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APPROVED
Public Procurement Commission
of the Permanent Representation
of Lithuania to the EU
date 28-10-2026
Protocol No. (76.6.1)VPD76-76

APPROVED CHANGES:
Not applicable

TERMS AND CONDITIONS FOR THE SIMPLIFIED PUBLIC PROCUREMENT OF SERVICES FOR THE INSTALLATION, MAINTENANCE, AND DISMANTLING OF AN ART INSTALLATION CONDUCTED BY THE OPEN REQUEST FOR QUOTATIONS METHOD

Version No. 1

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1. TERMS AND ABBREVIATIONS

1.1. **Description** – The description of the simplified public procurement procedure approved by the Order No. V-809/V-188 of the Minister of National Defence of the Republic of Lithuania and the Minister of Foreign Affairs of the Republic of Lithuania of 31 August 2017, applicable to the diplomatic missions of the Republic of Lithuania in foreign countries, the representations of the Republic of Lithuania to international organizations, consular institutions and special missions, as well as other contracting authorities that purchase goods, services or works abroad intended for their structural units abroad, Lithuanian diplomatic missions abroad, Lithuanian representations to international organizations, consular institutions and special missions, military representatives or special attachés, or intended for development cooperation and other projects implemented abroad.

1.2. **CC** – the Civil Code of the Republic of Lithuania.

1.3. **Participant** – a supplier who has submitted a tender.

1.4. **Commission** – the public procurement commission.

1.5. **Tender** – the set of documents submitted by the supplier to the contracting authority in accordance with the requirements of the procurement conditions.

1.6. **Contracting Authority** – the Permanent Representation of Lithuania to the European Union.

1.7. **Procurement** – the public procurement carried out by the contracting authority.

1.8. **VAT** – value added tax.

1.9. **Subcontractor** – a subcontractor, sub-supplier, sub-contractor, natural or legal person who will actually perform the contract or a part thereof to be concluded and whose qualification is not relied upon by the supplier under Article 49 of the Law on Public Procurement in order to meet the qualification requirements. Natural and legal persons who only perform contractual obligations to the supplier but will not actually perform the contract or part thereof to be concluded are not considered subcontractors.

1.10. **Contract** – a public procurement contract.

1.11. **Supplier** – an economic operator, i.e. a natural person, a private or public legal person, another organization and its structural unit, or a group of such persons, including temporary associations of economic operators, offering to carry out works, supply goods, or provide services on the market.

1.12. **Economic Operator Whose Capacities Are Relied Upon** – a natural or legal person whose capacities the supplier relies upon under Article 49 of the Law on Public Procurement of the Republic of Lithuania in order to meet the qualification requirements. Natural and legal persons who only perform contractual obligations to the supplier but whose capacities the supplier does not rely upon under Article 49 of the LPP to meet the qualification requirements set by the contracting authority are not considered economic operators whose capacities are relied upon.

1.13. **Quasi-subcontractor** – a specialist whose qualification the supplier relies upon, who, at the time of submission of the tender, is not yet an employee of the supplier or of the economic operator whose capacities the supplier relies upon, but who is intended to be employed if the tender is recognized as successful.

1.14. **LPP** – the Law on Public Procurement of the Republic of Lithuania.

1.15. Other terms used in the procurement documents shall have the meaning given to them in the LPP.

2. GENERAL PROVISIONS

2.1. The Contracting Authority – the Permanent Representation of Lithuania to the European Union (hereinafter – Representation) legal entity code 188613242, address: Rue Belliard 41-43, 1040 Brussels, Kingdom of Belgium. The Contracting Authority is VAT payers.

2.2. The Contracting Authority invites suppliers to participate in a simplified public procurement procedure conducted by way of an open request for quotations for the procurement of services for the installation, maintenance, periodic dismantling/re-assembly and final dismantling of an art installation at the Justus Lipsius building in Brussels (hereinafter – the Services). The technical requirements for the Services are set out in Annex 1 "Technical Specification" to these Procurement Conditions.

2.3. The Procurement is not conducted through the Central Purchasing Organization (CPO), as Services available under the CPO Preliminary contracts are limited to the territory of the Republic of Lithuania and therefore do not meet the Contracting Authority's requirements for the provision of services in Brussels, Kingdom of Belgium.

2.4. The procurement is carried out by way of an open request for quotations, in accordance with the Description, the LPP, the CC, and other legal acts regulating public procurement and the execution of this procurement contract, these procurement documents, and in compliance with the principles of equal treatment, non-discrimination, transparency, mutual recognition, and proportionality, as well as the requirements of confidentiality and impartiality. For issues not regulated in the procurement documents, the provisions of the Description and the LPP apply directly.

2.5. The procurement documents consist of:

2.5.1. the notice;

2.5.2. the procurement conditions, consisting of:

2.5.2.1. the procurement conditions;

2.5.2.2. annexes to the procurement conditions (if applicable);

2.5.3. explanations (clarifications) of the procurement documents, as well as answers to suppliers' questions (if any);

2.5.4. any other information provided in writing by the Contracting Authority.

2.6. In the event of conflicts or discrepancies between the notice and the procurement conditions, the information specified in the notice shall be deemed correct.

2.7. If the Contracting Authority revises the procurement documents, the latest changes shall prevail over the previous ones. Suppliers must be guided by the latest version of the procurement documents and the latest explanations and clarifications published on the official website https://eu.mfa.lt/ of the Contracting Authority.

2.8. The Contracting authority will terminate the initiated procurement procedures if it becomes clear that the principles set out in Section 7 of the Description and Article 17(1) of the LPP have been violated and the relevant situation cannot be rectified.

2.9. The Contracting Authority has the right, on its own initiative, to terminate the procurement procedures if unforeseen circumstances arise or if essential errors were made in the procurement documents which render the procurement no longer appropriate or, if implemented, would result in the acquisition of an object that does not meet the needs of the Contracting Authority.

2.10. The Contracting Authority does not reimburse the supplier for any costs related to obtaining the procurement conditions, preparing tenders, etc., including costs incurred because the Contracting Authority, in accordance with the provisions of the Description or LPP, terminated the procurement procedures.

2.11. The Contracting Authority shall consider that all participants are familiar with the procurement conditions, as well as with the legal acts of the Republic of Lithuania regulating public procurement, contract conclusion and performance, and with other legal acts whose provisions may regulate any relations between the Contracting Authority and suppliers arising from or related to the procurement procedures.

2.12. Submission of alternative tenders is not permitted.

3. SUBJECT OF PROCUREMENT

3.1. The Contracting Authority intends to procure Services.

3.2. The subject of procurement shall not be divided into lots.

3.3. The characteristics and requirements of the subject of procurement are specified in Annex 1 "Technical Specification" to the procurement conditions.

3.4. Where, in describing the subject of procurement in the Technical Specification, a specific model or source of supply, a specific process characteristic of a particular supplier's goods or services, or a trademark, patent, type, specific origin, or production is indicated, it shall be deemed that each such reference is made with the words "or equivalent".

3.5. Where, in describing the subject of procurement in the Technical Specification, a standard, technical approval, or common technical specifications (a Lithuanian standard transposing a European standard, a European Technical Assessment document, common technical specifications for information and communication technologies, an international standard, other technical normative systems established by European standardization organizations, national standards, national technical approvals, or national technical specifications relating to the design, cost estimation, and execution of works and the use of goods) is indicated, it shall be deemed that each such reference is made with the words "or equivalent".

3.6. Each supplier may submit only one tender.

4. MEANS OF COMMUNICATION AND INFORMATION EXCHANGE BETWEEN THE CONTRACTING AUTHORITY AND SUPPLIERS

4.1. The contact details of the Contracting Authority's civil servants or employees, or of the procurement organizers or members of the Commission authorized to maintain direct communication with suppliers and to receive from them (not through intermediaries) notifications related to the procurement procedures, including requests for clarification, submission of tenders, decryption passwords, notifications and claims, shall be carried out exclusively in writing by email to tenders.eu@urm.lt. Information sent by other means shall not be considered received. The date and time of receipt of an e-mail on the Contracting Authority's server shall be deemed the time of submission.

4.2. Procurement documents, their explanations and additions are published on the official website of the Contracting Authority at the following address: https://eu.mfa.lt/ The Contracting Authority does not provide suppliers with procurement documents in paper format. Suppliers must carefully follow the explanations and additions published on the website of the contracting authority, as well as monitor notifications received by suppliers' email addresses.

4.3. Meeting with Suppliers, Contracting Authority and Artists studio, for the purpose of clarifying the Procurement Documents shall be held on 30 October 2026 at 09:00-11:00 (Belgian time).

Suppliers wishing to attend the meeting must confirm their attendance till 12:00 29 October 2026 (Belgian time) by email tenders.eu@urm.lt. They will be allocated a slot between 09:00 and 11:00 (Belgian time) and sent a link to the online meeting on the Microsoft Teams platform.

An additional meeting with Suppliers who were unable to register for the first meeting will be held on 4 November 2026, at 09:00 (Belgian time).

Suppliers wishing to attend the additional meetings must confirm their attendance by email to tenders.eu@urm.lt no later than 12:00 on 3 November 2026 (Belgian time). A link to the online meeting via Microsoft Teams will be provided to registered Suppliers.

Questions raised and answers provided during both meeting will be recorded and published on the Contracting Authority's official website, making them available to all interested Suppliers.

4.4. The Contracting Authority shall not organize a site visit.

5. CLARIFICATIONS AND AMENDMENTS TO THE PROCUREMENT DOCUMENTS

5.1. The procurement documents may be clarified and/or amended at the initiative of suppliers by submitting a request to the Contracting Authority using the means specified in Section 4 of the procurement conditions. Requests for clarification of the procurement documents may be submitted to the Contracting Authority no later than 2 (two) working days before the deadline for submission of tenders. The Contracting Authority may reply to written requests received after this deadline, provided there is sufficient time to prepare and send a reply. The Contracting Authority shall publish its reply on the website referred to in clause 4.2, making it available to all suppliers, without indicating from whom the request for clarification was received.

5.2. Before the deadline for submission of tenders, the Commission shall have the right, on its own initiative, to clarify (amend) the procurement documents and, if necessary, to extend the deadline for submission of tenders in order to allow suppliers to take the clarifications into account when preparing their tenders.

5.3. Any information, clarifications of the procurement documents, notifications, and other correspondence between the Contracting Authority and suppliers shall be carried out using the means specified in Section 4 of the procurement conditions.

5.4. Suppliers shall be proactive and submit questions or requests for clarification of the procurement documents immediately after analyzing them, taking into account that the time limit for submitting questions and requests is limited.

6. GROUNDS FOR EXCLUSION OF SUPPLIERS, QUALIFICATION REQUIREMENTS, AND REQUIRED QUALITY AND ENVIRONMENTAL MANAGEMENT SYSTEM STANDARDS

6.1. In this procurement, the Contracting Authority shall apply the qualification requirements set out in Annex 4 “Qualification Requirements” to these Procurement Conditions. No grounds for exclusion of Suppliers or requirements for quality and environmental management system standards shall apply.

6.2. Suppliers shall demonstrate compliance with the qualification requirements set out in Annex 4 “Qualification Requirements” by submitting the documents specified in that Annex.

6.3. Where the Supplier's qualification regarding the right to pursue the relevant professional activity has not been verified or has been verified only partially, the Supplier undertakes to ensure that the Contract shall be performed only by persons who have the legal right to carry out the respective activities.

7. USE OF SUBCONTRACTORS

7.1. In its tender, the supplier shall indicate which part of the contract and which subcontractors (if known at the time of tender submission) it intends to engage.

7.2. Different suppliers may engage the same subcontractors; however, this may not result in prohibited agreements.

7.3. After the contract is concluded, but no later than before the start of contract performance, the supplier awarded the contract shall undertake to notify the Contracting Authority of the names, contact details, and representatives of the subcontractors known at that time. The Contracting Authority shall also require the supplier to inform it of any changes to this information during the entire contract performance, as well as of any new subcontractors that it intends to engage later.

8. PARTICIPATION OF GROUPS OF SUPPLIERS

8.1. A tender may be submitted by a group of suppliers. A group of suppliers submitting a tender shall also submit a copy of a joint activity (consortium) agreement together with the tender. The joint activity agreement must specify:

8.1.1. the composition of the group of suppliers and the obligations of each member of the group in performing the contract to be concluded with the Contracting Authority;

8.1.2. joint and several liability of each member of the group individually and of all members collectively for non-performance of obligations and duties towards the Contracting Authority (regardless of their contribution under the joint activity agreement);

8.1.3. which member of the agreement is authorized, on behalf of the group of suppliers, to submit the tender, and, in the event of award of the contract, to sign the contract with the Contracting Authority, submit invoices for payment (payments will be made only to one member of the joint activity agreement), sign documents related to contract performance (the authorized member), etc.

8.2. The Contracting Authority does not require a group of suppliers, whose tender has been awarded and to whom the contract has been offered, to assume any particular legal form.

8.3. A supplier submitting a tender independently or as a member of a group of suppliers is not prohibited from being a subcontractor or an economic operator whose capacities are relied upon by another supplier in the same procurement procedure.

9. REQUIREMENTS FOR PREPARATION AND SUBMISSION OF TENDERS

9.1. The Tender must be submitted by the deadline specified in the notice and shall consist of the duly completed and signed Annex 2 “Tender Form”, including the price schedule, information on subcontractors (if applicable), and documents confirming the authority of the person signing the Tender (where applicable). The Tender shall be submitted using the means specified in Section 4 of these Procurement Conditions. Where the Tender is submitted by a group of Suppliers, a copy of the joint activity (consortium) agreement meeting the requirements of clause 8.1 of these Procurement Conditions shall also be submitted. The Supplier shall also submit documents demonstrating compliance with the qualification requirements set out in Annex 4 “Qualification Requirements” to these Procurement Conditions.

9.2. The Contracting Authority shall not be liable for tenders that were not received or were received late due to communication and telecommunication failures or other unforeseen circumstances. Suppliers are therefore advised to prepare their tenders allowing sufficient time for timely and proper submission. Tenders received after the deadline for submission of tenders shall be deemed as not received and shall not be evaluated.

9.3. The supplier must clearly indicate in the tender which information is considered confidential, in accordance with Article 20 of the LPP. If no such information is indicated in the tender, it shall be deemed that none of the information contained in the tender is confidential. Characteristics of the tender that must be taken into account when evaluating tenders may not be considered confidential information. In addition, information specified in paragraph 2 of Article 20 of the LPP shall not be considered confidential.

9.4. When calculating the Tender price, the Supplier must take into account the entire scope and requirements of the Services specified in the Procurement Documents. The Supplier shall indicate unit prices for all service items listed in Annex 2 “Tender Form”. The unit prices shall include all costs necessary for the proper performance of the Services, as specified in Annex 1 “Technical Specification”. VAT shall be indicated separately.

9.5. The tender shall remain valid for the period specified by the supplier in the tender, but not less than 90 (ninety) days. If the validity period is not indicated in the tender, it shall be deemed that the tender is valid for the period specified in the procurement documents.

9.6. The Contracting Authority shall have the right to request suppliers to extend the validity of tenders until a specifically indicated date.

9.7. Before the deadline for submission of tenders, the supplier shall have the right to amend or withdraw its tender using the means specified in Section 4. To resubmit a withdrawn or amended tender, the supplier must submit it anew. After the expiry of the deadline for submission of tenders, the supplier may neither withdraw nor amend its submitted tender.

9.8. Tender prices shall be evaluated in euros. If prices are indicated in a foreign currency, they shall be converted into euros using the reference exchange rate published by the European Central Bank on the last day of the tender submission period. Where the European Central Bank does not publish such a reference exchange rate, the reference exchange rate determined and published by the Bank of Lithuania shall apply.

9.9. Unless otherwise specified in the procurement notice, the tender must be prepared in English. Documents submitted together with the tender may be provided in their original language. Upon request by the Contracting Authority, the Supplier shall submit an English translation of such documents, certified by the signature of the person who performed the translation.

9.10. The Contracting Authority does not require a tender security.

10. OPENING OF TENDERS

10.1. The tenders shall be opened by the Commission without the participation of the suppliers or their authorized representatives. The date and place of the meeting at which the tenders will be opened are specified in the notice.

10.2. A supplier's tender may be encrypted. A supplier who decides to submit an encrypted tender must:

10.2.1. submit the encrypted tender before the deadline for submission of tenders (the entire tender or the tender document containing the tender price and/or costs shall be encrypted);

10.2.2. within 30 minutes after the deadline for submission of tenders, submit via the means of communication the password that will allow the Contracting Authority to decrypt the submitted tender. The supplier should be proactive and ensure that the submitted password reaches the recipient in time (for example, by contacting the Contracting Authority via its official telephone number and/or other available means).

11. EVALUATION OF TENDERS AND NEGOTIATIONS

11.1. The Contracting Authority shall evaluate tenders according to the criterion of the lowest price. The tender price shall be calculated in accordance with Annex 2 "Tender Form" to these Procurement Conditions. The evaluated tender price shall be the total price excl. VAT indicated in Annex 2 "Tender Form".

11.2. When examining a supplier's tender, the Commission shall:

11.2.1. verify whether the tender complies with the requirements set out in the procurement documents;

11.2.2. verify whether the Supplier meets the qualification requirements established in Annex 4 "Qualification Requirements" to these Procurement Conditions;

11.2.3. if the participant has submitted inaccurate, incomplete, or incorrect documents or data regarding compliance with the procurement requirements, or if such documents or data are missing, may, without infringing the principles of equal treatment and transparency, request the participant to clarify, supplement, or explain such documents or data within a reasonable period specified by the Commission;

11.2.4. where the price or costs indicated in the submitted tender appear abnormally low, shall have the right to request, and, if intending to reject the tender, shall be obliged to request the supplier to justify the proposed price or costs. The price or costs indicated in the tender shall in all cases be considered abnormally low if they are lower by 30% or more than the arithmetic mean of the prices or costs proposed by all suppliers whose tenders have not been rejected for other reasons and whose proposed price or costs do not exceed the funds allocated for the procurement, as determined and recorded in the documents prepared by the Contracting Authority before the start of the procurement procedure;

11.2.5. verify whether the price offered is not excessively high and unacceptable to the Contracting Authority;

11.2.6. verify whether there are no errors in the calculation of the price and/or costs in the tenders. If the Commission identifies arithmetic, technical, or clerical errors in the submitted tender related to the calculation of the price based on the offered unit rates, it shall request that the supplier correct the identified errors within the specified time limit, without changing the offered unit rates. When correcting arithmetic errors in the tender, the supplier shall not be entitled to change the unit rates or to introduce new pricing elements.

11.3. The Contracting Authority may refrain from evaluating the entire tender if, after examining part of it, it determines that the tender must be rejected in accordance with the requirements of the Procurement Conditions.

11.4. Without substantially modifying the Procurement Conditions, the Contracting Authority may conduct negotiations if all submitted tenders are unsuitable or do not fully comply with the requirements set out in the Procurement Documents, or in order to obtain more favourable terms or prices for the Contracting Authority. In such cases, all Suppliers who have submitted tenders shall be invited to participate in the negotiations. Negotiations shall be conducted in accordance with the following conditions and procedure:

11.4.1. identical requirements shall apply to all suppliers, equal opportunities shall be granted, and identical information shall be provided to all suppliers;

11.4.2. no information received from one supplier during negotiations, as well as information about agreements reached during negotiations, shall be disclosed to third parties or to other suppliers participating in the negotiations;

11.4.3. the Contracting Authority shall send a separate notice to each supplier who submitted a tender, inviting them to submit their final tender in writing. If a supplier fails to submit a final tender, its initial tender shall be evaluated as its final tender.

12. GROUNDS FOR REJECTION OF TENDERS

12.1. A supplier’s tender shall be rejected if at least one of the following conditions applies:

12.1.1. The supplier fails to clarify, supplement, or explain the information within the deadline set by the Contracting Authority.

12.1.2. The supplier submitted the tender by means other than those specified in the procurement documents.

12.1.3. The tender does not meet the requirements of the procurement documents and its deficiencies cannot be remedied.

12.1.4. The supplier clarifies, supplements, or explains the tender within the deadline set by the Contracting Authority, resulting in a material change to the tender.

12.1.5. The price offered by the Supplier is excessively high and unacceptable to the Contracting Authority

12.1.6. The tender contains an abnormally low price and/or costs, and the supplier fails to provide adequate proof justifying the proposed low price and/or costs.

12.1.7. A tender containing an abnormally low price and/or costs does not comply with the environmental, social, and labor law obligations specified in Article 17(2)(2) of the LPP.

12.1.8. The abnormally low price and/or costs were proposed because the supplier received state aid, but the supplier cannot prove within a sufficient period set by the Contracting Authority that the state aid was granted lawfully. If the tender is rejected on this ground, the Contracting Authority shall inform the European Commission. State aid is considered any measure that meets the criteria set out in Article 107(1) of the Treaty on the Functioning of the European Union.

12.1.9. The supplier fails to provide the decryption password for the tender before the start of the tender opening session;

12.1.10. The Supplier does not meet the qualification requirements established in Annex 4 "Qualification Requirements" to these Procurement Conditions, including where the Supplier fails to demonstrate compliance with such requirements after being given the opportunity to clarify or supplement the relevant documents in accordance with these Procurement Conditions;

12.2. The supplier shall be informed in writing about the rejection of the tender and the reasons for such rejection.

13. RANKING OF TENDERS AND DETERMINATION OF THE WINNER

13.1. After examining, evaluating, and comparing the submitted tenders, the Contracting Authority shall establish the ranking of tenders (except in cases where only one supplier submitted a tender or only one supplier remains after evaluation). The ranking shall include all tenders that have not been rejected, and the Contracting Authority shall determine the winning tender and make a decision regarding the conclusion of the contract.

13.2. The ranking of tenders shall be determined in descending order of economic advantage. If two or more tenders have the same level of economic advantage, the tender submitted first shall be placed higher in the ranking.

13.3. If only one supplier submitted a tender, or only one supplier remains after the evaluation, the ranking shall not be established, and that tender shall be considered the winning tender.

14. NOTIFICATION OF PROCUREMENT PROCEDURE RESULTS

14.1. The Contracting Authority shall, no later than 5 working days from the establishment of the ranking of tenders and determination of the winning tender, inform the suppliers about the results of the procurement procedure. The Contracting Authority shall notify the participants in writing of the decision to determine the winning tender, on the basis of which the procurement contract will be concluded, indicating the established ranking of tenders, the winning tender, and the exact standstill period.

15. CONCLUSION OF THE CONTRACT

15.1. The draft Contract is provided in Annex 3 "Draft Contract" to these Procurement Conditions.

15.2. The contract shall be concluded with the supplier whose tender, in accordance with the procedure established in the procurement conditions, has been recognized as the winning tender.

15.3. The Contract shall be concluded within the time limit set by the Contracting Authority, but not earlier than 5 (five) working days after notification of the decision to award the Contract (or, if a complaint has been received, after notification in writing of its decision on the complaint) by the Contracting Authority to the tenderers, except where, in accordance with the provisions of the Description, the standstill period may not apply. Upon receipt of a copy of a Supplier's request or a claim filed with the

court, the Contracting Authority may not conclude the Contract until the standstill period specified in the procurement conditions has expired or until the time limits set out in and until the Contracting Authority has received notification from the court of:

15.3.1. a reasoned court order refusing to accept the claim;

15.3.2. a reasoned court order rejecting the supplier's application for interim measures, where such an application was received by the court prior to the filing of the claim;

15.3.3. a court order accepting the claim without applying interim measures.

15.4. The supplier whose tender is determined to be the winner shall be invited in writing, via the email address specified by the supplier, to conclude the contract and shall be informed of the deadline by which the contract must be concluded.

15.5. A supplier shall be deemed to have refused to conclude the contract if at least one of the following circumstances applies:

15.5.1. the supplier refuses in writing to conclude the contract;

15.5.2. the supplier fails to sign the contract by the deadline set by the Contracting Authority;

15.5.3. the supplier refuses to conclude the contract under the conditions set out in the Description and the procurement conditions.

15.6. If the winning supplier refuses in writing to conclude the contract or fails to sign the procurement contract by the deadline set by the Contracting Authority, or refuses to conclude the procurement contract under the conditions established in the procurement documents, the Contracting Authority shall offer to conclude the procurement contract with the supplier whose tender is ranked next in the order of tenders after the supplier who refused to conclude the contract.

15.7. When concluding the contract, the price, costs, and other conditions of the winning supplier's tender may not be changed.

15.8. The pricing arrangements, payment terms and conditions, and other requirements for the performance of the Contract are set out in Annex 3 "Draft Contract" to these Procurement Conditions.

16. DISPUTE RESOLUTION

16.1. A supplier who believes that the Contracting Authority has failed to comply with the requirements of the Description and/or of the LPP and has thereby infringed or will infringe its legitimate interests may apply to the Regional Court, as the court of first instance, in accordance with the procedure laid down in Chapter VII of the LPP.

16.2. A supplier wishing to challenge the decisions or actions of the Contracting Authority in court before the conclusion of the contract must first submit a claim to the Contracting Authority by electronic means.

16.3. The deadlines for submitting a claim to the Contracting Authority, for lodging a request, or for filing a claim with the court are laid down in Article 102 of the LPP.