

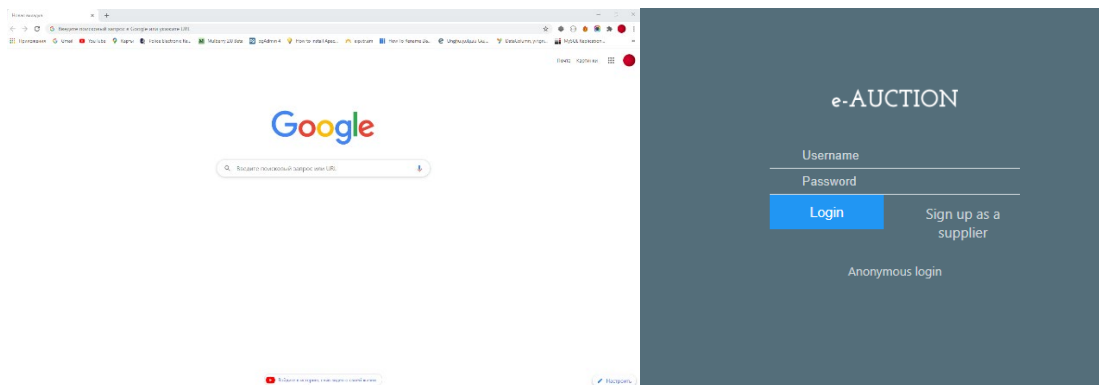
Part III

The guide for the companies participating in 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 of the user registered on the site armeps.am in the "Username" field and the correct password in the "Password" field.: When entering the system, the login field must be filled in in lower-case letters.

Unsuccessful attempts to log in to the site eauction.armeps.am do not deactivate the user account of the site armeps.am, however a user deactivated on the site armeps.am cannot log in to the site eauction.armeps.am



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.

On this page, the participant checks and edits the organization’s data.



Manage Company

Manage Company						
Title	Վստաների կենտրոն	Торговый центр	Վստաների կենտրոն			
Address	Կոմիտաս 54բ	Комитас 54б.	Կոմիտաս 54բ			
Director	Tnoren					
Coordinator	Gagik	Гагик	Չազիկ			
	Janjughazyan	Джанджугазяна	Չանջուղազյան			
TAXID	TAXID					
Phone	010010010					
Country						
Status	Active					
Procurer bank	ID	Bank	Address	Bank account	Status	Add
	3	ՀՀ ՖՆ գործառնական վարչություն	ՀՀ, ք. Երևան, Տիգրան Մեծ 4	900011017325	Active	

Save

The “Subscription management” page allows the participant to manage his/her subscription to the CPV codes.



Manage Subscribe

only the CPV codes, which are envisaged by the RA legislation as items to be purchased through the online reverse auction, are displayed.

The sign at the beginning of the line * shows that you have already subscribed to that CPV code. All you have to do to subscribe to the new codes is to add a note to the corresponding code line. To see the second, third and other level codes, you need to click on the + sign. At the end of the subscription, click the “Save” button at the bottom right corner of the page.

Manage Subscribe	
03100000	
03110000	+
03120000	+
03130000	+
03140000	+
03200000	
03210000	+
03220000	+
03300000	
03310000	+
03320000	+
03330000	+
03400000	
03410000	+
09100000	
09110000	+
09130000	+
09200000	
09210000	+

On the “Tender” page the participant can see all the tenders.



Tender

The “status for applying” column helps to decide which tender you have already applied for. The participant can apply for the tenders having the status “Published” by entering the details page of the latter.

ID	Code	Title	Lots count	Status	Apply status	
53	ՓՈՂՁԱԾՈՒՐԴ-20/07/2020 1	վառելիքի ձեռքբերում	1	Published	Unapplied	>
50	ԷԱԾԱՊՁԲ-16.07.20	purchase of electrical equipment	2	Accept correction rating	Applied	>
49	ՀՀ ԱՅԹԻՓՈՂՁ-29/06/+70ԱՆԼ	приобретение канцелярских товаров+70	12	Finished	Applied	>
48	ՀՀ ԱՅԹԻՓՈՂՁ-29/06/-70ԱՆԼ	приобретение канцелярских товаров	12	Award	Applied	>
46	sdfs20	454544	1	Published	Applied	>
45	ՀՀ ԱՅԹԻՓՈՂՁ-ԱՇՁԲ-1-22/06-1	purchase of license plates	2	Finished	Applied	>
44	ՀՀ ԱՅԹԻՓՈՂՁ-ԱՇՁԲ-1-22/06-1	purchase of license plates	2	Failed	Unapplied	>

All the information about it is displayed on the tender details page. By clicking the “Download” button of the “Invitation” line, you can download and get acquainted with the announcement and invitation of the tender.

Title	վառելիքի ձեռքբերում				
Procurer	Պատվարի կենտրոն				
Procurement Type	Goods				
Rate	USD 10	RUR 10	EUR 1		
Answer and clarification	Request	Logdate	Answer	Clarification	Passive
Publish time	2020-07-21 18:52:15				
Bid end time	2020-07-31 11:00:00				
Reverse auction	2020-08-03 11:00:00				
You can send request before	2020-07-29 11:00:00				
Statement	Download				
Invitation	Download				
Protocol	Logdate		Document		
Status	Published				

The portions of the given tender are displayed in the lower part of the tender details page.

To send an inquiry for the tender, you need to click the “Send an inquiry” button in the upper right corner of the details page, enter the inquiry text in the inquiry line of the opened page and click the “Request” button.

Add Request		Details
Code	ՓՈՐՁԱՇՈՒՄ-20/07/2020 1	
Tender	վանելիքի ձեռքբերում	
Starttime	2020-07-31 11:00:00	
Request	<input type="text"/>	
		Request

You can click the “Send an inquiry” button only before the expiration date noted in the corresponding line on the details page.

Answer and clarification	Request	Logdate	Answer	Clarification	Passive
	sadasdasd	2020-07-23 00:01:15			

The responses to the sent inquiries are displayed in the “Responses and clarifications” table of the tender details page.

If the secretary of the tender responded to your inquiry, that response will only be displayed in the “Response” column of your page. It is not available to the other participants.

The rejected inquiries are only available to you too. The rejection comment is displayed in the “Passive” column. The clarifications given by the secretary of the tender are displayed in the corresponding column. Besides, the clarifications are available to the participants who have subscribed to the CPVs of the given tender, even if they did not send any inquiry.

To apply for the tender, click the corresponding button on the details page. **The "Apply" button will not be visible to those organizations that, on the basis of paragraph 6 of Part 1 of Article 6 of the RA Law "On Procurement", are included in the list of participants who do not have the right to participate in the procurement process**

You also need to select the portions of the tender that you are going to apply for on the “Add a portion” page.

	Number	Title
<input checked="" type="checkbox"/>	1	բենզին, պրեմիում

To mention all the portions at once, click the “Select all” button. To clear the notes, use the “Do not select all” button. To complete the phase, you need to click the “Save” button after which you will automatically pass to the next phase.

In the “add a confirmation” page the participant completes his/her conditions, as a result of which he/she can get the opportunity to send an application-announcement through the system.

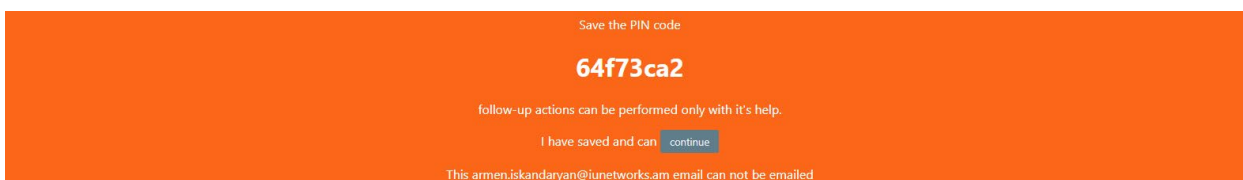
Full name	For RA residents - the type and number of ID card or passport or other identification document provided for by RA legislation	For foreign residents - the type and number of the identification document provided for by the law of the country concerned
1 *Text filename: Text isatna	AC0203356	-

If you want to continue the application process for the tender later, you can click the “Details” button. In this case, when you click the “Apply” button on the tender details page, the system will direct you to the phase from which you need to continue the application process.

After filling in all the fields, you need to click the “File” button. The system will automatically generate and open your application-announcement on the browser page.

The participant must make a comparison of the application-announcement system in accordance with the requirements established by the invitation to this procurement procedure by signing the application-announcement, together with all other documents * * the participant attaches in the field provided for attachment and presses the "Save" button.

** The participant attaches all the documents during this phase, including the qualification documents.



* online for the residents of the Republic of Armenia

After submitting your application for the participation, the system will provide you with a unique code (PIN code) for the further actions in the system related to the procedure set by the invitation and for the online reverse auction. By the way, the code in your account is visible only once. You need to keep the code and be responsible for its security and privacy, as well as for any action in the system.

Once you have saved your code in a safe place, you must click the “Go to the next phase” button.

After that, the system sends the participant to the "Manage bid" page, where the participant must fill in a price offer for the selected portions.

Moreover, in the price offer one total price for the whole quantity according to the portions is indicated.

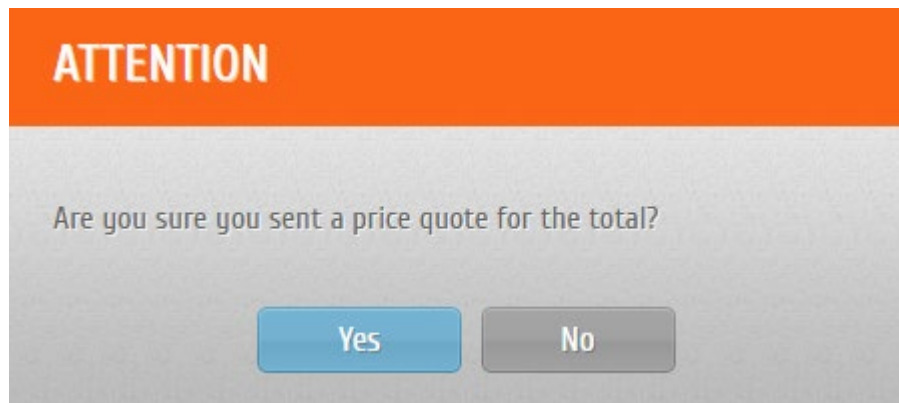
The screenshot shows a 'Manage Bid' interface with a table containing two rows of bid items. The table has columns for Number, Title, Producer (Armenian and Russian), Company name (Armenian and Russian), Specifications, Total Count, Unit, Cost (Armenian), VAT (%), Calculate, and Price (Armenian). An orange banner at the top reads 'ATTENTION! the price proposal should be presented for the total quantity'. The table data is as follows:

Number	Title	Producer	Company name	Specifications	Total Count	Unit	Cost	VAT	Calculate	Price
1	բենզին, ռեզիկլար	Հայերեն Русский	Հայերեն Русский	Հայերեն Русский	8000	liter	Cost AMD	VAT %	Calculate	Price AMD
2	բենզին, ռեզիկլար	Հայերեն Русский	Հայերեն Русский	Հայերեն Русский	8000	liter	Cost AMD	VAT %	Calculate	Price AMD

The price offer is filled in in the following way: the participant fills in the corresponding brand, manufacturer's name, name of the company, trademark in the Armenian and Russian fields of "Brand", "Manufacturer's name", "Name of the company", "Trademark" (the required field is at least one of the Armenian or Russian fields of "Brand", "Manufacturer's name", "Name of the company", "Trademark"). The display of the above-mentioned four fields on the participant's page depends on whether the mentioned characteristics are required by the client or not. The technical characteristics in Armenian or Russian are required to fill in in the field of "Technical characteristics" in the Armenian or Russian field. The participant fills in the preferred price in the "Value" field, fills in the amount of VAT (value-added tax) in the "VAT" field (in case of not having VAT, be sure to fill in 0), click the "Calculate" button and the "Price" field will be filled in automatically.

If the invitation envisages the introduction of the fields "Brand", "Manufacturer's name", "Name of the company", "Trademark", the participant must fill in those fields in any language. It is not obligatory to fill in in both languages.

After performing the above mentioned operation for all the portions, the Participant clicks the "Save" button, after which the system asks the participant: "Are you sure you sent a price quote for the total?"



After clicking the "Yes" button, the system accepts the price offer and directs to the next phase. In the case of "no", the system can reconsider it. You can withdraw your application in the manner prescribed by the law. To go to the corresponding page, click the "Cancel" button on the details page.

You can cancel your bid at any time from the end of the selection phase for the portions (even if it is incomplete), if the deadline for the acceptance of the mentioned bids in the corresponding line of the details page has not yet expired. To cancel, click the "Edit" button of the upper right corner of the details page and cancel the bid on the opened page.

You can cancel the bid not only in order to refuse it, but also to make changes to the sent bid and re-apply for the tender. To do this, after canceling, you must click the "Apply" button on the details page and the system will direct you to the initial phase of accepting portions, from where you need to go through the process from the beginning.

Once the bid is canceled, the system will automatically direct you to the tender details page from where you can re-apply for the tender.

The status of the tenders the term of which has expired is automatically changed and the tender receives end-bid status.

ID	Code	Title	Lots count	Status	Apply status	
53	ՓՈՐՁԱՃՈՒՐՆ-20/07/2020 1	վառելիքի ձեռքբերում	1	End bid	Applied	>

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

When the deadline expires, the online auction page will automatically open, where you can make price offers for the portions you have applied for.



The screenshot shows the 'Auction' interface. At the top, there is a header with 'Auction' on the left and 'List' on the right. Below the header, the text 'ՓՈՐՁԱԾՈՒՐԴ-20/07/2020 1 վառելիքի ձեռքբերում' is displayed. To the right, a status bar indicates '(30 m) Auction will end in 28m 32s'. The main content area features a bid entry window for 'Lot 1'. This window includes a timer showing '(5 m) 3m 32s', a text input field for 'Write your proposed price' with 'AMD' as a unit, and a 'SEND' button. Below the input field, the 'PROPOSED PRICE' is shown as '7410AMD'. A note at the bottom of the window states: 'The proposed price should be small or equal 7335.9 AMD'.

An online auction of up to six portions can be held at the same time. Your screen will display the portions of those six that you have applied for when sending a bid for the tender.

After entering the price in the price offer window and clicking the “Send” button, the system in the confirmation window presents the offered price at cost and total price, both in numbers and letters.

In the online auction the offer prices are presented at cost.



The screenshot shows a 'Confirm the bid' dialog box. It contains the following text: 'Amount 7300.00 AMD(seven thousand three hundred dram)' and 'Total amount(+V.A.T) 8030.00 AMD(eight thousand thirty dram)'. At the bottom, there are two buttons: 'Confirm' and 'Cancel'.

The system shows at the bottom of the window how much the price you offer must be. If this condition for the price offer is not met, you will see the corresponding message.

The price offers of the other participants are automatically displayed on your screen. You have 5 minutes to present a new price offer where in seconds you can see the period remaining as a result of automatic updates every 5 seconds. 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.



Attention! Don't make a price offer in the last few seconds. Because of the technical reasons your price offer may not be accepted.

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 auction click the "details" button to go to the tender details page.



After the end of the online auction, the evaluation commission of the tender evaluates the participants' application-announcements. The participant whose application was found to be flawed receives a notification describing the inaccuracies and inviting them to send the corrected version of the application-announcement. To correct the application-announcement, you

need to enter the tender details page and click the “Correction of the application-announcement” in the upper right corner.

ID	Code	Title	Lots count	Status	Apply status
53	ՓՈՂՁԱԾՈՒՐ-20/07/2020 1	վառելիքի ձեռքբերում	1	Accept correction rating	Applied

On the “Correction of the confirmation” page, the participant attaches the corrected document, as well as, if necessary, he/she has the opportunity to correct the technical characteristics, brand, trademark, manufacturer's name, name of the company in the Armenian or Russian fields of "Technical characteristics", "Brand", "Trademark", "Manufacturer's name", "Name of the company". As a result, the latest version of the correction made will be visible:

Old accept
Document

Accept correcting

	Title	Producer	Company name	Specifications
Correction	բնելիւն, սովորական бензин, обычный	Արտադրողի անվանում	Ֆիրմայի անվանումը	<p>Տեխնիկական ստանդարտ բնելիւն, նախի վերաշրջանակ արտադրող: Բնորոշ հոտով, անախտիկ, ընդամենը հեղուկ է: Ազոտը բնելիւն հիման օգտագործում են ճարտարների, շրտանմանի, անարմին- արագիճի, մեթի հեղուկի հեռացման, ինչպես նաև հրահանների լցանման համար:</p> <p>Бензин, продукт нефтепереработки. Это жидкость с характерным запахом, прозрачная, легкоиспаряющаяся. Чистый бензин часто используется для удаления жира, масляных красок, стеариновой кислоты, парафина, следов воска, а</p>
		Русский	Русский	
	բնելիւն, սովորական бензин, обычный	Արտադրողի անվանում	Ֆիրմայի անվանումը	<p>Դաշինին</p> <p>Бензин, продукт нефтепереработки. Это жидкость с характерным запахом, прозрачная, легкоиспаряющаяся. Чистый бензин часто используется для удаления жира, масляных красок, стеариновой кислоты, парафина, следов воска, а</p>

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In case of the unsatisfactory assessment, as well as in case of not sending the corrected document, the participant's bid is rejected by the commission.

To go to the contract awarding phase, the user must enter the tender details page, the “Awarding” table of which contains the contracts grouped in portions. To enter each contract awarding page, you need to click the details button in the right corner of its line.

ID	Lots	group
27	<input type="text" value="2"/> <input type="text" value="1"/> <input type="text" value="10"/> <input type="text" value="7"/>	1

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





The drafts of the contract (in Armenian and Russian) automatically generated by the system can be downloaded from the contract line.

Award	
Code	22 ԱՅԹԻՓՈՐՁ-29/06/-70ԱԼԼ
Tender	приобретение канцелярских товаров
Company	Testyan LLC
Lot title	10 - քիզնես ձ—աթղթեր 7 - օրագրեր 2 - անդորրագրերի գրքուկներ 1 - հաշվաման գրքեր
Contract	Download  Download 
Signed contract	Download 
Final contract	Download 
Messages	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>22-07-20 12:23</p> <p>Ձևումների կենտրոն</p> <p>zaqwedcs</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>21-07-20 12:25</p> <p>Ձևումների կենտրոն</p> <p>zxcswert</p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>22-07-20 12:24</p> <p>Testyan LLC</p> <p>zxcvbgfee</p> </div>

The user 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 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.

Contract	Download.  Download. 
Signed contract	Download 
Final contract	Download 
Messages	<div data-bbox="587 358 1289 448"><p>22-07-20 12:23 Գնումների կենտրոն zaqwedcs</p></div> <div data-bbox="587 470 1289 560"><p>21-07-20 12:25 Գնումների կենտրոն zxcswert</p></div> <div data-bbox="587 582 1289 672"><p>22-07-20 12:24 Testyan LLC zxcvbgfee</p></div>

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

As a guest user you can use this public link:

<https://eauction.armeps.am/en/public/tender/>