**ANNOUNCEMENT**

**ON THE PREQUALIFICATION PROCEDURE**

This text of the announcement is approved by the decision N 1 dated December

20, 2024 of the open competition pre-qualification procurement procedure evaluation committee and is published

according to Article 24 of the RA Law "On Purchases"

Procedure code: ԲԷՑ-ՆԸ-ԲՄԽԾՁԲ-24/04

**I. CHARACTERISTICS OF THE PURCHASE SUBJECT**

1. The Employer- «High Voltage Electric Networks» CJSC by the address building 1, Z. Andranik str c.Yerevan announces a pre-qualification procedure for the purpose of determining the possible participants of the open tender to be organized for the acquisition of Consulting services for the implementation of management systems standards**.**

**A brief version** of the technical description is attached./ Appendix 3/

**II. ԸՆԹԱՑԱԿԱՐԳԻՆ ՄԱՍՆԱԿՑԵԼՈՒ ՊԱՅՄԱՆՆԵՐԸ**

2. According to Article 7 of “Law on Procurements” of the Republic of Armenia, any person regardless of being a foreign person, organization or stateless person has equal right to participate in this procedure․

3. A participant willing to participate in the prequalification procedure should meet the requirements set out in Part 3 of Article 6 of the RA Law "On Procurement". The participant shall have the following qualifications required to fulfill the obligations stipulated in the contract**)**

**1)** "**Compliance of professional activities with the activities stipulated in the contract'',**

**2)** "**Professional experience'',**

**3)** "**Labour resources''.**

1) In order to confirm its compliance with the qualification criterion "Conformity of professional activities to the activities envisaged by the contract", the participant shall submit with the application at least one contract for the implementation of each similar management standard: ISO/IEC 27001, ISO 9001, ISO 37001, ISO 50001, ISO 14001 and ISO 31000, duly implemented during the year of submission of the application and three years preceding it. **Moreover, within the framework of this procedure, properly implemented contracts for the provision of consulting services for the implementation of Management Systems standards are considered similar.**

**2)** In order to verify the qualification criterion **"Professional experience",** the participant shall submit copies of previously concluded contracts (contracts), and in order to assess the proper performance of such contracts (contracts), a copy of the act (delivery-acceptance protocol, etc.) confirming the performance of the contract within the specified period, approved by the parties to the contract, or a written confirmation of the party that accepted the performance of the contract.

**3)** "**Labor Resources"** criterion is evaluated as follows:

Labor resources with the following qualifications are required for the performance of the contract:

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| **MINIMUM REQUIREMENTS SUBMITTED TO THE TEAM IN THE PRE-QUALIFICATION STAGE** | | | |
| **POSITION** | **Qualification** | * **Experience** | * **Skills** |
| **Key specialists** | | | |
| **Team Leader /**  **Project Manager** | - Graduate degree in business administration or quality management. | - At least 10 years of professional experience, of which at least 5 years in a management position in the field of ISO certification project management. | - Strong project management and leadership skills.  - Excellent communication and coordination skills.  - Excellent knowledge of English and Armenian. |
| **Quality Management Specialist** | - Graduate degree in quality management or business administration. | - At least 7 years of experience in implementing ISO 9001 (quality management systems) standards.  - Experience in implementing at least 3 ISO 9001 projects. | - Knowledge of quality management principles and tools.  - Excellent written and verbal communication skills in English or Armenian. |
| **Environmental Management Specialist** | - Graduate degree in environmental management or engineering. | - At least 7 years of experience in implementing ISO 14001 (Environmental Management Systems) standards.  - Experience in implementing at least 3 ISO 14001 projects. | - Knowledge of environmental management principles and regulatory requirements.  - Excellent knowledge of English or Armenian. |
| **Energy system management specialist** | - Graduate degree in energy system management or engineering. | - At least 7 years of experience in implementing ISO 50001 (energy management systems) standard.  - Experience in implementing at least 3 ISO 50001 projects. | - Knowledge of energy management principles and regulatory requirements.  - Excellent knowledge of English or Armenian. |
| **Information Security Specialist** | - Graduate degree in information technology, cyber security or related field. | - At least 7 years of experience in implementing ISO 27001 (Information Security Management Systems) standard.  - Experience in implementing at least 3 ISO 27001 projects. | - Knowledge of cybersecurity principles, risk assessment, and SCADA system security.  - Excellent knowledge of English or Armenian. |
| **Anti-corruption specialist** | Graduate degree in law, management or a related field. | - At least 7 years of experience in implementing ISO 37001 (Anti-Corruption Management Systems) standard.  - Experience in implementing at least 3 ISO 37001 projects. | - Knowledge in the field of law.  - Excellent knowledge of English or Armenian. |
| **Risk Management Specialist** | Graduate degree in finance, business administration or economics. | - At least 7 years of experience in implementing ISO 31000 (Risk Management and Principles) standard.  - Experience in implementing at least 3 ISO 31000 projects. | - Knowledge of operational and information security risk management methods and models.  - Excellent knowledge of English or Armenian. |
| **Training and Capacity Development Specialist** | Graduate degree in human resources management or organizational development. | - At least 5 years of experience in developing and implementing ISO standards training programs.  - 3 years of experience in implementing ISO training programs. | Skills in developing and implementing training programs.  - Excellent command of English, knowledge of Armenian is an advantage. |

The participant shall submit data on the personnel proposed for the performance of the contract as a document substantiating the qualification criteria in the following form:

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| --- | --- | --- | --- | --- |
| Specialists included in the key staff | | | | |
| First name,  Last name | Qualification | work experience | | Name of Employer |
| Period | Field of activity and work performed |
| 1 | 2 | 3 | 4 | 5 |
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Moreover, to substantiate the availability of labor resources, the Participant:

* shall submit the written consents of the specialists involved in the nominated staff on their involvement in the work to be carried out, as well as copies of the specialists' passports, documents certifying their qualifications (diploma, certificate, attestation, etc.), documents certifying (substantiating) their work experience (employment record book or digital version of the employment record book or personal account statement or relevant reference issued by the employer), qualification certificates issued by the competent authority (if applicable), and CVs, reflecting comprehensive information on the projects implemented.

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: **The participant shall meet the minimum requirements set forth in this invitation.**

**If any of the above criteria are not met, the participant's application is subject to rejection.**

**The selected consultant is determined by the method of selecting the proposal that offers the lowest price and is evaluated and meets the minimum non-price conditions specified in the invitation from the submitted bids.**

4. Participants can participate in the pre-qualification procedure in the form of Joint Venture (Consortium). In that case:

1) the pre-qualification Bid also includes a Joint Venture Contract,

2) the joint qualifications of all members of the Joint Venture Contract are taken into account during the evaluation of the pre-qualification Bid (the qualification of each member of the Joint Venture Contract must meet the qualification requirements defined in this Announcement, related to the given member under this Contract),

3) participants are jointly liable,

4) the party (parties) of the Joint Venture Contract are not allowed to submit separate Bid (Bids) to the same procedure.

5) in case of withdrawal of the consortium member from the consortium, the Contract signed by the Employer with the consortium is unilaterally terminated and the measures of liability provided by the Contract are applied to the consortium members.

**III. THE PROCEDURE FOR OBTAINING CLARIFICATION AND MAKING CHANGES TO THE ANNOUNCEMENT**

5. The Participant has the right to request in writing an clarification of the pre-qualification Announcent at least five calendar days before the deadline for submitting of pre-qualification Bids. The clarification shall be provided in writing to the requesting Participant within two calendar days following the date of receipt of the request. In case of providing information of any Participant, the Employer must ensure the availability of that information for all potential Participants.

In case the request mentioned in this point is submitted via e-mail, the Participant sends the printed version of the original letter to the e-mail address of the secretary of the commission **(**[**narine.kirakosyan@hven.am**](mailto:narine.kirakosyan@hven.am)**).**

In case the request is submitted via e-mail, the printed version of the letter regarding its clarification should be sent from the e-mail of the secretary of the commission provided in this Announcent, by sending to the e-mail address provided the participant's request.

6. The statement about the content of the request and clarifications is published in the bulletin on the day of providing the clarification, without specifying the data of the Participant who made the request.

7. Clarification is not provided if the request was made in violation of the term established 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 the clarification within two calendar days following the day of receiving the request.:

8. Changes may be made to this Announcement at least two calendar days before the deadline for submission of Bids. 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.

9. In case of changes in the pre-qualification Announcement, the deadline for submitting pre-qualification Bids is calculated from the date of publication of the Announcement in the bulletin about these changes.

**IV. PROCEDURE FOR SUBMITTING OF PRE-QUALIFICATION BID**

10. To participate in this procedure, the Participant submits the Bid to the commission.

11. The Participant can submit the pre-qualification Bid to the commission by:

1) electronically by sending to the e-mail address of the commission secretary ([narine.kirakosyan@hven.am](mailto:narine.kirakosyan@hven.am) ) provided for in this Announcement

2) in documentary form with a sealed envelope, glued. On the envelope by the language of the pre-qualification Bid is indicated the following:

a. the name of the employer and the locatrion of submission of the Bid (address),

b. procedure code,

c. the words "not to open until the bid opening session",

d. Participant's name, location and phone number.

12. Bids for the procedure must be submitted to the commission no later than 11:00 a.m. on the 14th day (03.01.2025) from the date of publication of this Announcement in the bulletin.

It is necessary to submit pre-qualification Bids submitted in documentary form to the commission before the deadline set by this point expires by the address: building 1, Z. Andranik str c.Yerevan.

13. The pre-qualification Bids submitted in documentary form are received and registered in the register of applications by the secretary of the commission.

The Bids 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 reference is issued on the subject. Bids submitted after the deadline for submission of Bids are not registered in the register and they are returned by the secretary within two working days following the date of receipt.

14. The Participant submits the following by the pre-qualification Bid:

1) a written Application Announcement to participate in the pre-qualification procedure approved by the Participant in accordance with Appendix No. 1,

2) a statement certified by the Participant as to its compliance with the requirements of the qualification criteria set forth in this Announcement in accordance with Appendix 2,

3) a copy of the Joint Venture Contract, if the Participants participate in this procedure as a Joint Venture (Consortium).

4) the documents mentioned in this Announcement:

15. If the prequalification Bid is submitted by the Participant:

1) documentary way, then all the documents to be included in the Bid, except for the document specified in sub-paragraph 3) of Clause 14 of this Announcement and the documents not approved by him (for example, diplomas, certificates, contracts, etc.), are submitted in original and four copies. The words "original" and "copy" are written on the packages of documents respectively. Instead of original documents, notarized copies may be submitted.

2) electronically way, then printed (scanned) versions of the original documents are presented.

**16. The documents included in the pre-qualification Bids, approved by the Participant, must be submitted in the Armenian language. In addition to Armenian, Bids can also be submitted in English or Russian.**

17. 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 Bid is submitted by the agent, then a document stating that the latter has been given this authority is submitted with the Bid. In case of expediency, the Participant can present the required information in other ways than those proposed by this Announcement, keeping the required validity conditions.

**V. PREQUALIFICATION BIDS OPENING, EVALUATION AND**

**SUMMARY OF RESULTS**

18. Opening, evaluation and summary of results of pre-qualification bids is done at the opening and evaluation session of pre-qualification bids, which starts at 11:00 on the 14th day (03.01.2025) from the date of publication of this announcement in the bulletin, at c. Yerevan Z. Andranik str. 1 address.

At the same time, the evaluation of bids is carried out within three working days from the date of the deadline for submission of bids.

19. Opening and evaluation session of pre-qualification bids

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 bids, other documents that are an integral part of it, registered and (or) electronically submitted bids;

2) after the documents specified in sub-article 1 of this clause are transferred to the chairman (chairman of the session), the commission evaluates:

a. Compliance of formating and submission of envelopes containing bids according to the established procedure and opening the complying evaluated bids;

b. availability of required (intended) documents in each opened envelope and their conformity, as well as the preparation of electronically submitted documents, to the valid terms and conditions defined by this announcment;

20. Bids that meet the conditions set forth in this announcement are considered risponsive. Otherwise, pre-qualification bids are evaluated as non-responsive and being rejected.

If, as a result of the evaluation conducted during the opening session of pre-qualification bids, inconsistencies are recorded in the participant's bids towards the requirements of this announcement, the commission suspends the session for one working day, and the secretary of the commission notifies the participant electronically on the same day, offering to rectify the discrepancy before the end of the suspension period. Moreover, mentioned in this item:

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 to the e-mail address specified in the participant's application.

21. If the participant rectifies the recorded inconsistency within the period specified by the item 20 of this announcment, then the latter's application is considered responsive. Otherwise, the Bid is evaluated as non-responsive and being rejected. The participant submits the rectified 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 commission, as specified in this announcement.

22. A member of the commission or the secretary cannot participate in the work of the commission, if during the commission's activity 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, grandmother, grandfather, grandson, as well as the parent, child, brother, sister, grandmother, grandfather, grandson of the spouse) or the organization founded by that person or having a share (share) submitted an application to participate in this procedure. If the condition provided for in this item is met, the commission member or secretary who has a conflict of interest in relation to this procedure shall immediately announce on withdraw from this procedure.

23. A protocol is drawn up on the opening of bids, evaluation and summarization of results, which also approves the list of pre-qualified participants. The secretary of the commission on the working day following the end of the bids session:

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

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

24. for the purpose of purchasing consulting services, the right to participate in the open tender process is given to the pre-qualified participants, to whom the 2nd stage invitation is also provided in electronic form together with the protocol prepared by the evaluation commssion on the summary of the results of the pre-qualification **procedure.**

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

Moreover, each

1) an interested person has the right to appeal the actions (failure to act) and decisions of the Employer, the evaluation commission 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 before the deadline for submission of applications in accordance with the procedure established by the Civil Procedure Code of the Republic of Armenia.

The rates of state fees charged for appeals are defined by the Law "On State Fees".

In addition to this announcement.

For additional information related to this announcement, you can contact the secretary of the commission, Narine Kirakosyan.

Tel.: +37460 380 040 (ext. 1540)

E. mail: [narine.kirakosyan@hven.am](mailto:narine.kirakosyan@hven.am)

Employer –“High Voltage Electric Networks” CJSC

Appendix N 1

Procedure announcment for the

pre-qualification of the open tender with the code

ԲԷՑ-ՆԸ-ԲՄԽԾՁԲ-24/04

**APPLICATION ANNOUNCEMENT**

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

------------------------------------------------------------- expresses his desire to participate

participant name

in the open tender organized by “HIGH VOLTAGE ELECTRIC NETWORKS" CJS COMPANY under the code ԲԷՑ-ՆԸ-ԲՄԽԾՁԲ-24/04 and submits the Bid in accordance with the pre-qualification procedure and pre-qualification Announcement requirements.

the taxpayer's registration number is:

participant name taxpayer registration number

the e-mail address is: .

participant name e-mail address

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L.S.

Appendix N 2

Procedure announcment for the

pre-qualification of the open tender with the code

ԲԷՑ-ՆԸ-ԲՄԽԾՁԲ-24/04

**ANNOUNCEMENT**

**About compliance with the qualification criteria provided by the pre-qualification statement with the code "ԲԷՑ-ՆԸ-ԲՄԽԾՁԲ-24/04"**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ declares and assures that it satisfies

participant name

To the requirements of the qualification criteria provided by the pre-qualification Announcement under the code " ԲԷՑ-ՆԸ-ԲՄԽԾՁԲ-24/04" and submits:

1. Scanned versions, copies of previously executed contract(s).

2. Documents justifying the availability of labor resources

declares and assures that during the year of submitting the

participant name

Bid and the three years preceding it, he has provided the following services:

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| --- | --- | --- |
| Contracts duly executed during the year of submitting the pre-qualification Bid and the three years preceding it | | |
| N | the subject | Employer and its contact details |
| The year............ date | | |
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name of the participant (position of manager, first name and last name) signature

L.S.

Appendix N 3

Procedure announcment for the

pre-qualification of the open tender with the code

ԲԷՑ-ՆԸ-ԲՄԽԾՁԲ-24/04

**TECHNICAL DESCRIPTION**

* + - 1. **BACKGROUND INFORMATION**

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| **Backgroumd information**  1. The purpose of the procurement of consulting services for ISO certification is to provide technical support to “High Voltage Electric Networks” CJSC (hereinafter referred to as “HVEN”) to align its operations with internationally recognized standards. This initiative aims to achieve compliance with ISO standards that are important for ensuring efficiency, sustainability and management excellence in the energy sector. Targeted certificates include ISO/IEC 27001, NIST SP 800-53, ISO 9001, ISO 37001, ISO 50001, ISO 14001 and ISO 31000.  **Rationale and objectives**  2. As a key institution in Armenia’s energy sector, HVEN controls the high voltage power transmission network, which is a critical link in national energy security, regional integration, and efficient energy distribution. The project is in line with the objectives of Armenia’s energy development strategy, planned until 2040, which emphasizes increasing operational reliability, introducing state-of-the-art management systems, and a sustainable energy transition. The implementation of ISO standards will help HVEN:   * Improve operational efficiency, protect the environment, and ensure information security by enhancing the protection of vital digital systems.   **Scope of consulting services**   1. Consulting services will include full support for the ISO certification process, including:  * **Initial assessment** to identify deviations from ISO requirements. * **System design and implementation:** development and implementation of policies and procedures. * **Training and capacity building:** targeted training of HVEN staff * **Internal audits** in readiness for external certification. * **Organization of certification and 2 external audits.**   **Expected Outcomes:**   1. The successful implementation of ISO standards will enable HVEN to:  * Improved operational transparency and reliability. * Ensured energy security and resilience. * Expansion of regional energy cooperation. * Compliance with Armenia's energy sector development strategy until 2040. |

1. **OBJECTIVE AND SCOPE OF THE TASK**

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| *OBJECTIVE AND SCOPE OF THE TASK* OBJECTIVE   1. The main objective of the task is to assist "High Voltage Electric Networks" CJSC in obtaining ISO certificates, which are important for ensuring operational excellence, stability and information security. The aim of the project is to align HVEN's internal systems and processes with the following internationally recognised ISO standards:  * ISO 9001 (Quality Management) – for optimizing workflows and improving operational efficiency. * ISO 14001 (Environmental Management) – for reducing environmental impact and promoting sustainable energy practices. * ISO 31000 ([Risk management — Guidelines)](https://www.iso.org/standard/65694.html) * ISO 27001 (Information Security management) – to strengthen the protection of HVEN's digital infrastructure * ISO 37001 ([Anti-bribery management systems - requirements and guarantees for application) - for assessing and countering corruption risks.](https://www.iso.org/iso-37001-anti-bribery-management.html) * ISO 50001 (Energy system management (implementation and certification) - for improving the energy system of the HVEN.  1. Obtaining certificates is consistent with the goals of the Energy Development Strategy of Armenia for 2040, which include increasing reliability, sustainability and international competitiveness.   Scope   1. The scope of consulting services covers the consulting process, including preparation, implementation and internal audits in readiness for external certification, as well as the organization and provision of certification and 2 surveillance audits. The individual stages include the following activities:   Initial Assessment and analysis of non-conformities   1. The Consultant will perform:  * An in-depth analysis of HVEN’s current policies, systems and practices in accordance with ISO/IEC 27001, NIST SP 800-53, ISO 9001, ISO 37001, ISO 50001, ISO 14001 and ISO 31000 requirements. * Identification of non-conformities and areas for improvement. * Provide a report including a roadmap for necessary reforms.   System Design and Policy Development  9. The Consultant shall undertake to:   * Develop policies, procedures and manuals in accordance with ISO standards that will be relevant to the specifics of HVEN’s operations. * Establish process frameworks that will improve workflows, strengthen environmental and safety controls and ensure information security. * Maintain clarity, completeness and conformity of documentation to ISO requirements.   Training and Structural Strengthening  10. The Consultant shall conduct:   * Targeted training for HVEN management, technical staff and stakeholders on ISO standards, their benefits and compliance requirements. * Staff seminars to promote understanding and implementation of new ISO processes. * “Teacher-to-Teacher” programs to develop internal ISO experts in HVEN.   System implementation and monitoring   1. The Consultant shall assist HVEN to:   • Implement ISO compliant policies and procedures.   * Establish monitoring tools and performance indicators. * Provide oversight and technical support for effective system implementation.   Internal audit and certification readiness   1. The Consultant shall conduct:  * an internal audit program to assess compliance with ISO requirements. * audits, providing recommendations on identified issues and solutions. * trial audits in readiness for external certification.   13. The consultant shall ensure:   * Organization and conduct of certification, * Organization and conduct of 2 surveillance audits,   Outcomes  14. The main outcomes of this project are:   * Assessment and fault analysis report * Documents in accordance with ISO standards * Training materials and reports * Internal audit reports * Certification Compliance Report   Deadlines   1. The investment project will be implemented within 6 months, but completion may be accelerated depending on the readiness of HVEN and the consultant's assessment.   Expected outcomes and description  16․ Upon successful completion of the investment project, HVEN will be ready to apply for the following certificates: ISO/IEC 27001, NIST SP 800-53, ISO 9001, ISO 37001, ISO 50001, ISO 14001 and ISO 31000, and will also have:   * Improved operational efficiency, environmental management, and workplace safety. * Strengthening information security to protect critical infrastructure. * Profile raising within the framework of cooperation with regional and international partners. |
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**CONFIDENTIALITY STATEMENT**

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| 1. All data and information received under this assignment shall be kept confidential and shall be used only in connection with the performance of these Terms of Reference (TOR). All intellectual property rights arising from the performance of this TOR are reserved to HVEN. The contents of the written materials obtained and used in this assignment may not be disclosed to any third party without the prior written permission of HVEN. The Consultant shall ensure that all personnel, including sub-consultants, are aware of and comply with this confidentiality obligation. Violation of this Confidentiality clause may result in termination of the Contract and possible legal actions. |