ANNOUNCEMENT

ABOUT THE PREQUALIFICATION PROCEDURE

This text of the announcement is approved by the decision of the open consulting tender evaluation committee No. 1 dated December 10, 2025 and is published

According to Article 24 of the RA Law "On Procurement"

Procedure code: «ԿՄՀՔ-ԲՄԽԾՁԲ-26/03»

**I. DESCRIPTION OF THE PURCHASE ITEM**

1. The Client, the Hrazdan Municipality, located at 1st Administrative building, Hrazdan, Kotayk Province of the Republic of Armenia, announces a pre-qualification procedure for the purpose of determining potential participants for the procurement of legal consulting services, in accordance with Article 43 of the RA Law "On Procurement" and in accordance with the procedure established by Article 44, Part 1, Clause 1.

**II. CONDITIONS FOR PARTICIPATION IN THE PROCEDURE**

2. According to Article 7 of the RA Law "On Procurement", any person, regardless of whether he is a foreign individual, organization or stateless person, has an equal right to participate in the pre-qualification procedure.

3. A participant wishing to participate in the pre-qualification procedure must meet the requirements set out in Article 6, Part 3, Point 1 of the RA Law "On Procurement".**The qualification criterion "** **Compliance of the professional activity with the activity stipulated by the contract.’ In this context, at least one properly completed contract for procurement consulting and coordination services within the last three years is considered similar".** Moreover, within the framework of this procurement procedure, the provision of legal advisory services is considered similar.

Brief description of the purchased item

* 1. A)Provision of legal advice.

B) Drafting legal documents.

C) Assessing the legal risks of the client's activities and presenting recommendations on their elimination or reduction, and providing a legal opinion.

D) Representation of the interests of the community, upon the instruction and authorization of the community leader, in state and non-state bodies, organizations and relations with citizens of the Republic of Armenia, including in the courts of the Republic of Armenia, representation in civil, administrative and criminal casescases, in the CBA service as a representative of the claimant or debtor (unlimited in all court cases during the term of the Agreement).

E) Participation in administrative proceedings initiated in cases of administrative offenses.

F) Preparation and submission of claims, payment orders.

1.2 To provide legal advisory services, the participant or the specialist engaged by the latter must have a license to practice law for at least 4 years (which must not be suspended).

1.3 The participant must have at least one similar contract (copy) duly executed under the above-mentioned license during the year of submission of the application and the three years preceding it, and evidence confirming the proper execution of that contract, in particular, accounting documents. Moreover, the volume of services provided within the framework of at least one contract must not be less than forty percent of the estimated price provided within the framework of this procedure.

**Work resources**

1. Participant’s staff must include at least 1 (one) specialist with a legal specialty, a relevant advocacy license, and at least 4 years of professional work experience, according to the appropriate quota, including in the areas of urban development activities, environmental impact assessment expertise, labor relations, as well as litigation involving the demand for the recovery of money.

A participant is considered to meet the qualification criteria set forth in this sub-clause if he/she has submitted the required information in the application:

2. Participants may participate in the pre-qualification procedure in a joint venture (consortium). In such a case:

1)The pre-qualification application also includes a joint activity agreement.

2)When evaluating the pre-qualification application, the joint qualifications of all members of the joint activity agreement are taken into account (the qualifications of each member of the joint activity agreement must comply with the qualification requirements set out in this invitation, undertaken by the given member under that agreement).

3)Participants bear joint and several liability.

4)The party(ies) to the joint activity agreement may not submit separate bid(s) to the same procedure.

5)In the event of a consortium member withdrawing from the consortium, the contract concluded by the client with the consortium is unilaterally terminated and the liability measures provided for in the contract are applied to the consortium members.

3. During the conduct of an open competition, participants may become aware of or be entrusted with information containing a state secret, the publication of which (in any form) to another person (including relatives) may result in liability as defined by the legislation of the Republic of Armenia.

**II. TERMS OF CURRENT PARTICIPATION**

1. According to Article 7 of the RA Law "On Procurement", any person, regardless of whether he is a foreign individual, organization or stateless person, has an equal right to participate in the pre-qualification procedure.

2. The participant wishing to participate in the pre-qualification procedure must meet the requirements presented in this announcement and technical specification. The participant is considered to meet the qualification criteria provided by this subsection, if he has submitted the required information in the application.

3. Participants can participate in the pre-qualification procedure as a joint activity (consortium). In such a case:

1) the pre-qualification application also includes a joint activity agreement;

2) during the evaluation of the pre-qualification application, the joint qualifications of all the members of the joint activity agreement are taken into account (the qualification of each member of the joint activity agreement must meet the qualification requirements of the given member under this agreement, defined in this statement)

3) participants bear joint and several responsibilities.

the party (parties) of the joint activity agreement cannot (cannot) submit separate application (applications) to the same procedure.

4) in case of withdrawal of the consortium member from the consortium, the contract signed by the client with the consortium is unilaterally terminated and the measures of liability provided for in the contract are applied to the consortium members.

**III. SIMPLIFICATION IN GETTING AND DECLARING**

**HOW TO MAKE A CHANGE**

1. The participant has the right to request an explanation of the pre-qualification statement from the commission at least five working day before the deadline for submission of pre-qualification applications. At the same time, the clarification can be requested until 12։30 two days after the pre-qualification applications (in the time of the procedure venue). The commission provides the explanation to the participant who made the request within one working day following the day of receiving the request, but not later than at least 3 hours before the deadline for submission of pre-qualification applications.
2. The participant submits the request mentioned in this point by sending it to the e-mail of the secretary of the committee.
3. The explanation about the request is sent by sending the request to the participant's e-mail from the e-mail provided by the e-mail of the secretary of the commission.
4. The statement about the content of the survey and clarifications is published in the bulletin on the day of providing the clarification, without specifying the data of the participant who made the survey.
5. 8. Clarification is not provided if the request was made in violation of the time limit set by this section, as well as if the request is outside the scope of the content of this statement. Moreover, the participant is notified in writing about the reasons for not providing an explanation within one calendar day following the day of receiving the request.
6. 9. Changes may be made to this announcement at least two working days before the deadline for submission of applications. On the first working day following the day of making the change, the secretary of the commission publishes the announcement about making the change in the bulletin.
7. 10. In case of changes in the pre-qualification announcement, the deadline for submitting the pre-qualification applications is counted from the date of publication of the announcement in the bulletin about those changes.

**IV. PROCEDURE FOR SUBMITTING AN APPLICATION FOR PRESENTATION**

11. To participate in this procedure, the participant submits an application to the commission.

12. The participant can submit the pre-qualification application to the committee electronically by sending an e-mail addressed to tha mail of the secretary of the evaluation committee or in documentary form with a cover letter, sealed envelope, glued. On the envelope, in the language of the pre-qualification application, the following are indicated:

A) the name of the client and the place of submission of the application (address);

B) procedure code.

C) the words "not to open until the opening session of pre-qualification applications";

D) Participant's name (name), location and phone number.

13. Applications for the procedure must be submitted to the commission no later than 7 days after the announcement publication at 12։30 (17.12.2025).

It is necessary to submit the pre-qualification applications to the commission before the expiration of the period defined by this point: 1st Administrative building.

14. Secretary of the municipality receives the pre-qualification applications and registers them in the application register.

The applications are registered by the secretary in the register according to the order of their receipt, indicating the registration number, day and time in the register. At the request of the participant, a certificate is issued. Applications submitted after the deadline for submission of applications are not registered in the register and they are returned by the secretary within two working days following the day of receipt.

15. With the pre-qualification application, the participant submits:

1) a written application to participate in the pre-qualification procedure approved by him, according to Annex No.1,

2) a statement approved by him about his compliance with the requirements of the qualification criterion "Conformity of professional activity to the activity provided for in the contract" defined by this statement, according to Annex No. 2,

3) natural person participants also submit a CV, approved by the given person,

4) a copy of the joint activity agreement, if the participants participate in this procedure as a joint activity (consortium).

16. If the application is submitted in an envelope, all documents included in the application are submitted in original and 2 copies. The words "original" and "copy" are written on the packages of documents respectively. Instead of original documents, notarized copies may be submitted.

17. Applications for pre-qualification, in addition to Armenian, can also be submitted in English or Russian.

18. The envelope and the documents prepared by the participant under this announcement are signed by the person presenting them or the latter's authorized person (hereinafter referred to as the agent). If the pre-qualification application is submitted by the agent, then a document stating that the latter has been given this authority is submitted with the application. In case of expediency, the participant can present the required information in other ways different from the ways offered by this announcement, keeping the required validity conditions.

**V. OPENING, EVALUATION AND**

**SUMMARY OF RESULTS**

19. Opening of pre-qualification applications, evaluation and summary of results is done at the opening session of pre-qualification applications 7 days later after the announcement publication at 12։30 (17.12.25) .

20. In the opening and evaluation session of pre-qualification applications:

1) the secretary of the commission provides information about the entries made in the register and transfers to the chairman of the commission the register of applications, other documents that are an integral part of it, registered applications;

2) after the documents mentioned in sub-item 1 of this point are transferred to the president (chairman of the session), the commission evaluates:

a. Complying and submitting envelopes containing bids according to the established procedure and opening the corresponding evaluated bids;

b. the presence of the required (intended) documents in each opened envelope and the compliance of their preparation with the validity conditions defined by this statement;

21. Bids that meet the conditions set forth in this announcement are considered satisfactory. Otherwise, applications for pre-qualification are assessed as unsatisfactory and rejected.

If, as a result of the evaluation conducted during the opening session of pre-qualification applications, inconsistencies are recorded in the participant's application with the requirements of this announcement, the committee suspends the session for one working day, and the secretary of the committee notifies the participant electronically on the same day, offering to correct it before the end of the suspension period. the discrepancy. Moreover, mentioned in this point:

1) the inconsistencies recorded must be described in detail in the proposal;

2) the proposal is sent to the participant by sending it from the e-mail address of the secretary specified in this announcement to the e-mail address specified in the participant's application.

22. If the participant corrects the recorded inconsistency within the period specified by point 20 of this announcement, then the latter's application is considered satisfactory. Otherwise, the application is evaluated as unsatisfactory and rejected. The participant submits the corrected documents from the e-mail specified in the application to participate in this procedure by sending them to the e-mail of the secretary of the committee, as specified in this announcement.

The committee member or the secretary cannot participate in the work of the committee, if at the opening session of pre-qualification applications it turns out that the organization founded by them or in which they have a share (share), or a person related to them by close kinship or in-laws (parent, spouse, child, brother, sister) , as well as the spouse's parent, child, brother or sister) or the organization founded by that person or having a share (share) submitted an application to participate in the given procedure. If the condition stipulated by this point is present, immediately after the opening session of the pre-qualification bids, the committee member or the secretary who has a conflict of interest in relation to this procedure withdraws from the procedure.

23. A protocol is drawn up on the opening of applications, evaluation and summarization of results, which also confirms the list of pre-qualified participants. The secretary of the commission until the working day following the end of the application evaluation session inclusive

1) publishes in the newsletter printed (scanned) versions of statements about the absence of conflict of interest signed by him and the committee members present at the bid opening session;

2) electronically notifies the participants who submitted bids evaluated insufficiently to the conditions provided for in this announcement about the grounds for rejection of the pre-qualification bids.

24. A protocol shall be drawn up on the opening, evaluation and summary of the results of the bids, which shall also approve the list of pre-qualified participants. The Secretary of the Commission shall, on the working day following the end of the bid session:

1) publishes in the bulletin the original printed (scanned) versions of the declarations of absence of conflict of interest signed by him and the members of the commission present at the bid opening session;

2) notify the participants who submitted applications that are assessed as unsatisfactory in accordance with the conditions provided for in this announcement about the grounds for rejection of the pre-qualification applications.

25. The right to participate in the open consulting tender process is granted to the participants included in the list of pre-qualified participants or their authorized representatives with a relevant power of attorney and an identity document, who appear to the secretary of the commission in accordance with the established procedure and within the specified time limit for the purpose of receiving an invitation. In this regard, the secretary of the commission shall simultaneously send a notification from his e-mail address specified in this announcement to the e-mail addresses of the pre-qualified participants specified in the application, indicating the procedure for receiving the invitation, by the end of the second working day following the end of the bid opening session.

26. Pre-qualified participants who submit documents later than the deadline specified in paragraph 25 of this announcement will not be issued an invitation, and the deadline for submitting applications for the Open Consulting Tender is calculated from the day following the expiration of the deadline specified in the same paragraph.

27. The appeal regarding this procedure is carried out in accordance with the procedure established by the RA Law "On Procurement" and the RA Civil Procedure Code.

Moreover, each:

1) an interested person has the right to appeal the actions (inaction) and decisions of the client and the evaluation committee in accordance with the procedure established by the Civil Procedure Code of the Republic of Armenia;

2) Anyone has the right to appeal the requirements of this announcement in accordance with the procedure established by the Civil Procedure Code of the Republic of Armenia before the deadline for submitting applications.

The rates of state fees charged for appeals are set by the Law on State Fees.

For additional information regarding this announcement, please contact the Secretary of the Commision, Astghik Gyurjyan.

Phone: **093455493**

Email: **a.gyurjyan@keystone.am**

Client: Hrazdan Municipality

Appendix N 1

Open consulting tender code «ԿՄՀՔ-ԲՄԽԾՁԲ-26/03»

pre-qualification procedure statement

**APPLICATION**

**to participate in the pre-qualification procedure**

expresses his desire to participate

The "Environmental Project Implementation Unit" SA of the Ministry of Environment submits an application in accordance with the pre-qualification procedure of the open consulting tender under the code «ԿՄՀՔ-ԲՄԽԾՁԲ-26/03»

and the requirements of the pre-qualification statement.

Taxpayer registration number

Name of participant Taxpayer registration number

e-mail address

Name of participante-mail

telephone

Name of participanttelephone

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ name of the participant (position of manager, first name and last name)signature.

Appendix N 2

Open consulting tender under the code «ԿՄՀՔ-ԲՄԽԾՁԲ-26/03»

pre-qualification procedure statement

**STATEMENT**

**About compliance with the qualification criterion "Correspondence of professional activity to the activity provided for in the contract".**

/Participant’s name / \_\_\_\_\_\_\_\_\_ hereby declares and certifies that it has served below mentioned serives

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | | | |
| N | Year | Number | Amount of money | The name/  description | Data for contacting the customer , name, phone, e-mail. mail |
| 1 | 2 | 3 | 4 | 5 | 6 |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
|  |  |  |  |  |  |

Hereby, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ declares and certifies that it meets the qualification standards of the organization's experience defined by the pre-qualification statement under the code ԿՄՀՔ-ԲՄԽԾՁԲ-26/03 and is ready to submit the documents justifying the above qualification within the specified period of time upon request.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ name of the participant (position of manager, first name and last name)signature.