**MEETING REQUEST FORM**

Regarding the information that must be submitted to the Ministry of Defense in order for it to evaluate the necessity for a meeting with companies regarding proposed solutions

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| 1. | Company name |  |
| 2. | Registration number |  |
| 3. | Legal address |  |
| 4. | Country |  |
| 5. | Contact information for further communication (e-mail, phone nr.) | (Contact information of the person with whom further communication would be done must be written here) |
| 6. | The type of economic activity of the company and a detailed description of the activity itself |  |
| 7. | What is the solution (product or service) on offer? (You can also submit attachments in the form of presentations, solution descriptions, etc.) |  |
| 8. | An extensive description of the solution (technical specification) |  |
| 9. | In what country is the solution manufactured?  Has the solution/product been procured by the armed forces of other countries?  Is the solution new? |  |
| 10. | Costs of the solution and the relative delivery times, delivery routes |  |
| 11. | The purpose of the meeting |  |
| 12. | What military field does the offered product/service correspond to? (Anti-aircraft capabilities, combat capabilities, provisioning, etc.) |  |
| 13. | Is the offered solution related to R&D and does the merchant require any kind of aid from the MoD or NAF? |  |
| 14. | Which persons from the MoD or the NAF has the merchant communicated with? |  |
| 15. | Other information that could be useful to the Ministry in assessing the need for a meeting, for example:   * Which persons from the MoD or NAF have you met prior? * Are you currently participating in any MoD or NBS tenders? * Do you have any local business partners in Latvia? * Do you have any plans to start an assembly line in Latvia? |  |

We also invite you to follow procurements in the defence sector:

* During market research stage, announcements are published in MoD webpage section “Industry” (<https://www.mod.gov.lv/en/tirgus-izpetes>).
* During application or offer submission stage, procurement announcements are published on webpage of Electronic Procurement System (<https://www.eis.gov.lv/EIS/>) and the Procurement Monitoring Bureau of the Republic of Latvia (<https://www.iub.gov.lv/en>). In both instances the results should be filtered based on the contracting authority - Aizsardzības ministrija/ Nacionālie bruņotie spēki/ Valsts aizsardzības loģistikas un iepirkumu centrs (VALIC) / Valsts aizsardzības militāro objektu un iepirkumu centrs (VAMOIC).