

Architectural design competition of the Vabaduse 13 school building and E. Enno 15 sports hall in Valga  
Competition Rules

## Architectural design competition of the Vabaduse 13 school building and E. Enno 15 sports hall in Valga

### Competition Rules



**Organiser:**

Valga City Government and the NGO Union of Estonian Architects

## **1. General terms of the design contest**

### **1.1. General information**

Reference number: 186778

Common procurement vocabulary (CPV)

71240000-2 Architectural, engineering and planning services

71400000-2 Urban planning and landscape architectural services

### **1.2. The aim of the design contest**

The aim of the design contest is to identify the best architectural solution for the extensions of Vabaduse tn 13 school building and E. Enno tn 15 stadium building in the city centre of Valga together with the surrounding urban space.

The idea of the design contest organiser is to build well-functioning and interoperable sports building (as an extension to the E. Enno stadium building) and basic school's study building to the selected place (by extending the existing school building in Vabaduse 13) with outdoor areas supporting them.

Winning design will form the basis for preparing the detailed design and further designing of the buildings.

Negotiations about awarding the public contract of the services are started with the winner(s) of the design contest for designing the Vabaduse tn 13 school building and an extension to the stadium facilities at E. Enno tn 15 (with urban space surrounding them) in the volume of the preliminary, basic design and operational design. Public contract for the services is awarded to the winner(s) of the design contest based on the negotiated procedure without prior publication of the tender notice.

Terms of reference of the design contest are specified in the "Competition task".

### **1.3. Background of the design contest**

Extension of the Vabaduse 13 school building is financed from the measure of SA Innove "Organizing the network of general education schools during the period of 2014–2020". This measure aims to contribute to rehabilitating the school network by bringing the student places in the compulsory school buildings in line with demographic changes. As the result of reconstruction and extension of the school building in the center of Valga, at Vabaduse 13, the Valga Priimetsa school wishes to obtain modern learning conditions that meet the needs and capabilities of their students. Currently, Valga Priimetsa School is located in a building built in 1967, at the outskirts of Valga. The school is located far from the heart of the town (about 2 km), the school building is too big and amortized. Priimetsa School is moved to the Vabaduse 13 school building (monument) that is extended. The proposal to finance the project is submitted by the Valga City Government and approved by SA Innove. The existing stadium building that is neighbouring the Vabaduse 13 school building is extended for the Priimetsa School and other educational and sports institutions of Valga. Construction of E. Enno 15 sports hall built as the result of the extension, is financed from the city budget of Valga.

## **2. The contracting authority, co-organizer of the design contest, the panel**

### **2.1. The contracting authority and the organizer**

The contracting authority and organiser of the design contest is Valga City Government, registry code 75004748, address: Puiestee tn 8, 68203 Valga (hereinafter Contracting Authority), on behalf of who the public procurement committee of Valga City Government, tel +372 766 9960;

e-mail: [urmas.moldre@valgalv.ee](mailto:urmas.moldre@valgalv.ee) will organise the contest. Contracting authority's website is <http://www.valga.ee/>.

## 2.2. Co-organizer of the design contest

Co-organiser of the design contest is NGO Union of Estonian Architects, registry code 80053223, address Põhja pst 27a, 10415 Tallinn, Estonia (hereinafter *co-organiser*), whose authorised representative is Ingrid Mald-Villand, phone +372 511 0571, e-mail address [info@arhliit.ee](mailto:info@arhliit.ee), web page [www.arhliit.ee](http://www.arhliit.ee),

## 2.3. Committee

The contracting authority has formed a public procurement committee (hereinafter *committee*) with the order no. 90 of the Valga City Government of 2012 to check the grounds for exclusion from the design contest, qualification and compliance of submitted documents. The committee will engage Ingrid Mald-Villandi from the Union of Estonian Architects to the activities.

## 2.4. Panel

The Contracting Authority has formed the panel (hereinafter *panel*) for substantive assessment of the conceptual designs with the Valga City Government Order composed of:

- Kalev Härk, Mayor, Valga City Government;
- Lauri Drubinš, Deputy Mayor, Valga City Government;
- Marina Krotova, director of Priimetsa school
- Ülo Peil, authorised professional architect, level 7, Union of Estonian Architects;
- Kaido Kepp, authorised professional architect, level 7;
- Risto Parve, authorised professional architect, level 7, Union of Estonian Architects.

Auxiliary members:

- Karl Kirt, Senior specialist on Sports and Youth work, Valga City Government,
- Tiit Sild, authorised professional architect, level 7, Union of Estonian Architects.

Experts:

- Jiri Tintera, the city architect, Valga City Government
- Meelis Kattai, director of Valga sport

Experts and auxiliary members have the right to take part in the panel meetings but they do not have voting rights. Auxiliary members have the right to vote only in case of substitution of the principal member.

## 2.5. Design contest schedule

- |                                                |                                   |
|------------------------------------------------|-----------------------------------|
| • Publication of the design contest invitation | <b>16 May 2017</b>                |
| • Deadline for submitting questions            | <b>7 July 2017 at 14:00</b>       |
| • Submission deadline for conceptual designs   | <b>17 July 2017 at 14:00</b>      |
| • Assessment of conceptual designs             | July 2017                         |
| • Disclosure of results                        | No later than <b>31 July 2017</b> |

## 2.6. Disclosure of the competition terms of the design contest

Competition terms of the design contest include these contest rules and its annexes and competition task and its annexes (hereinafter together as *competition terms*). Competition terms are disclosed in the register of public procurement register with the design contest invitation on **16 May 2017**.

### 3. The proposal to participate in the design contest

3.1. Hereby the contracting authority shall make the proposal for interested parties to participate in the design contest, based on the invitation of the design contest and competition terms.

3.2. Only the legal entity, whose seat is in Estonia, other European Union Member State or another Contracting Party to the EEA Agreement, the state who has joined the WTO Agreement on Government Procurement (GPA), as well as the consortia formed from the specified persons (joint participants) can participate in the design contest.

3.3. A legal entity participating in the contest cannot engage the persons indicated in this clause to creation of the conceptual design as well as these persons cannot be among the governing bodies or owners of the participant in the design contest or be linked to the participants in the design contest by a contract of employment.

3.3.1. Chairman of the panel, members and experts, and members of the committee;

3.3.2. Be clearly advantaged due to preparation and organisation of the competition task of the design contest and/or who might influence the panel's decision;

3.3.3. Close family members of the chairperson of the panel, members and experts (spouses, partners, direct ascendants or descendants - relatives, sisters, brothers);

3.3.4. Business partners related to the chairperson of the panel, members and experts who are partners or shareholders in the company acting in the same design or planning area.

3.4. Participants of the design contest must register in the public procurement registry at [www.riigihanked.riik.ee](http://www.riigihanked.riik.ee). Public procurement, the tender procedure is carried out in the e-procurement environment.

### 4. Basic documents of the design contest

4.1. Performance of the design contest is based on the Public Procurement Act (hereinafter PPA) and the legislation, design contest invitation (hereinafter *invitation*) and competition terms based on that.

4.2. Solving of the problems and questions arising during the design contest is based on the following order of priority of the documents:

- Public Procurement Act,
- Invitation,
- Competition terms,
- Other instructional materials (Architects' Council of Europe "Rules for Architectural design competitions organised in the European Union" and "Estonian Architectural Design Competition Guidelines (2013)" by the Union of Estonian Architects.

4.3. Each person and interested person participating in the contest, who has an opportunity to participate in the contest at the relevant moment, has the right to obtain clarifications or additional information on the invitation, the rules and its Annexes from the contracting authority.

4.4. The contracting authority asks the participants to inform of any inaccuracy, ambiguity or contradiction detected in the invitation or competition terms as soon as it is detected. After submission of the tender, the contracting authority or the co-organiser shall not satisfy any claim or additional demand relying on unforeseen circumstances, not being informed, different interpretation or other excuse, including monetary claim.

4.5. The contracting authority shall give written notice to all participants about all decisions and protocols made during the design contest within five business days from making the decision. The contracting authority uses the public procurement register for communicating with the persons interested in participating and participating in the design contest.



## **5. Brief description of the procedure for the design contest**

- 5.1. The contracting authority shall publish an invitation for design contest and competition terms in the public procurement register.
- 5.2. Design contest is carried out in a single stage.
- 5.3. The languages of the design contest are Estonian and English. All materials submitted by the participants in the design contest must be submitted in Estonian or English. Documents submitted by the participant registered outside the Republic of Estonia must be accompanied by a translation into Estonian or English.
- 5.4. By the deadline for submitting the conceptual designs, the participants are obliged to submit the tender that contains the qualification documents indicated in clause 7.1 and conceptual design indicated in clause 7.2.
- 5.5. The Committee will check the absence of grounds for exclusion, compliance with the award criteria and tender compliance based on clause 7.1 and makes relevant decisions. Only those participants who have no grounds for exclusion from the procurement procedure and who meet the award criteria participate in subsequent assessment.
- 5.6. The panel will assess the conceptual designs declared admissible of the qualified participants. The ranking list is found out during assessment by considering the assessment criteria and the winner of the design contest is declared.

## **6. Award criteria and grounds for exclusion**

### **6.1. Award criteria and required documents**

- 6.1.1. Pursuant to law, the participant must be registered in the commercial register of the country of location. Participant who is registered in a foreign country must submit the certificate of the relevant registry of the country of location. All joint participants must submit the specified printout. Printout date may not be earlier than the date of publication of the invitation in the public procurement register. The contracting authority itself will check the registration of persons who are Estonian residents based on the public data available in the database.
- 6.1.2. The key person architect of the participant (hereinafter *architect*) must have a valid authorized architect profession for the purpose of the Professions Act, or relevant regulation of the European Union Member State, Contracting Party to the EEA Agreement, the state who has joined the WTO Agreement on Government Procurement (GPA). An architect who is an Estonian resident must have the professional qualification of an architect. Participant must submit a document verifying the professional qualification (copy of the certificate of proficiency or a certificate of the institution who issued it).
- 6.1.3. Joint participants may rely on the competence of the other joint participant to prove their compliance with the terms of technical and professional competence qualification if this is possible based on the nature of the criterion.
- 6.1.4. In case of submitting the joint tender, the joint participants submit the documents required in clause 6.1.1 separately per each participant.

### **6.2. Grounds for exclusion and required documents**

- 6.2.1. A participant submits a written confirmation about the absence of grounds for exclusion from the design contest on Form I of Annex 1.
- 6.2.2. Participant must have fulfilled all obligations of statutory taxes and social security insurance taxes. The organiser itself will check the data of the participant from Estonia from the database of the Tax and Customs Board. Participant registered in the foreign country has to

submit the certificate issued by the competent authority of the country of its location that the participant has fulfilled the obligation of payment of state taxes and social insurance taxes indicated in § 38 (1) 4) of the PPA.

6.2.3. The participant must have properly performed the obligation of payment of local taxes of its location. The participant will submit a certificate of the payment of local taxes by the tax authority of the local taxes of the place of residence or the relevant competent authority of the country of location that the participant has properly performed obligation of payment of local taxes. The certificate must be submitted as of the date of announcing the procurement open.

6.2.4. In case of the joint tender, the joint participants submit the documents required in clause 6.2 of these rules separately per each participant.

## **7. Contents and structure of the tender and formalizing**

To participate in the design contest, an interested person submits the tender that consists of the qualification documents and conceptual design. The participant submits the qualification documents in the e-procurement environment and conceptual design documents in a package according to clause 7.2.3.2 of the rules.

### **7.1. The structure and content of the qualification documents**

#### **7.1.1. Qualification documents contained in the tender must be submitted in the following arrangement:**

7.1.1.1. Written conformation prescribed in Form I of Annex 1 of the rules about the absence of grounds for exclusion.

7.1.1.2. Documents requested in clause 6.1 of the rules.

7.1.1.3. Documents requested in clauses 6.2.2 and 6.2.3 of the rules.

7.1.1.4. Authorisation document certifying the right of representation of the participant's representative according to Form II of Annex 1 in case the legal representative entered to the registry card does not submit the participation application. The authorisation document must be valid at least 12 (twelve) months from submitting the participation application.

7.1.1.5. Authorisation document and confirmation of the joint participant according to Form III of Annex 1.

7.1.1.6. Confirmation of compliance with the conceptual design (Annex 1, Form IV)

7.1.1.7. Confirmations about the right to disclose the work, realise the work and right of ownership of the work (Form V of Annex 1).

#### **7.1.2. Formalisation of qualification documents**

7.1.2.1. Documents submitted with the tenders must be prepared in Estonian or English. Copies of the original documents can be in the local official language of the participant / joint participant with translation into Estonian. All documents must be signed by the legal representative of the participant or the legal representative of the authorised representative of the joint participant.

7.1.2.2. Qualification documents are submitted via the e-procurement environment whereas the documents with prescribed form are submitted in the prescribed form.

### **7.2. Structure and contents of the conceptual design**

#### **7.2.1. Volume of the conceptual design**

7.2.1.1 Graphic material (on survey sheets) indicating the following:

*About the competition area, at least:*

**Connection of the competition area with the urban space:**

Indicate relationships between the functional and urban design as diagrams.

**plan M 1: 500:**

The plan must indicate:

- Activity zones of the area, use of the territory;
- relief and overburden of the area;
- Traffic and parking management solution;
- Landscaping;
- Location of inventory and small forms, including the lighting solution.

Indicate in more detail:

- Characteristic sections from freely selected locations;
- General design principles of inventory and small forms as drawings or images.

**Visuals:**

- At least three 3D visualisations of the square; The entire visualizing material should provide a coherent overview of the work offered by the solution.

*About the buildings, at least:*

- All floor plans (indicate room names on the plan) M 1: 200;
- Sections (at least two sections characterizing the building) M 1:200;
- Views (indicate finishing materials on views) 1 M: 200;
- Diagrams explaining operation in free scale;
- Diagrams characterising details and key solutions in free scale;
- Characterising 3D views (at least from three directions).

7.2.1.2. Design note that indicates:

*About the competition area, at least:*

- Brief description of the design concept;
- Brief description of the functional concept, including activity zones and uses;
- Brief description of landscaping;
- Parking solution;
- General description and illustrations of the inventory and small forms.

*About the buildings, at least:*

- Description of the idea, functional operation and technical part of the building stock;
- Description of the building's finishes, constructive and structural part
- Energy efficiency part;
- Technical specifications.

**7.2.2. Form of the conceptual design**

The form of the conceptual design must meet the following terms:

- Graphic parts (drawings, diagrams, visualizations, etc.) must be provided on survey sheet(s), on a rigid board and in A1 vertical format.
- Text parts (design note, text annexes, and other) must be provided in A4 format and bound;

- All parts of the conceptual design must be printed on survey sheets and as digitally printable .doc, .xls, .pdf or .jpg files on a CD or USB.

### 7.2.3. Formalisation of the tender

7.2.3.1. The design contest is anonymous and pseudonym based. All parts of the tender must be equipped conceptual (word-based) pseudonym marked on the qualification documents. This requirement also applies to digitally submitted files (delete / empty the file's identification fields under the attributes).

7.2.3.2. The tender must be submitted in a single, sealed, monochrome parcel without any external marks of identification. The parcel with the entry must bear the pseudonym of the participant and it must contain the following information:

- Name of the public procurement "Architectural design competition of the Vabaduse 13 school building and E. Enno 15 sports hall in Valga"
- Registration number of the public procurement in the national register of public procurements.

In addition to the conceptual design, the package must contain the following:

- Closed and opaque envelope marked "Name card", which includes the completed form prescribed in FORM VI of Annex 1 of the annex to the Manual.

## 8. Submission of tender

8.1. The deadline for submission is **17 July, 2017 at 14:00**. The qualification documents of the tender must be submitted by that deadline via the e-procurement environment. Materials containing the competition work of the conceptual design must be delivered or submitted at own risk either by mail or courier to the Valga City Government at address Puiestee tn 8, 68203, Valga linn, Valga maakond, Estonia.

8.2. The person receiving the entry writes arrival serial number, date, time, and his or her signature upon receiving the package and gives the transferor of the package a certificate with the same data on request. An entry submitted otherwise for participation in the contest is not accepted. Entries submitted or arriving with a delay are not accepted or opened and they will be returned.

8.3. The contracting authority does not organise customs procedures or payment of involved customs taxes and does not take any responsibility for the involved consequences, incl delay of the entry.

## 9. Opening of the tender

9.1. The committee opens the tenders in the e-procurement environment on **17 July, 2017 at 14:00**.

9.2. The committee shall draw up a protocol about opening of tenders that is visible to tenderers in the e-procurement environment.

9.3. The committee will first check the compliance of the qualification documents with the structure and list of documents indicated in the rules.

9.4. Protocol for opening tenders is published in the Public Procurement Register within three business days. The participant, whose entry is returned, shall not participate further in the contest.



## **10. Checking absence of grounds for exclusion of the participant**

10.1 The contracting authority eliminates the participant for failure to perform the requirements established in clause 6.2 of the rules and presence of basis for exclusion specified in Form I of Annex 1.

10.2. Written notice about the decision to eliminate the participant from the design contest is submitted to the participant within three business days from making relevant decision. The participant who is eliminated from the design contest shall not participate in further procedure of the design contest.

## **11. Checking the qualification of the participant and compliance of tenders**

11.1. The committee checks the right to submit the entry and presence of necessary forms (specified in Annex 1).

11.2. The committee qualifies the participant when all listed qualification requirements are performed and required documents are submitted, participant's qualification is examined by the committee and verified as complying with the requirements provided in the invitation and competition rules. The participant is disqualified when it does not meet the award criteria.

11.3. The committee opens the entry packages of the participants and checks the compliance of the submitted tender to the terms provided in clause 7.1 of the competition rules and makes a written decision about declaring the tenders compliant or rejecting them. The committee may declare the tender admissible when there are no substantive findings in it. The committee checks the existence of the envelope "Name card" without opening it.

11.4. Written notice about the decision of qualification or refusal to qualify the participant and compliance or non-compliance of the tenders is submitted to the participant within three business days from making relevant decision.

11.5. A disqualified participant and/or participant whose tender was declared non-compliant does not participate in further design contest procedure.

The committee members ensure anonymity of the participants for the contracting authority, panel and all other persons until opening the relevant name card envelopes corresponding to the pseudonyms of the contest, unless otherwise stated by the law.

## **12. Assessment and assessment criteria of the entry, disclosure of the results**

12.1. The panel assesses the following about the entry submitted by the qualified participant and declared as admissible:

- Architectural quality, functionality and compliance with the terms of reference of the solution;
- Integrity and environment compatibility, freshness and modernity of the architectural solution of the solution;
- Practicability and feasibility of the solution: building efficiency and size of costs during the site's lifetime. Feasibility of the solution

12.2. The panel members work through all entries declared admissible. Panel's unanimous decision is formed and formalised as the result of joint discussion. If consensus is not reached, the winner is found out by voting.

12.3. The panel's work is considered completed after the contest prize recipients are ascertained by consensus or by a simple majority and the decision is fixed in the final protocol (= protocol of declaring the tender successful). Final protocol will be disclosed.

12.4. Written notice about the decision of the panel about the prize winners is provided in the public procurement register by pseudonyms within three business days from making relevant decision.

12.5. The contest ends with opening the name card envelopes corresponding to the pseudonyms of the awarded designs and disclosure of the authors of the design in the public meeting. Place and time of the public meeting is announced on the web pages of the contracting authority and the co-organiser.

### 13. The prize fund size and distribution and payment of prizes

13.1. The contracting authority determines up to for prizes and the size of the prize fund is EUR 20,000 (twenty thousand euros and zero cents).

13.2. The prize fund is divided as follows:

- prize of the design contest winner is of **8,000** euros;
- prize for the second place is **6,000** euros;
- prize for the second place is **4000** euros;
- incentive is **2,000** euros.

13.3. The contracting authority pays the prizes within one month after the disclosure of the pseudonyms of the design contest to the current account(s) of the persons indicated on the name card or current account of the authorised representative of the participant/joint participants. Prizes paid by the contracting authority are taxed according to the legislation of the Republic of Estonia.

13.4. In case of obviously equal designs, or when there are less competition works received than the number of bonuses plus three competition works, the panel has the right to re-distribute the prize amounts, except the prize of the winner.

### 14. Follow-up of the design contest

14.1. After selection of the winner of the contest, the contracting authority will organise the negotiated procedure without prior publication of a contract notice for awarding the public contract for architectural planning work. Separate public contracts are awarded for designing the Vabaduse 13 school building (and its surrounding) and E. Enno 15 sports hall (and its surrounding). If the winner of the design contest refuses to participate in the negotiated procedure without prior publication of a contract notice or enter into the contract or does not agree with the terms of the specified public contract (incl cost of the public contract), the contracting authority will organise the public contract with negotiated procedure without prior publication of a contract notice with the second best participant.

14.2 The contracting authority notes that the estimated maximum cost of the public contract of the architectural planning work awarded during negotiated procedure without prior publication of a contract notice shall not exceed **260,000 euros**. Amounts are provided with VAT.

14.3. The contracting authority notes that the public contracts of architectural planning work awarded during negotiated procedure without prior publication of a contract notice shall contain the following:

- carrying out necessary structural engineering surveys (incl geotechnical and geodetic survey works);
- preparation of necessary survey projects;
- preparation of building design in the stage of preliminary and operational project according to Estonian standard "Building design" EVS 811:2012 for the planned buildings and Estonian standard "Infrastructure/civil engineering project" EVS 907:2010 for the planned outdoor areas;

- building design parts:
  - For the planned buildings: general arrangement (AS), Architecture (AR), interior architecture (SA), construction (EK), heating and ventilation (KV), heat supply (SV), water supply and sanitation (VK), electrical installation (EL) and fire safety (TO), according to the Estonian standard of "Building Design" EVS 811: 2012;
  - For the planned outdoor areas: utility networks building design and landscape architectural design project according to clauses 8.1 and 8.2 of the Estonian standard "Infrastructure/civil engineering project" EVS 907: 2010;
- Coordination of building design documentation;
- Issuing an energy performance certificate of designed buildings;
- Preparation of the calculation of initial cost of construction works based on the principal building design documentation;
- Author's supervision of the designer of the building design documentation during the construction works in the volume of all contractual architectural planning work;
- Participation in regular construction meetings during the construction period;
- Organising potential modification design works in the design as well as construction period.

14.4. The Contracting Authority has the right not to award the contract and abandon thus realisation of the awarded design when the participant does not agree with the terms of the public contract of the design works, this is caused by economic situation of the contracting authority, disagreement of the concept with contracting authority's development plans or changing of investment plans, including not receiving financial aid from the measure "Organising of the network of basic schools during 2014-2020" managed by SA Innove, or other circumstances not depending on the contracting authority that are usually deemed as force majeure. Under the circumstances outlined above, the contracting authority has the right not to organise the negotiated procedure without prior publication of the tender notice.

## 15. Copyright

15.1. Right of ownership of the awarded conceptual design and/or the ones rewarded with incentives, also proprietary copyrights (except right to implement) are transferred to the contracting authority after payment of the prizes or incentives. Right of ownership of the conceptual designs not awarded and copyrights of all other conceptual designs remain to their authors.

15.2. The contracting authority has the right to use the submitted entries for the purpose of introducing the design contest. The contracting authority may reproduce the entries in the media and make them available for public in Internet. Authors of the entries agree with disclosure of the entries included in the competition database of the Estonian Architecture centre. The contracting authority undertakes to refer to the name of the author of the conceptual design.

15.3. Proprietary copyrights created during execution of the public contract of the design works are transferred to the contracting authority after reception of the design works and payment. Other copyright terms are agreed with the public contract of the design works.

## 16. Participation costs

Expenses related to participation in the design contest are not reimbursed to the participants.

## 17. Explanations

Participants have the right to get clarifications and additional information about the documents of the design contest. All questions must be submitted in Estonian or English through the public procurement register, which presumes that the participant has registered itself to this procurement procedure. Replies are communicated to all interested parties and participants within five business days from the receipt of relevant written request. The contracting authority is not responsible for technical operation of the public procurement register and related means of communication.

Annexes:

- Forms (6 forms)
- The competition task and accompanying basic materials and annexes

## Form I

### Confirmation of absence of grounds for exclusion of the participant from the procurement procedure

Name of the Contracting Authority: Valga City Government

Name of the public procurement: Architectural design competition of the Vabaduse 13 school building and E. Enno 15 sports hall in Valga

Public procurement reference number 186778

We hereby declare that,

1. we or our legal representatives have not been convicted of organising a criminal group or belonging thereto or violating the requirements of public procurement or fraud or committing offences relating to professional misconduct or money laundering or tax offences in criminal or misdemeanour procedures, or our data concerning the conviction have been deleted from the registry of convictions in accordance with the Registry of Convictions Act and we do not have any valid convictions;
2. we are not bankrupt or undergoing liquidation, our business operations have not been suspended and we are not in any other similar state pursuant to the laws of our home country;
3. against us a compulsory liquidation procedure or another similar procedure has not been initiated in accordance with the legislation of our country of location;
4. we or our representative has not, on the basis of a decision of the court of honour of a professional association or another similar basis, been found guilty of grave professional misconduct;
5. we have not failed to submit the data or documents requested by the contracting authority regarding the absence of the grounds for exclusion of the participant;
6. participants are not persons who have participated in preparation of the same design contest Rules or are otherwise related and to who the known information will give an advantage over other participants;
7. we have not given any false information about compliance with requirements prescribed in §§ 38–41 of the PPA or about compliance with the requirements of the contracting authority based on the specified provisions.

Notes: \_\_\_\_\_

.....  
(participant name)

.....  
(Name and signature of the authorised representative of the participant)

.....  
(date)



**Form II**

**Authorisation document**

Name of the Contracting Authority: Valga City Government

Name of the public procurement: Vabaduse 13 school building and sports facilities in E. Enno 15 in Valga

Public procurement reference number 186778

Hereby \_\_\_\_\_ (participant's name) authorises in the person of \_\_\_\_\_ (authoriser's name and position) \_\_\_\_\_ (name and positions of the person authorized) become an official representative of the participant and sign the documents submitted during the above specified public procurement.

Example of the signature of the person to be authorised: \_\_\_\_\_

There is no right to delegate an authorization of this authorisation document.

The authorisation document is valid until \_\_\_\_\_

Date: \_\_\_\_\_

.....  
(Authoriser's name and position)

.....  
(Signature of the authoriser)

**Form III**

**Authorisation document of joint participation**

Name of the Contracting Authority: Valga City Government

Name of the public procurement: Vabaduse 13 school building and sports facilities in E. Enno 15 in Valga

Public procurement reference number 186778

Hereby \_\_\_\_\_, registry number \_\_\_\_\_, address \_\_\_\_\_ authorises (data of participant(s) data who authorise) \_\_\_\_\_, registry number \_\_\_\_\_, address \_\_\_\_\_ (participant's name who is authorised) submit on behalf of \_\_\_\_\_ (name of participant who authorises) documents during the above specified public procurement and carry out activities related to procurement procedure and entering into public contract act on behalf of \_\_\_\_\_ (name of participant who authorises).

Address and contact information of the authorized representative (including e-mail):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

There is no right to delegate an authorization of this authorisation document.

Hereby the joint participant \_\_\_\_\_ (name of joint participant) and joint participant \_\_\_\_\_ (name of joint participant) confirm that they are jointly and severally liable for performance of the public contract.

Date: \_\_\_\_\_

Names of representatives of joint participants: \_\_\_\_\_

Signatures of representatives of joint participants: \_\_\_\_\_

**Form IV**

**Confirmation of compliance of the design**

Name of the Contracting Authority: Valga City Government

Name of the public procurement: Vabaduse 13 school building and E. Enno sports hall 15 in Valga

Public procurement reference number 186778

Pseudonym of the conceptual design: .....

Name of the participant in the design contest:

\_\_\_\_\_ (business name of the legal entity)

Registry code of the participant in the design contest: \_\_\_\_\_

(registry code of the legal entity)

Contact information of the participant in the design contest: \_\_\_\_\_

(contact information of the legal entity)

E-mail of the participant in the design contest:

\_\_\_\_\_ (e-mail of the legal entity)

1. Hereby we confirm that we are familiar with the invitation, competition terms and its annexes and explanations given by the contracting authority during the contest and we confirm taking over the submitted terms and submission of the design only about the circumstances about which the contracting authority wishes to receive the competing solutions.
2. We confirm that we have the intellectual property rights necessary for performing the public contract.

.....  
(business name and registry code of the participant / joint participants)

.....  
(Name and signature of the authorised representative of the participant / joint participant (s))

.....  
(date)

## Form V

### Confirmation about disclosure, realization and right of ownership of the work

Name of the Contracting Authority: Valga City Government

Name of the public procurement: Vabaduse 13 school building and E. Enno sports hall 15 in Valga

Public procurement reference number 186778

Pseudonym of the conceptual design: .....

Name of the participant in the design contest:

\_\_\_\_\_

(business name of the legal entity)

Registry code of the participant in the design contest:

\_\_\_\_\_

(registry code of the legal entity)

Contact information of the participant in the design contest: \_\_\_\_\_

(contact information of the legal entity)

E-mail of the participant in the design contest:

\_\_\_\_\_

(e-mail of the legal entity)

1. We confirm that the author(s) of the design with above-mentioned pseudonym have presented us the right to disclose the design in the publications prepared by the contracting authority and exhibit it in the exhibitions.
2. We confirm that the author(s) of the design with above-mentioned pseudonym have given the consent to realise the design in case it is declared as a winner of the design contest under the objectives and terms specified in this guide and its annexes.
3. We confirm that the author(s) of the design with above-mentioned pseudonym have given the right of ownership of the design to the participant/joint participant who submitted the design.

.....

(business name and registry code of the participant / joint participants

.....

(Name and signature of the authorised representative of the participant / joint participant (s))

.....

(date)

**Form VI**

**Name card**

Name of the Contracting Authority: Valga City Government

Name of the public procurement: Vabaduse 13 school building and E. Enno sports hall 15 in Valga

Public procurement reference number 186778

Pseudonym of the conceptual design: .....

Name of the participant in the design contest:

\_\_\_\_\_ (business name of the legal entity)

Registry code of the participant in the design contest:

\_\_\_\_\_ (registry code of the legal entity)

Contact information of the participant in the design contest: \_\_\_\_\_

(contact information of the legal entity)

E-mail of the participant in the design contest:

\_\_\_\_\_ (e-mail of the legal entity)

Data of the author(s) of the conceptual design:

First and surname	Phone / e-mail	Signature
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.....  
.....  
.....

Prize distribution among the authors:

First and surname	Participation %	Current account / bank / SWIFT / IBAN
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.....  
.....  
.....  
.....

(business name and registry code of the participant / joint participants

.....

(Name and signature of the authorised representative of the participant / joint participant (s))

.....

(date)