject matter of the procurement, as well as taxes (excluding VAT).</p> <p>6.3.2. The bidder may submit only one financial offer covering the entire scope of the procurement.</p> <p>6.3.3. The price shall be stated to two decimal places.</p>	The bidder's financial offer, prepared in accordance with the form in Annex 1 of the Terms of Reference, shall specify in Section 8 the contract price for the subject matter of the procurement and the development/delivery timeframe (from the date of conclusion of the procurement contract).
6.4. Other Requirements	Documents to be Submitted
<p>6.4.1. If the Bidder plans to engage a subcontractor in the performance of the Procurement Contract, the subcontractor must have confirmed its willingness to participate in the performance of the planned Procurement Contract.</p>	<p>1) In the application prepared in accordance with the form in Annex 1 to the Terms of Reference, the Bidder shall list all subcontractors and the value of the services to be provided by each subcontractor in EUR, excluding VAT.</p> <p>2) A subcontractor's confirmation, prepared in accordance with the form in Annex 3 of the Procurement Regulations, , confirming that the resources of the subcontractor necessary for the performance of the Procurement Contract will be at the Bidder's disposal for the entire duration of the Procurement Contract.</p>
<p>6.4.2. If the bid is submitted by a consortium of suppliers or a partnership, a written agreement must have been concluded among the members of the consortium or partnership.</p> <p>6.4.3. A consortium of suppliers may meet the requirements set forth in Sections 6.1.3 and 6.1.4 of the Terms and Conditions by aggregating the experience specified in those sections.</p>	<p>3) A document certifying that, for the entire duration of the Procurement Contract, the supplier consortium or partnership will have at its disposal the resources necessary for the performance of the Procurement Contract (a copy of a cooperation agreement, arrangement, or equivalent document).</p>

7. PROCEDURE FOR EVALUATING BIDDERS AND BIDS

7.1. The Commission shall evaluate the submitted bids in three consecutive stages. If a bidder's bid does not qualify in any of the stages specified below, it is excluded from further participation in the procurement process (i.e., it will not be evaluated in the next stage of bid evaluation). Stages of bid evaluation:

7.1.1. Stage 1 – Verification of Bid Formatting

The Commission evaluates whether the bid has been prepared and formatted in accordance with the formatting requirements set forth in Section 5 of the Terms of Reference. The Commission rejects the Bidder's bid if:

- a) it finds a material non-compliance of the bid's formatting with the requirements of the Tender Documents;
- b) the submitted bid is damaged or cannot be opened.

7.1.2. Stage 2 – Selection of Bidders

The Commission verifies whether the qualification documents submitted by the Bidder confirm the Bidder's compliance with the requirements set forth in the subparagraphs of Section 6 of the Tender Documents. The Commission shall exclude a Bidder from further participation in the Procurement Competition if any of the grounds for exclusion specified in the Regulations apply to the Bidder, as well as if any of the *circumstances* referred to in the first paragraph of Article 11¹ of the International and National Sanctions Law of the Republic of Latvia are found to exist.

7.1.3. Stage 3 – Evaluation of Bids:

7.1.3.1. The Commission shall assess whether the financial bid submitted by the Bidder complies with the requirements of the Regulations and shall verify that the bid contains no arithmetic errors, which it shall correct after notifying the Bidder thereof;

7.1.3.2. Of all bids that meet the requirements of the previous evaluation stages, the Commission shall declare the bid of the Bidder that meets **the following evaluation criteria** to be the winning bid:

Criterion Number	Evaluation Criterion	Document Used to Evaluate Compliance with the Criterion	Points Allocation Procedure	Maximum number of points
P1	Technical solution proposed by the bidder	Technical proposal (Appendix 2)	The technical solution that most effectively ensures compliance with all requirements set forth in the Technical Specifications – 50	50
P2	Lowest price offered by the bidder	Application, Section 8. Financial Proposal (Appendix 1)	The lowest price offered receives the maximum number of points – 20	20
P3	Development time proposed by the bidder	Application, Section 8 (Appendix 1)	The fastest software development in accordance with the requirements of the Technical Specifications (Appendix 2) receives the maximum number of points - 20 points. 20 points – in 16 weeks 10 points – 20 weeks or more	20
P4	Warranty period offered by the bidder	Application (Appendix 1)	2-year warranty period – technical support and maintenance	10

7.1.3.3. The Commission calculates the points awarded to bidders' proposals using the following formula:

$$P = \frac{C_{min}}{C_i} \times P_{max}$$

P – points calculated for a specific bid,

C_{min} – the lowest bid price among all bidders,

C_i – the price offered by the specific bidder,

P_{max} – the maximum possible number of points for the price criterion (20)

7.1.3.4. The Commission calculates the total number of points using the following formula:

$$S = P1 + P2 + P3 + P4, \text{ where}$$

S – total number of points;

P – the number of points for the criterion being evaluated.

Maximum number of points that can be earned: 100 points.

7.1.3.5. If the bids of several Bidders are evaluated with the same number of points, the Commission shall select the Bidder with the higher P1 score for the evaluation criterion.

8. DECISION ON THE AWARD OF THE PROCUREMENT CONTRACT

8.1. The Commission shall decide to award the contract to the Bidder who, in accordance with the evaluation criteria set forth in the Regulations, is to be awarded the contract.

8.2. Within 5 (five) business days after the decision specified in Section 8.1 of the Regulations is made, the Contracting Authority shall notify all Bidders in writing by sending the information electronically, using a secure electronic signature, to the email address provided in the Bidder's application. For each Bidder who was not awarded the right to enter into the Contract, the Commission shall prepare a justification explaining why the Bidder's submitted bid was less advantageous compared to the others.

9. PROCUREMENT CONTRACT

9.1. The Contract governs the legal relationship between the Contracting Authority and the Bidder (Contractor) in accordance with the provisions of the Tender Documents.

9.2. Within 5 (five) business days after the conclusion of the Contract, the Contracting Authority shall publish a notice on the IUB website regarding **the results of** the procurement procedure for the funding recipient, which shall include the information specified in Annex 3 to Cabinet Regulation No. 104.

9.3. The prices specified by the Bidder in the financial offer of the procurement competition shall constitute the contract prices upon conclusion of the Contract.

10. RIGHTS AND OBLIGATIONS OF THE COMMISSION

10.1. **The Commission has the right to:**

- 10.1.1. at any stage of the procurement competition, to exclude a Bidder from further participation in the competition by rejecting the Bidder's bid if the Commission identifies circumstances for bid rejection as specified in the Regulations;
- 10.1.2. to engage an expert in an advisory capacity, if necessary, during the review of bid formatting, the selection of bidders, the verification of bid compliance, and the evaluation of bids. The expert's assessment is not binding on the Commission;
- 10.1.3. to request that the Bidder clarify information regarding its bid, if necessary for the review of bid formatting, the selection of bidders, the verification of bid compliance, or the evaluation of bids;
- 10.1.4. to request that a Bidder present the original document or submit a certified copy of the document if the Commission has doubts regarding the authenticity of the submitted copy;
- 10.1.5. to ask bidders to clarify, supplement, or improve their bids by conducting negotiations with them in accordance with the procedure set forth in Cabinet Regulation No. 104, in order to obtain the most economically advantageous bids;
- 10.1.6. request that bidders with whom negotiations have taken place confirm their bids if it is determined that a bid meeting the Contracting Authority's needs has been obtained. A deadline for confirmation shall be set, which shall not be less than three business days from the date on which the Bidders received the request to confirm their bids;
- 10.1.7. award the contract, terminate or suspend the procurement competition without selecting any bid.

10.2. The Commission shall have the following obligations:

- 10.2.1. to evaluate the Bidders and the bids they have submitted in accordance with the provisions of the Terms and Conditions;
- 10.2.2. not to disclose any information regarding the evaluation process from the time of bid evaluation until the announcement of the results of the procurement competition.

11. RIGHTS AND OBLIGATIONS OF THE BIDDER

11.1. A Bidder has the right to:

- 11.1.1. withdraw the submitted bid at any stage of the procurement competition by notifying the Commission in writing.
- 11.1.2. to specify in the bid which information contained therein constitutes a trade secret or confidential information that the Contracting Authority is not authorized to disclose to other bidders.

11.2. The Bidder has the following obligations:

- 11.2.1. prepare a bid in accordance with the provisions of the Tender Documents, including completing the forms and documents attached as annexes to the Tender Documents;
- 11.2.2. ensure that the information contained in the bid remains confidential until the bids are opened. After the deadline for submission of bids has expired, the Bidder may not amend or supplement its bid;
- 11.2.3. to provide, within the timeframe set by the Commission, responses to the Commission's requests for clarification of the information contained in the bid or regarding the Bidder's and its bid's compliance with the requirements of the Tender Documents;
- 11.2.4. if the Bidder is a consortium of suppliers and is awarded the contract, prior to the conclusion of the Contract, at its discretion, ensure the establishment of a legal form in accordance with a specified legal status or enter into a partnership agreement, agreeing on the allocation of liability among the consortium members;
- 11.2.5. cover the costs of preparing and submitting the bid. The Contracting Authority is not responsible for these costs, regardless of the results of the procurement competition.

12. RULES FOR THE PROCESSING OF PERSONAL DATA

- 12.1. These rules establish the procedures for the processing of personal data in cases where Regulation (EU) 2016/679 of the European Parliament and of the Council of on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), hereinafter referred to as the "Regulation," applies.
- 12.2. Legal basis for the processing of personal data—the organization of the procurement competition and the conclusion and performance of the Contract within its framework, Article 6(1)(b) and (c) of the Regulation. The personal data of natural persons specified in the documents submitted for the tender will be processed to ensure the conduct of the tender, the evaluation of bidders and their bids, and the conclusion and performance of the Contract in accordance with laws and regulations governing public procurement and other applicable legal acts.
- 12.3. The Bidder shall ensure that all natural persons specified in its bid (including members of any association of persons, regardless of the legal nature of their mutual relationship, as well as all subcontractors, if any, specialists, employees, contact persons, etc.) specified in its bid, which will be processed by the Contracting Authority both during the procurement process and during the performance of the Contract, if a Contract is concluded with the Bidder, is based on a legal basis for the processing of personal data in accordance with the procedures established by law.

- 12.4. The Bidder shall ensure that the legal basis for the processing of personal data of all natural persons specified in its bid (including members of any association of persons, regardless of the legal nature of their mutual relationships, as well as all subcontractors, if any, specialists, employees, contact persons, etc.) specified in its bid, which will be processed by the Contracting Authority both during the procurement process and in the performance of the Contract, should a procurement contract be concluded with the Bidder, and shall inform them of the intended processing of personal data.
- 12.5. Data Controller: AS “LabMedTech”, contact information: Ilūkstes iela 45, Rīga, LV-1073, Latvia, email address: labmedtech@labmedtech.lv, phone number +371 29214868.

13. THE CUSTOMER’S PROCUREMENT ETHICS PRINCIPLES

- 13.1. The Contracting Authority implements its procurement policy and organizes procurements in accordance with the rules for organizing public procurement set forth in regulatory enactments, as well as the highest standards of integrity and ethics.
- 13.2. The Contracting Authority organizes its procurements in a manner that ensures transparency in the public procurement process, free and equal competition among suppliers, and the effective use of the Contracting Authority’s financial resources.
- 13.3. The Contracting Authority rejects and considers prohibited any actions that may, directly or indirectly, be regarded as corrupt or fraudulent. The sole terms and procedures governing potential cooperation in the procurement process between the Contracting Authority and suppliers, as well as the procedures for resolving issues regarding a supplier’s participation in the procurement, are set forth in the relevant procurement documentation and in the laws and regulations governing public procurement.
- 13.4. The Contracting Authority shall immediately notify law enforcement authorities of any direct or indirect solicitation to engage in unlawful or unauthorized activities, both during the tender process and during the performance of the Contract. By participating in the procurement competition, the Bidder acknowledges that any of its actions, including communication with the Contracting Authority’s employees, may be subject to an assessment of their legality.
- 13.5. The Contracting Authority expects that Bidders (and their cooperation partners) are aware of and respect the restrictions on conflicts of interest and the acceptance of gifts applicable to the Contracting Authority’s officials and members of the Commission.

14. Appendices

- Appendix 1 – Application Form
- Annex 2 – Technical Specifications
- Annex 3 – Subcontractor Certification Form