Unofficial translation\*

ADVERTISEMENT

ABOUT THE PRE-QUALIFICATION PROCEDURE

This text of the announcement is approved by the decision of the open tender evaluation committee N 1 of 30 June 2025 and is published According to Article 24 of the RA Law on Procurement

Procedures code: **ԱՄՄԲ-ՆԲՄԾՁԲ-25Խ/13**

**I. DESCRIPTION OF THE PURCHASE SUBJECT**

1. The Client, «Improvement of Metsamor» NPO located at 1, Metsamor Community Administrative Center, Armavir province, RA, announces a pre-qualification procedure for the determination of possible participants for the purchase of procurement coordination and procurement advisory services in accordance with Article 43 of the RA Law "On Procurement" and in accordance with the procedure established by Article 44, Part 1, Point 1, announces a pre-qualification procedure:

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

2. RA "On Procurement" article 7 of the law, according to which any person, regardless of whether it is a foreign individual, organization or stateless person, has equal rights in the pre-qualification procedure for participation in the competition.

3. Wishing to participate in the pre-qualification procedure, having a participant must meet the RA "On Procurement" Article 6 of the Law of the 3rd part, established by paragraph 1 "compliance of Professional activities provided for in the activity contract" qualification criterion, While procurement coordination and procurement advisory services provided by being considered similar.

A participant is considered to have the qualifications provided for in this subclause that meet the criterion, if the application provides the necessary information.

4. Participants of pre-qualification in the procedure can participate in the order of joint activity (consortium). b In this case:

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

2) applications for prequalification the assessment takes into account the agreements on joint activities of all members of the single qualification (agreements on joint activities of each member of the qualification must meet these agreements of this member accepted in accordance with the established qualification requirements established by this invitation)

3) participants are jointly and severally liable.

4) a party (s) to a joint activity agreement may not, in the same procedure, submit a separate application (s):

5) consortium of a consortium member in the event of withdrawal of the consortium from the customer, the contract is unilaterally resolved and the consortium members are subject to the liability provided for in the funds agreement.

5. During the open competition, the participants may be informed or trusted with information containing state secrets, the disclosure of which (by any means) to another person (including relatives) may give rise to liability under the legislation of the Republic of Armenia.

**III. TO GET CLARIFICATION AND ANNOUNCEMENT PROCEDURE FOR CHANGE**

6. The bidder has the right to request clarification on the pre-qualification announcement from the commission at least five calendar days before the deadline for submission of pre-qualification applications. The commission provides the clarification to the participant who made the request within two calendar days following the day of receiving the request.

The participant submits the request mentioned in this point by sending an e-mail to the secretary of the commission.

The clarification of the request shall be sent to the Secretary of the Commission by sending the request to the received e-mail of the participant by e-mail provided by this invitation.

7. The announcement on the content of the inquiry and the clarifications shall be published in the bulletin on the day of providing the clarification, without mentioning the details of the participant who made the inquir.

8. No explanation is provided if the request was made in violation of the time limit set forth in this section, as well as if the request is outside the scope of this notice. Moreover, the participant is notified in writing about the reasons for not providing clarification within one calendar day following the day of receiving the request.

9. Changes to this announcement may be made at least two calendar days before the application deadline. On the first working day following the day of making the change, the secretary of the commission shall publish the announcement on making the change in the bulletin.

10. Pre-qualification in the application for changes will be in the case of pre-qualification of the application in the submission of the deadline calculated with this change in this bulletin is stated in the publication from the dateof the country.

**IV. PROCEDURE FOR SUBMITTING THE QUALIFICATION APPLICATION**

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

12. The bidder may submit the pre-qualification application to the commission in a sealed document with a sealed envelope. The language of the pre-qualification application on the envelope shall indicate:

a. Name of the customer վայրը Place of submission of the application (address).

b. procedure code.

c. The words "do not open until the bid opening session".

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

13. Applications for the procedure must be submitted to the commission no later than 12:30 on the 7th day (08.07.2025y.) from the date of publication of this announcement in the bulletin.

Applications that do not meet the requirements of paragraphs 12, 15, 16, 17 and 18 of this Directive will be considered unsatisfactory by the Commission and will be rejected.

Pre-qualification applications must be submitted to the commission before the deadline defined by this clause expires 1, Metsamor Community Administrative Center, Armavir province, RAA.

14. Pre-qualification applications submitted by documentary form are received by the Secretary of the Commission and registered in the application register.

Applications are registered by the secretary in the order of their receipt, indicating the registration number, day and time in the register. At the request of the participant, a reference is given about it. Applications submitted after the deadline for submission of applications are not recorded in the register; they are returned by the secretary within two working days following the day of receipt.

15. The bidder submits a request for pre-qualification:

1) a written application to participate in the pre-qualification procedure approved by him / her in accordance with Annex 1;

2) a statement approved by him / her on his / her compliance with the requirements of the qualification criterion defined by this announcement, in accordance with Annex 2;

3) Individual participants also submit a CV;

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

16. All the documents included in the pre-qualification application submitted by the bidder, except for the document provided for in sub-clause 3 of clause 15 of this announcement, shall be submitted in 1 copy of the original. The words "original" and "copy" are written on the document packages accordingly. Instead of original documents, notarized copies may be submitted.

17. In addition to Armenian, pre-qualification applications may also be submitted in English or Russian.

18. The envelope երը The documents prepared by this participant provided by this announcement shall be signed by the person submitting them or the person authorized by the latter (hereinafter referred to as the agent). If the pre-qualification application is submitted by the agent, a document on the reservation of that authority shall be submitted with the application. In case of expediency, the participant may submit the required information in other forms different from the ones offered by this announcement, observing the required requisites.

**V. OPENING, EVALUATION AND PRE-QUALIFICATION APPLICATIONS**

**SUMMARY OF RESULTS**

19. The opening of the pre-qualification applications, the evaluation and the summarization of the results is done at the pre-qualification application opening session, at 12:30 on the 7th day from the date of publication of this announcement in the bulletin. 1, Metsamor Community Administrative Center, Armavir province, RAA.

In addition, the evaluation of bids is carried out within three working days from the date of submission of bids.

20. Opening and evaluation session of pre-qualification applications:

1) The secretary of the commission shall provide information on the entries made in the register; shall pass to the chairperson of the commission the register of applications, other documents that are an integral part of it, the registered applications (or) submitted electronically;

2) After passing the documents mentioned in sub-clause 1 of this clause to the chairperson (chairperson of the sitting), the commission evaluates:

a. Conformity of compiling and submitting envelopes containing applications to the established procedure և Opening the evaluated applications corresponding to.

b. Existence of required (envisaged) documents in each opened envelope;

21. The applications that meet the conditions provided by this announcement are evaluated as satisfactory. Otherwise, pre-qualification applications will be considered unsatisfactory and rejected.

If, as a result of the evaluation conducted during the pre-qualification bid opening session, non-compliance with the requirements of this announcement is found in the bidder's bid, the commission suspends the session for one working day and the commission secretary notifies the bidder electronically on the same day, proposing to correct it. inconsistency. Moreover, mentioned in this point:

1) In the proposal, the registered discrepancies must be described in detail;

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

22. If the bidder corrects the registered non-compliance within the period specified in Clause 21 of this announcement, the latter's bid shall be considered satisfactory. Otherwise, the application is considered unsatisfactory and is rejected. The Bidder shall submit the revised documents by e-mail to the Secretary of the Assembly by e-mail mentioned in the application to participate in this procedure to the e-mail provided by this invitation.

23. A member or secretary of the commission may not participate in the work of the commission, if at the pre-qualification bidding session it is found out that the organization founded by them or has a share (share) or a person related to them or a relative (parent, spouse, child, brother, sister) , as well as an organization founded by the spouse's parent, child, brother or sister) or an organization founded by that person or having a share (stake). If the condition provided for in this clause is met, then immediately after the pre-qualification application opening session, the member or secretary of the commission having a conflict of interest in relation to this procedure withdraws from the procedure.

24. The minutes of the applications are opened, evaluated and the results are summarized, which confirms the list of pre-qualified participants. The secretary of the commission on the working day following the end of the bidding session:

1) Publishes the copied (scanned) versions of the original statements on the absence of conflict of interest signed by the members present at the bid opening session of its commission in the bulletin;

2) notify the participants who submitted applications that did not meet the conditions provided for in this announcement about the grounds for rejection of pre-qualification applications.

25. The right to participate in the open tender process is given to the participants included in the list of pre-qualified participants, or their representatives authorized by the relevant power of attorney, with an identity document, who duly submit to the secretary of the commission to receive the invitation. In this regard, the secretary of the commission shall send a notice to the pre-qualified participants from the e-mail mentioned in this announcement to the e-mails mentioned in the application, indicating the order of receiving the invitation, until the end of the second working day.

26. Pre-qualified participants submitted later than the deadline provided for in paragraph 25 of this announcement shall not be invited.

For additional information related to this announcement, you can apply to the secretary of the commission, M. Simonyan.

Tel: +374 77 625777

Email: ggnumner@inbox.ru

Client: «Improvement of Metsamor» NPO

Appendix N 1:

Of the Pre-qualification of the target competition

procedure announcement

with the code ԱՄՄԲ-ՆԲՄԾՁԲ-25Խ/13

**APPLICATION\***

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

participant 's name announces that wishes to participate in the pre-qualification procedure of the open tender announced by the «Improvement of Metsamor» NPO under the code ԱՄՄԲ-ՆԲՄԾՁԲ-25Խ/13, submits an application in accordance with the requirements of the pre-qualification announcement.

The name of the participant is the taxpayer registration number of the taxpayer:

The name of the participant is the e-mail address of the e-mail address.

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name of the participant (position of the manager, name and surname) signature

*\* filled in by the commission secretary-before the bulletin statement is published:*

*Appendix N 2:*

*Of the Pre-qualification of the target competition*

*procedure announcement*

*with the code ԱՄՄԲ-ՆԲՄԾՁԲ-25Խ/13*

**ANNOUNCEMENT**

**Compliance with the qualification criterion "Conformity of professional activity to the activity provided by the contract"**

name of the participant declares that it has provided the following services during the three years preceding the year of filing the application:

|  |  |  |
| --- | --- | --- |
| Contracts duly executed during the three years preceding the year of submission of the prequalification application | | |
| s/n | subject | customer and contact information |
| Year: ............ | | |
| 1 |  |  |
| 2 |  |  |
| ... |  |  |
| Year: ............ | | |
| 1 |  |  |
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name of the participant (position of the manager, name and surname) signature

*\* filled in by the commission secretary-before the bulletin statement is published:*