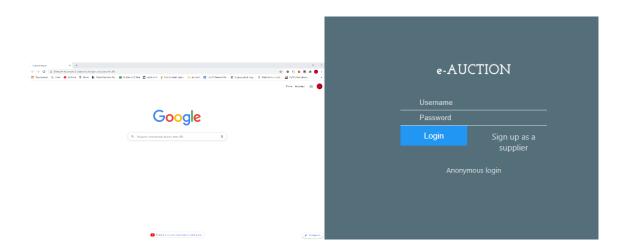
## A guide to purchasing through an e-auction

Part I

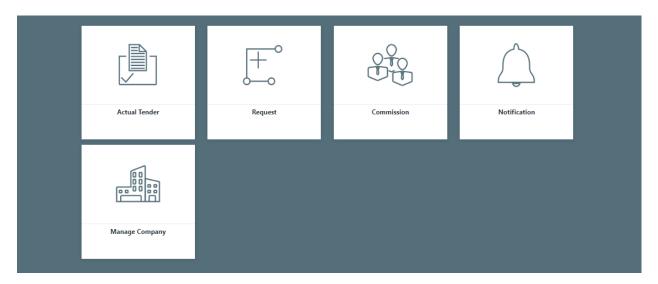
The secretary's guide to the purchasing procedure through an e-auction



With the help of the permissible browser open the https://eauction.armeps.am/ page Enter the correct login in the "Username" field Enter the correct password in the "Password" field Click the "Log in" button. When entering the system, the login field must be filled in in lower-case letters.

In the opened window you can see the fields that are needed for the work, according to your privileges.

Your notifications, if available, will be displayed on the top of the page.

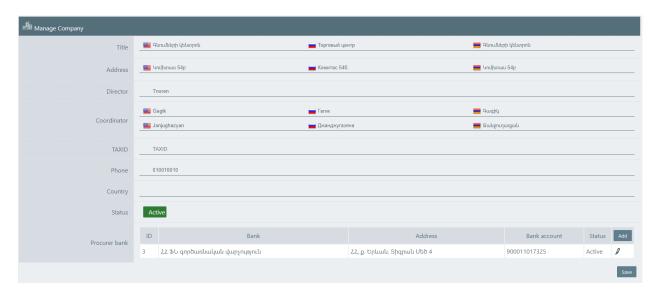


To change the interface language, you need to click the button of the corresponding language.

On this page, the user checks and edits the Client's data.



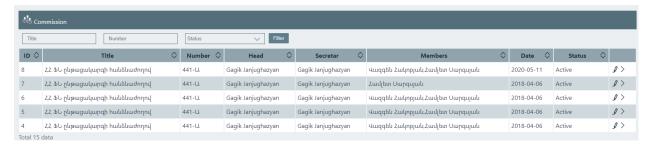
To add a new line to the "Bank requisites" field, click the "Add" button in the right corner of the corresponding table. After entering the information in the opened line, you need to click the "Save" button in the right corner of the line. To edit the available data, you need to click the "Pencil" mark in the right corner of the line. Here you change the data and click the "Save" button. After making changes to all the lines, click the "Save" button in the lower right corner of the page to confirm the Client's data.



In the "Commission" section, the Secretary creates an Evaluation commission for a specific tender and manages the already created commissions.



The existing commissions are displayed in the main list. You need to click the "Details" button to view the data of the existing commission.



To create a commission, you need to click the "Create a commission" button on the tender management page.

From the suggested list in the selection lines of the opened page, you need to select the necessary data (existing tenders, chairman of the commission,

members). The name of the secretary who creates the commission is automatically indicated. To save the entered data, you need to click the "Save" button.

Title	Title
Number	Number
Secretar	Janjughazyan Gagik ( gjanj )
Existing tender	Ф∩Ր⊋ԱՃ∩ԻՐԴ-20/07/2020 1
Head	Head
Members	Members
Date	Date (E)
Status	Active
	Save

Click the "Edit" button to make changes to the existing tender data. If you need to create a new commission, the basic data of which are slightly different from the data of the existing commission, you can click the "Duplicate" button, make the necessary editing and click the "Save" button.



In the "Actual Tender" section, the Secretary manages the tenders created in the PPCM system.

Besides, only the tenders created with the CPV codes, which are envisaged by the RA legislation as items to be purchased through the online reverse auction, are displayed in the Auction system. Only the tenders that have been created in the PPCM system for the given Client, for the given Secretary (Purchasing Coordinator) are available to the Secretary.

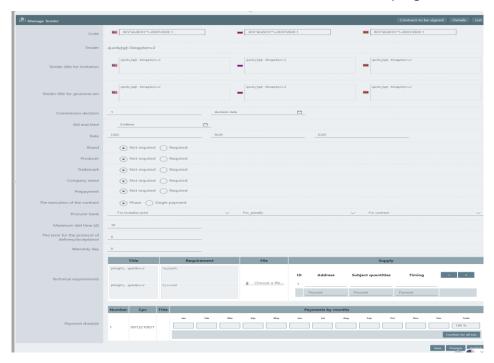


All the existing tenders and their status at the moment are displayed in the main list.

Click the "Details" button to get acquainted with the data of the specific tender.

All the information entered for the latter at the moment is displayed in the upper part of the tender details page.

The portions of the given tender with the information entered for them at that time are at the bottom of the details page.



The user can attach the protocol of the given phase of the procedure at any time. To do this, he/she needs to go to the corresponding page using the "Protocol" button on the tender details page.

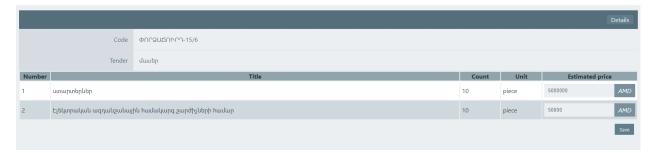


To enter data for the tender with a "new" status and manage it, you need to click the "Manage" button on the details page.

If the tender will be organized in accordance with sub paragraph 2 of paragraph 6 of article 15 of the RA Law on Procurement, the user can independently set the estimated price of each portion.

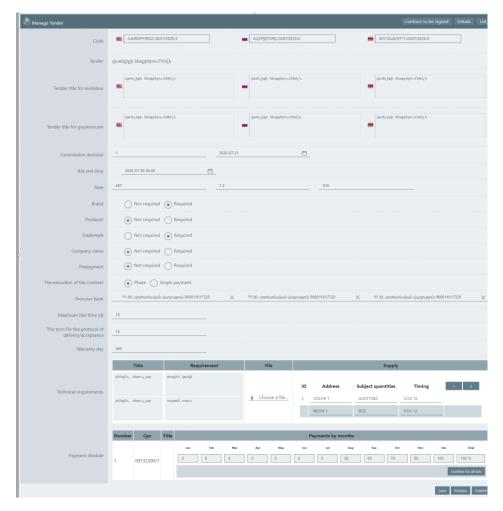


The determination of the estimate cost of the portion.



If the tender will be organized in accordance with sub paragraph 1 of paragraph 6 of article 15 of the RA Law on Procurement, the user should indicate "0" in the estimated price field, and in the "15.6" section of the management page he/she should indicate the approximate price to get the correct form of the invitation.

In the corresponding fields of the tender management page, it is necessary to enter the dynamic information of the model form of the invitation.



The interface of the details pages may vary depending on the type of the item of purchase (product, work, service) and estimate price set in the purchasing plan.

In all the sections where the fields for the Russian and English versions are placed, it is obligatory to fill in.

In the fields of the "Bank requisites" line you should select the Client's bank requisites for the mentioned transactions.

In the "Warranty period" field, it is necessary to enter the warranty period for the product, which is the main means.

The "maximum period (day) of inactivity" cannot be less than 10 days.

The "Execution of the contract" is a mandatory selection field and you need to select the staged or one-time payment.

In the case of the tenders being organized for the purchase of the goods, the client's user can fill in the technical characteristics in the corresponding column of the specific portion in the "Technical characteristics" field, as well as he/she can attach it as a separate file, while in the supply field he/she must fill in the address of supply, sub-quantities and terms.

In the "Schedule of payments" table you should fill in the planned payments by months.

If a file containing the technical description is attached for any portion, the file must contain both the Armenian and Russian versions of the technical task.



The system will offer the file version of the invitation on the browser page, where the dynamic fields for which the user has not yet filled in the information are presented in red, and those for which the data have already been entered are presented in yellow. The text field of the technical description is a mandatory field to be filled in in both languages.

After entering information in any field, the user can click the "Preview" button.

To save the changes made, you must click the "Save" button. Before the announcement of the tender you can edit any information entered by clicking the "Manage" button.



The coordinator can see the model form of the contract to be signed before the final publication at any time and make changes to the draft contract, if desired.

By clicking the "Contract to be signed" button, the coordinator sees the model form of the Contract. All the fields that are editable are marked in red. To edit, just click the left mouse button on the given field and edit it. If any change is made in the Armenian version, a corresponding change must be made in the Russian version as well to avoid inconsistencies. The language of the contract can be changed by clicking the ARM and RUS lines in the upper right corner of the window.

Contract to be signed	ARM RUS	
Close Reset Save Download		
Приложение № 5	Î	
к Приглашение на электронный аукцион		
под кодом "«EAAPDzB»"*		
договор		
ПОСТАВКИ ТОВАРА ДЛЯ НУЖД ГОСУДАРСТВА		
№		
Г «» 20 г.		
1. ПРЕДМЕТ ДОГОВОРА		
1.1. Продавец обязуется в установленном настоящим Договором (далее догов порядке, объемах, сроки и по адресу поставить Покупателю товар (далее това предусмотренный Технической характеристикой-графиком закупки, являющей Приложением № 1 к договору, а Покупатель обязуется принять товар и заплатнего.	р), йся	
2.ПРАВА И ОБЯЗАННОСТИ СТОРОН		
2.1. Покупатель имеет право:		
2.1.1. Отказываться от товара в случае непоставки товара Продавцом в установленный договором срок, если сроки поставки были нарушены более ч	ем на	

After completing the changes, the coordinator must click the "Save" button to confirm the changes, as well as he/she can download and see the already modified version at any time by clicking the "Download" button. If the coordinator wants to return the Contract to the original version, he/she can click the "Restore" button. After completing the actions, it is necessary to close the window with the "Close" button.

To publish the announcement, it is necessary to click the "Publish" button. The status of the tender will be automatically changed to "Published", after which you can make changes or cancel it only in the manner prescribed by the law, by clicking the corresponding button on the details page of the given published tender.

You can download the file version of the invitation from the details page of the published tender by clicking the corresponding button.

The system automatically calculates and displays on this page the day and time of the start of the reverse auction, as well as of the response to the inquiries.



To respond to the inquiry, click the details button in the right corner of the line.

You can select one of the three options to respond to the inquiry on the inquiry details page.



By clicking the "Make passive" button, you can respond to the inquiries that are not related to the given procedure. The response to that inquiry will be available only to the participant who sent it.



The "Respond" button allows you to respond to the inquiries that are available only to the participant who sent the inquiry.

The system has imported the model samples of the responses to the prevailing inquiries, which you can find in the "Quick responses" line.



The official clarifications are sent due to the "clarification" button. The official clarifications are available to all the participants who have applied for the tender. They are published in the official record of the purchases.

When adding the clarification, both the Armenian and Russian versions of the clarification are needed.



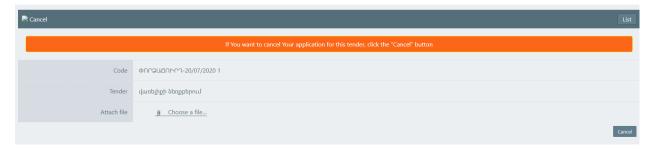
The Client's user can make changes to the already published tender in accordance with the order and terms prescribed by the law. To do this, you need to click the "Change" button on the details page of the published tender.

The system will lead to the tender change page, which has the same functional as the tender management page. After making the necessary changes, you should attach the changed document and click the "Publish the change" button.



The system will automatically create a new tender in the list of the existing tenders, taking into account the changes made.

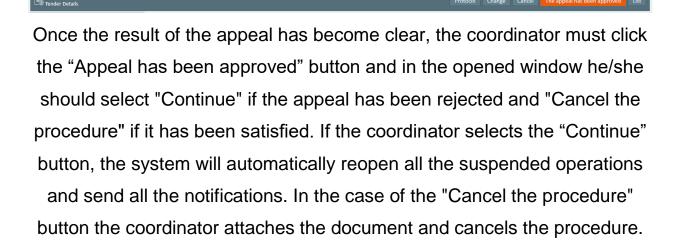
It is possible to cancel the published tender in accordance with the order and terms prescribed by the law. To do this, click the "Cancel" button in the upper right corner of the details page of the published tender. On the opened page you need to attach the required document and click the "Cancel" button.

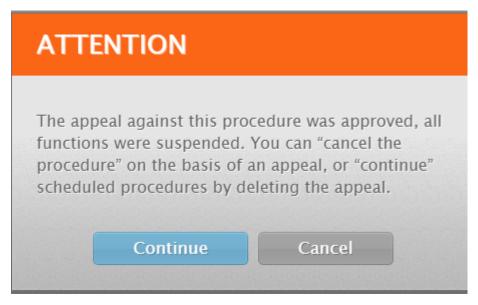


Before the deadline for accepting the bids, in case of appeals on the procedure, the coordinator can confirm the appeal by clicking the "Confirm the appeal" button in the upper right corner of the screen.



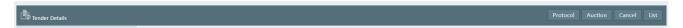
If the appeal is approved, after the deadline for accepting the bids, all the actions will be suspended until the result of the appeal is introduced. This action does not suspend the process of accepting the bids. After that, the "Appeal has been approved" button will appear in the upper right corner of the screen.





The status of the tenders with the expired deadline for accepting the bids is automatically changed and the tender receives the pre-auction status.

To get acquainted with the schedule of the online auction, click the "Auction" button on the tender details page.



After the expiration of the deadline, the online auction page will open automatically, where you can follow the price offers of the participants who have applied for the portions of the tender.

An online auction of up to six portions can be held at the same time with a deadline of 30 minutes. In case of more than six portions, the online auction for the next six portions starts immediately after the expiration of that period.



The participants have 5 minutes to present a price offer. After each new price offer for the portion, the time for the step for that portion is updated.

After 5 minutes of inactivity, if no participant has presented a price offer, the auction for that portion ends.

The auction lasts 30 minutes. If the auction for all the portions ended after the expiration of the inactivity period, the auction of the next group of portions will start only after the expiration of 30 minutes. If the quantity of the portions is not consumed before the end of the working day, the auction for the other portions is organized on the next working day.

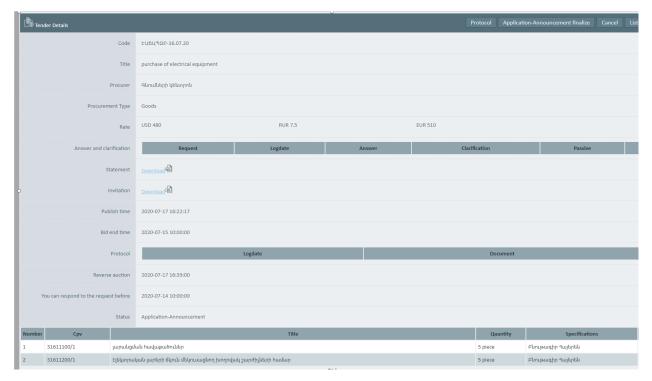


After the end of the online auction, the evaluation process for the given tender begins and it receives the status of the application-announcement evaluation. At this phase, the members of the commission evaluate the application-announcement of the participants who have applied for the tender and check their compliance with the requirements of the invitation, while the secretary manages the evaluation phase and summarizes it.

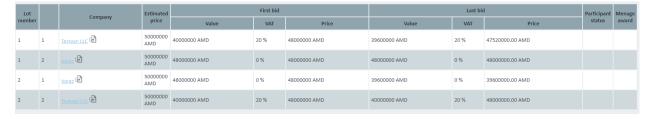
To get acquainted with the details of the tender click the details button.



The main information about the tender and its portions is displayed at the top of the tender details page.

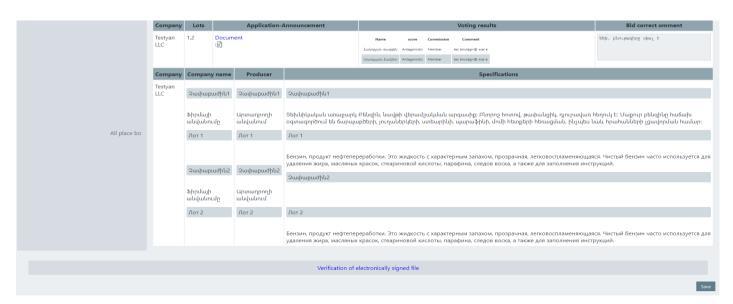


The price offers of the participants who have applied for the tender are displayed in the price offer table at the bottom of the tender details page according to the portions that they have applied for. The table shows both the initial and final prices given by the participants during the online auction.



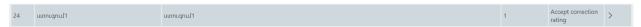
To manage the evaluation, it is necessary to click the "Summary of the evaluation of the application-announcement" button on the tender details page and click the "Save" button on the opened page.

The secretary cannot summarize the phase until all the members of the tender have evaluated the application-announcement.



If the majority of the members of the tender give an unsatisfactory mark to the participant, the secretary must make a note in the comment field before clicking the "Save" button. After that, the relevant participant will receive a notification that his/her application-announcement has shortcomings that are in need of correction.

In case of equal votes, the vote of the chairman is decisive.



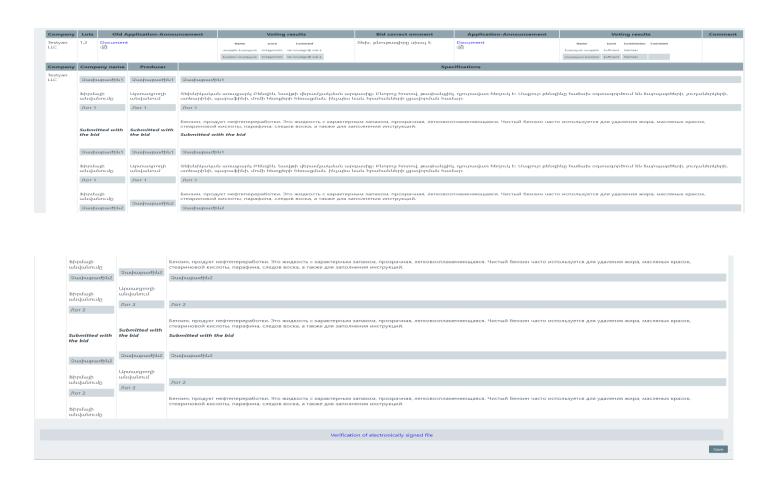
After receiving the corrected version from the participant, the members of the commission re-evaluate it (only the given participant is shown on the evaluation page). After evaluating the correction, the secretary summarizes the phase again.

At this phase the tender receives the status "Evaluation of the correction of the application-announcement". To manage the evaluation, click the "Summary of the correction of the application-announcement" button in the upper right corner of the details page.



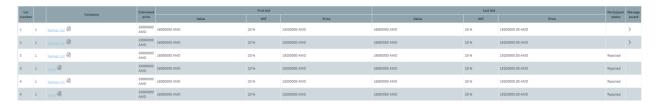
If the correction sent by the participant again receives an unsatisfactory mark, his/her bid should be considered rejected and the portions in which the participant took the first place should be considered failed.

If the members of the commission have noticed shortcomings in the participant's qualification documents and evaluated them as unsatisfactory, the secretary clicks the "Save" button only after making a note in the comment field. The participant will automatically receive a notification requesting to correct the mentioned shortcomings and send the documents again.



In case of satisfactory evaluation of the documents corrected by the members of the commission, the participant is considered elected and the contract awarding phase starts for him/her for the portions for which his/her qualification has been evaluated as satisfactory. The secretary has the opportunity to group the participant's positively evaluated portions offering for them both unified and more than one contracts. To manage the

awarding, click the appropriate button (pointer) in the lower-right corner of the tender details page which will allow you to award.



\*In case of unsatisfactory evaluation, the participant's bid is rejected and the qualification phase starts for the participant who won a place for that portion due to the results of the online auction.

\*The participant will be offered to sign a contract after the expiration period of inactivity for that portion, even if the qualification phase for the other portions of the tender has not yet ended.

If there is a need to sign more than one contract with the participant recognized as elected by grouping the portions, the secretary notes how they should be grouped on the "Manage the awarding" page in the "Group" column of the each portion line. If there is a down payment for any portion, the amount of the down payment percentage must be filled in in the down payment (%) field. (what was edited before entering the final contract into the system). If there is a portion for which more than one participant has applied, a period of inactivity is automatically set.



A single contract will be offered to the participant elected for the portions that are included in the same group.

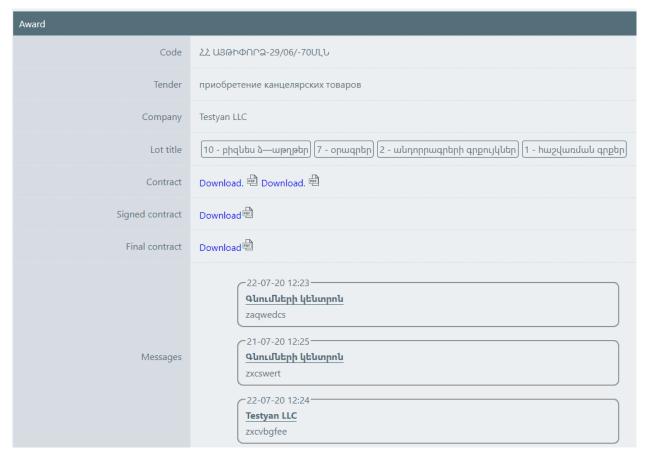
To pass to the contract awarding phase, the user must enter the tender details page, in the "Awarding" table of which there are the contracts grouped by the portions. To enter each contract awarding page, you need to click the details button in the right corner of its line.



The main information about the tender is at the top of the "Awarding" page.

From the "Contract" line you can download the drafts of the contract (in

Armenian and Russian) automatically generated by the system.



The user of the participant who received an offer to sign a contract in the "Message" field at the bottom of the page can send inquiries and suggestions about the contract, to which the secretary of the commission responds through the same field. To send a message, click the "Send" button. All the messages are displayed in the "Messages" line.

After attaching the contract signed by the user of the participant, it becomes available in the corresponding line of the "Awarding" page. After downloading it, the Secretary must attach the version of the contract signed by the Client within the period prescribed by the law.

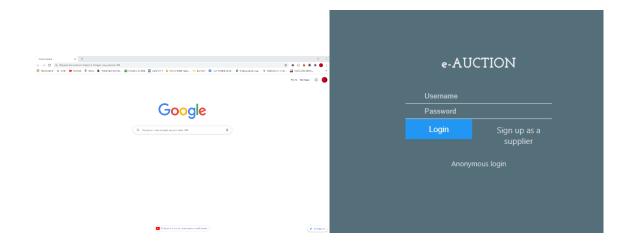
After attaching the version of the contract signed by the Client, it appears in the "Final contract" line.

Once the bilateral contract is signed, the users no longer have the opportunity to send messages.

During one hour after the end of the tender, the system will automatically post the information about the tender in the relevant sections of the armeps.am/ppcm system.

## Part II

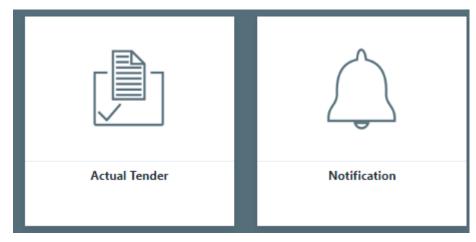
The evaluation commission's guide to the purchasing procedure through an e-auction



With the help of the permissible browser open the https://eauction.armeps.am/ page Enter the correct login in the "Username" field Enter the correct password in the "Password" field Click the "Log in" button

In the opened window you can see the fields that are needed for the work, according to your privileges.

Your notifications are displayed in the home page. To get acquainted with the notifications, it is necessary to click on the corresponding link.

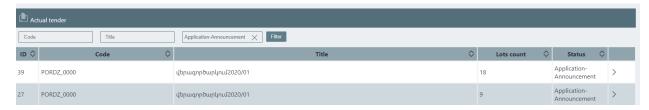


To change the interface language, you need to click the button of the corresponding language.

In the "Actual Tender" section, the Secretary manages the tenders created in the PPCM system.



Besides, only the tenders created with the CPV codes, which are envisaged by the RA legislation as items to be purchased through the online reverse auction, are displayed in the Auction system. Only the tenders that have been created in the PPCM system for the given Client, for the given Secretary (Purchasing Coordinator) are available to the Secretary.

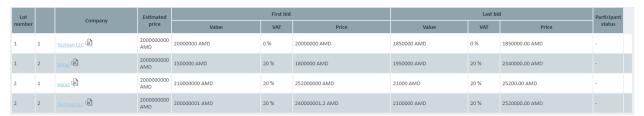


All the existing tenders and their status at the moment are displayed in the main list.

To get acquainted with the specific tender, you need to click the "Details" button.

The members of the tender manage the tenders for which the online reverse auction is over. These tenders have the status "application-announcement".

At this phase, the members of the commission evaluate the applicationannouncements of the participants who took the first place in the reverse auction and check their compliance with the requirements of the invitation. To get acquainted with the details of the tender, click the "Details" button. The main information about the tender and its portions is displayed at the top of the tender details page.



The price offers of the participants who have applied for the tender are displayed in the price offer table at the bottom of the tender details page according to the portions that they have applied for. The table shows both

the initial and final prices given by the participants during the online auction.

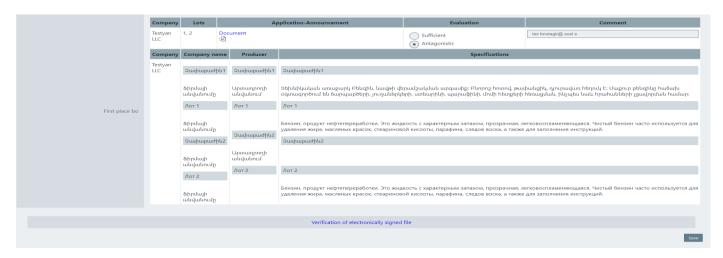


By clicking on the name of each participant in the "Price offer" list, you can go to the details page of his/her data.



In order to evaluate the application-announcement, it is necessary to click the corresponding button in the upper right corner of the tender details page and go to the evaluation page.

For the evaluation it is necessary to make a corresponding note in the "Evaluation" column of the specific participant's line. Before the secretary will summarize the evaluation the member of the commission can reconsider his/her evaluation by re-entering the evaluation page from the tender details page.



In case of unsatisfactory assessment, it is necessary to fill in the "Comment" field.

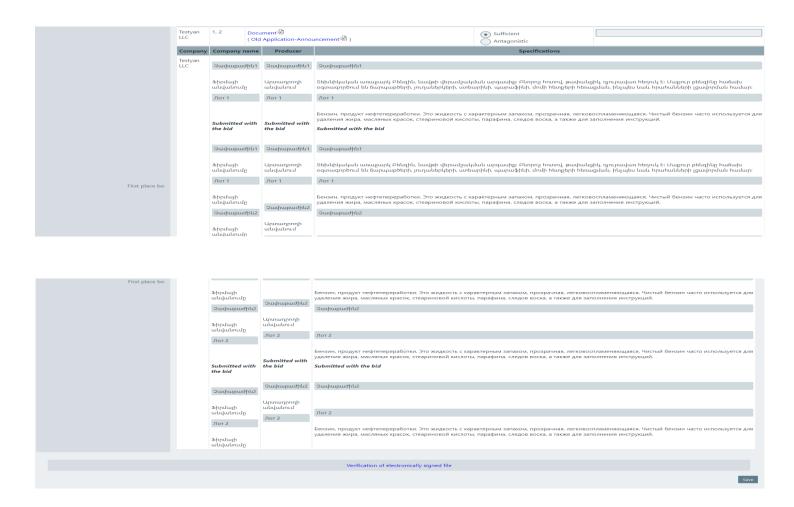
If one of the members of the commission gives an unsatisfactory mark to the participant, he/she receives a notification from the secretary that there are shortcomings in his/her application-announcement that are in need of correction. After receiving the corrected version from the participant, the members of the commission re-evaluate it. Only the given participant is displayed on the evaluation page.



At this phase the tender receives the status "Evaluation of the correction of the application-announcement". To manage the evaluation, click the "Summary of the correction of the application-announcement" button in the upper right corner of the details page.

Tender Details Accept correction rating List

After evaluating the correction, the Secretary again summarizes the results of the phase. If the participant is evaluated as unsatisfactory again, his/her bid is rejected and those portions in which the participant took the first place are considered invalid.



The participants who did not send the document during the correction phase are also subject to rejection.

The automatically generated documents during the auction, such as the invitation, signed contract, about the failed purchase procedure, decision to sign a contract are automatically published on the procurement.am website.

The announcement for the concluded contract includes the answers to the questions indicated in the picture filled in by the secretary. Click the button in the right corner, fill in the answers and save them.



Decision to sign a contract generates when the secretary summarizes the results of the correction phase. For that decision number is a required field. After that secretary should save the information and the announcement will be generated.



Announcement about the failed procedure generates when the secretary summarizes the results of correction phase and clicks on "Failed Procedure". Then fill in the field about the prove of failing and announcement generates automatically. It will contain all the failed lots from that tender.