**ANNOUNCEMENT**

**ON THE PRE-QUALIFICATION PROCEDURE**

This text of the announcement is approved by the decision No. 1 of the open tender evaluation committee dated December 20, 2024 and is published in accordance with Article 24 of the RA Law "On Procurement"

Procedure code: ԲԷՑ-ՆԸ-ԲՄԽԾՁԲ-24/02

**I. Description of the Procurment subject**

1. The Employer, "High Voltage Electric Networks" CJSC, located at 1 Z. Andranik St., Yerevan, announces an open tender pre-qualification procedure for the procurement of **technical support and supervision consultant services** within the framework of the Armenia - Enabling the Energy Transition Program-for-Results

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| **LOT** |  **Procurment subject** |
| Lot 1 | Technical support and supervision consultant services |

 **Description of the Procurment subject**

 **Terms of Reference of Consultant**

**Services/Position.** Technical support and supervision consultant for reconstruction of HVEN substations

**Project name.** Armenia - Enabling the Energy Transition Program-for-Results (P179336, Loan 9681-AM)

**Duration.** Completion of substation reconstruction works within the framework of Armenia - Enabling the Energy Transition Program-for-Results

**Scheduled commencement date.** commencement date of substations reconstruction works procurement process within the framework of the Armenia - Enabling the Energy Transition Program-for-Results

1. **BACKGROUND INFORMATION**

1. Armenia - Enabling the Energy Transition Program-for-Results (P179336) supports a comprehensive package of measures focused on the reconstruction of High Voltage Electric Networks (HVEN) transmission substations and improving financial viability and performance, as well as energy sector reforms, modernization, and regional energy cooperation. The project will be implemented with 40 million USD loan funds provided by the International Bank for Reconstruction and Development (IBRD). As part of the first results, the Project will support substation reconstruction and reform investments that will increase the readiness of the power grid to deploy variable renewable energy (RE), while maintaining security and reliability of supply. The substation reconstruction works will be limited to the existing substation sites (each occupying approximately 3-5 hectares) and will also include the reconstruction of existing substations, replacement of transformers, batteries, lubricants and protection relays, and construction works for the renovation of control buildings, as well as acquisition of back-up materials, machinery for the reconstruction of substations and their effective operation.

2. HVEN, which is responsible for the implementation of the Armenia - Enabling the Energy Transition Program-for-Results funded by the IBRD, wants to engage a supervising engineer. The primary role of the supervising engineer is to oversee and ensure the efficient reconstruction of substations, including but not limited to Shahumyan-2, Marash and Yeghegnadzor. At the request of HVEN, this engagement may be extended to cover additional substations to be reconstructed.

3. This consultancy must comply with the guidelines and standards of the Loan Agreement (LA), Project Agreement (PA), Project Assessment Document (PAD) and Project Operation Manual (POM) outlined in the RA Enabling the Energy Transition Program-for-Results.

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

***OBJECTIVE OF THE TASK***

4. The objective of the task is to provide comprehensive project management and control services for the reconstruction of substations under the RA [Enabling the energy transition](http://documents1.worldbank.org/curated/en/099031424150079562/pdf/P179336128d8100e18d3c19bca85177d97.pdf) project. Supervising engineers (civil- engineer, energy engineer) must ensure that projects are completed on time, within budget and meet the required quality standards. It includes:

1. Project Management and Control:

a) provide technical assistance to HVEN in the preparation of terms of reference and tender documents,

b) review and analyze detailed engineering design, procurement procedures, construction works, testing and operation of substations,

c) ensure that the project is implemented in accordance with the technical specifications and standards set out in the project documents,

d) provide technical assistance to HVEN during the bidding process by reviewing and studying the technical proposals submitted by the bidders,

e) provide necessary progress reports and documentation to HVEN and the IBRD, highlighting project milestones, challenges and risk mitigation measures.

2) Financial management:

a) provide consultancy on conformity of expenditures with the approved budget and financial management guidelines,

b) Assist HVEN in maintaining accurate financial records and preparing financial reports as required by project agreements.

3) Technical supervision:

a) conduct regular site surveys to monitor the quality and progress of construction and installation as well as engineering works,

b) ensure compliance with safety, environmental and social standards in accordance with the guidelines and technical legal norms established by IBRD,

c) provide technical proposals or consultancy to resolve any issues or challenges encountered during project implementation.

4) Coordination and communication:

a) assist in effective communication and coordination between HVEN, contractors and other stakeholders involved in the project,

b) organize and participate in project meetings, workshops and review meetings as needed,

c) prepare and submit detailed progress reports, technical estimates and final reports to HVEN and IBRD.

5. Within the framework of this task, it is planned to use the best practices and guidelines of similar projects financed by the World Bank, ensuring that the reconstruction of substations is carried out efficiently, sustainably and with the highest quality standards.

**Scope of work**

6. The Consultant is responsible for the inspection and supervision of the construction work, installation and testing of the equipment to ensure that the works are carried out and the goods are delivered in accordance with the construction and supply contracts, designs, specifications and conditions. The services provided by the consultant include, but are not limited to:

1) Site management:

a) assist HVEN in handing over the sites and facilitating access to the site,

b) adevise HVEN on timely issuance of necessary permits as requested by the Contractor,

c) coordinate with the Contractor to replenish the necessary drawings required for project implementation,

d) Organize and conduct site and periodic coordination meetings and prepare minutes of relevant meetings (MoM).

2) Review of design and documents.

a) study the results of engineering geological surveys, designs, plans, technical calculations, drawings submitted by the Contractor and propose their approval to the Employer,

b) study designs and time-schedules submitted by the Contractor and offer the necessary recommendations to the Employer.

3) Supervision of construction and installation works.

a) provide quality control during equipment and materials manufacturing and oversee selected factory tests,

b) supervise construction and demolition activities to ensure required project quality and progress,

c) review contractors’ grievances and assist HVEN in contract management.

4) Testing and Operation:

a) approve methods and procedures of pre-commissioning works and commissioning tests to be performed by the contractor,

b) participate in on-site testing and commissioning.

c) prepare comprehensive punch lists of works performed by the contractor and assist in the issuance of provisional certificates.

5) Documentation and reporting

a) verify the accuracy of the Contractor's final technical documents and operation and maintenance manuals.

b) provide support to the head office to assist with relevant technical issues HVEN

c) review project progress and prepare monthly progress reports, quarterly reports, project completion reports, and other reports as deemed necessary by IBRD and/or HVEN.

***Support and technical control of works implementation***

7. **Task 1.** Design Review: The Consultant shall review and interpret the proposed locations of equipment and structures, installation schedule, and review and recommend approval of the estimates and final price lists submitted by the Contractor. The Consultant shall review and interpret all designs, drawings and technical documents submitted by the Contractor, including manufacturers' drawings. Review and interpretation of equipment design, foundations, buildings, materials, insulators and conductors shall be carried out in close cooperation with HVEN engineers. Under this task, the Consultant is specifically expected to:

1) provide technical assistance to HVEN in the bidding process to develop terms of reference and tender documents, review and study technical proposals submitted by bidders,

2) review and comment on all aspects of the design, standards and discrepancies proposed by the Contractor,

3) check and ensure that the Contractor provides calculations, drawings and designs in accordance with the specifications of the tender documents,

4) study the results of the engineering geological surveys conducted by the Contractor.

5) coordinate with the Contractor's design staff to review and comment on the Contractor's design documents,

6) review the final designs submitted by the Contractor and provide recommendations to HVEN for approval,

7) participate in design review and progress meetings as requested by the HVEN Project Manager.

**8.** **Task 2.** Construction work control, quality assurance, and inspection. Under this task, the Consultant is particularly expected to:

1) review and interpret engineering documents such as detailed work plans prepared by the contractor, final factory design drawings submitted by manufacturers, construction specifications and construction procedures,

2) compare detailed specifications, quality and quantity of the main substation equipment specified in technical specifications and requested in the tender documents. Conduct visual inspection and quantity verification of equipment supplied to the substation,

3) conduct site supervision during construction and installation as well as engineering works and regularly monitor adherence to the construction,

4) monitor project progress.

5) prepare detailed Project Management support using Microsoft software for providing charts, curves and detailed reports of milestones, percentage of work completed, interface points etc. for design, procurement, installation and commissioning,

6) organize frequent planning and progress review meetings to monitor the progress of the Contractor's work. If any delays or problems are noticed, the Consultant must notify HVEN,

7) prepare monthly progress reports and comprehensive quarterly progress reports and send them to HVEN not later than 14 days after the end of the reporting period,

8) assist HVEN in overall quality assurance.

9) supervise on-site construction and where necessary, advise HVEN on quality assurance issues.

10) monitor health and safety procedures at construction sites and recommend measures to avoid or mitigate potential safety risks during construction and monitor the implementation of such measures.

**9. Task 3.** Contract management. Under this task, the Consultant is particularly expected to:

1) review invoices submitted by the Contractor in accordance with the provisions of the price adjustment and advise HVEN on the approval of these invoices.

2) supervise project implementation time-schedules (construction, supply and budgeting time-schedule) prepared and submitted by the Contractor.

3) review and advise on remedial works undertaken by the Contractor, assess delays and make recommendations for time-schedule changes during construction.

4) assist HVEN in the settlement of disputes and grievances arising from the Contractor,

5) estimate additional/extra works to be done by the Contractor and propose rates for such works to HVEN,

6) describe any deviations from the original version of the project's cost and work implementation timeline and explain causes, consequences and preventive measures to HVEN,

7) review Change proposal procedures for substation design, supply and installation contracts and identify any potential deficiencies and recommend changes,

8) manage and monitor all change orders and contract modification procedures,

9) review and advise on the as-built drawings and review the O&M manual provided by the Contractor for accuracy and compliance.

**10. Task 4.** Support HVEN related to factory tests of materials and equipment and certificates of substations equipment tests and commissioning. Under this task, the Consultant is particularly expected to:

1) assist HVEN in all aspects related to factory tests organized by the Contractor, including but not limited to inspections and participation in acceptance tests during the manufacturing (factory tests) of materials and equipment to be supplied for the project,

2) consider commissioning plan and program

3) participate in and support HVEN during the warranty tests and commissioning of substations equipment.

1. **MILESTONES AND PAYMENTS**

**Organization of payment process**

11. The consultant's remuneration will be based on the man/month involvement specified in the act of acceptance of services rendered. The Employer will pay the Consultant based on the daily rates specified in the Contract. Payments will be made for the reconstruction of three substations within the RA [Enabling the energy transition](http://documents1.worldbank.org/curated/en/099031424150079562/pdf/P179336128d8100e18d3c19bca85177d97.pdf) program-for-results (Marash, Shahumyan-2 and Yeghegnadzor). By agreement of the Parties, through the conclusion of a supplementary agreement, the Consultant may be assigned to provide consultancy services for other substation reconstruction projects within the framework of the Project.

12. The contract calculates only the payments for the specialist's days, including operational and administrative costs. HVEN will provide office space, vehicle and printing equipment, however maintenance of this equipment, including fuel, will be the responsibility of the Supervising Consultant.

13. Expected working days for key specialists may be shifted or transferred only with the consent of the Employer. Working days for non-key specialists can be shifted between non-key specialists based on the current tasks formulated for the current reconstruction work and the requirements of HVEN.

**4. REPORTING**

**Reporting and milestones**

14. The Consultant shall provide detailed and structured reports and milestones during the duration of the Contract. These reports are essential for monitoring progress, ensuring compliance with the project specifications, and for effective communication between all stakeholders, including HVEN, the World Bank, and the contractors. Payment for the Contract will be made on a monthly basis, subject to the submission of a monthly report, time-schedule, and invoice. HVEN considers the preparation and submission of these reports to be a key task under the Contract. The monthly report and accompanying time schedule shall be subject to approval by HVEN. Once approved, HVEN shall make payment no later than 10 working days after the submission of the relevant invoice.

15. **The inception report** shall be submitted within one month of the entry into force of the Contract. This report shall outline the Consultant's understanding of the project, detailed work plans, methodologies, and any preliminary findings or observations. It should also include a time-schedule of activities and a list of key contacts.

16. **Site visit report:** The consultant shall submit site visit reports for each site visit recommended to be conducted each week. These reports must be submitted within three days of each site visit and must include the following: Compliance with design specifications and quality standards, issues identified and recommended actions, photo evidence of site conditions, minutes of any meetings held during the site visit.

17. **Design Review Reports:** The Consultant shall provide Design Review Reports for each design and its modifications. These reports shall detail the review process, compliance with specifications, any deviations found, and recommendations for approval or necessary amendments.

18. **Monthly reports** shall be submitted by the 14th of the following month. These reports should reflect all tasks implemented and completed during the previous month, including a summary of site visits and findings, progress against the Project time-schedule, updates on design reviews and approvals, issues encountered, remedial actions taken, updated monthly time-schedules (except for remuneration details, which will be reflected in monthly invoices), and any other relevant information as requested by HVEN or the World Bank.

19. **Quarterly reports** must be prepared and submitted every three months. This report will highlight key issues, progress and proposals to address outstanding issues. Reports will be discussed during the joint meetings of HVEN, the Consultant and the World Bank representatives. Contractors may be invited to these meetings at the request of HVEN. Reports should include review of project progress and achievement of milestones, Identification and analysis of critical issues and risks, proposed solutions and action plans, summary of financial expenditures and budget status, performance indicators and compliance with project standards.

20. **A comprehensive completion report** should be submitted upon receipt of completion act (Operation permission) within one month. This report will cover the entire scope of work, including a summary of all work and tasks performed, detailed analysis of project findings and objectives achieved, lessons learned and recommendations for future projects, final site assessment and compliance with specifications, complete documentation of design review, site visits and any changes made during the project, financial summary and cost audit.

**5. CONFIDENTIALITY STATEMENT**

21. 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.

***The qualification criteria submitted to the participant in the pre-qualification procedure and documents to be submitted with the application for their evaluation***

1. According to Article 7 of the RA Law "On Procurement", any person, regardless of whether he is a foreign individual, organization or a person without citizenship, has an equal right to participate in the pre-qualification procedure.

2. The participant who wishes to participate in the pre-qualification procedure should meet requirements defined by Article 6, Part 3 of the RA Law "On Procurement"

1) Qualification criteria “Compliance of professional activity with the activity stipulated in the contract"

At the same time, providing consultancy services for **reconstruction and/or construction of substations** are considered similar.

The participant is considered to meet the qualification criteria provided for in this subsection, if he has submitted the required information in the application.

2) **"Professional experience"**

3) **"Working resources".**

Presented to the participants:

2) "Professional experience"

a. "Professional experience" qualification criteria by sectors:

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| **Required skills and experience** | Experience:The consultant should be a reputable company with extensive experience in the energy sector, particularly **in providing consultancy services to a power transmission company that has undertaken substation reconstruction and construction.** The company should have extensive experience in successful project implementation and demonstrate a deep understanding of international standards and best practices. The company must demonstrate:• Successful experience in providing technical supervision and/or consulting services to power transmission companies in the energy sector in post-Soviet countries: availability of provided services contracts totally at least 1 million USD.• Experience in providing consulting services to the World Bank in the energy sector (at least 2 contracts during the previous 5 years). |

b. In order to substantiate its compliance with the requirement provided for in paragraph a) of this sub-clause, the participant shall submit with the application copies of previously concluded contracts (contracts, agreements) in all the above-mentioned areas, and in order to evaluate the proper performance of such contracts (contracts, agreements), a copy of the act (handover-acceptance act, etc.) confirming the performance of the contract within the specified period, approved by the parties to the given contract, or a written confirmation of the party that accepted the performance of the given contract.

3) "Working resources"

 "Working resources" qualification criteria:

1. labor resources with the following qualifications are required for the performance of the contract

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| **MINIMUM CRITERIA SUBMITTED TO THE TEAM IN THE PRE-QUALIFICATION STAGE** |
| **Position** | **Qualification** | * **Experience**
 | * **Skills**
 |
| **Key specialists** |
| * Team leader
 | * Higher education in electrical engineering, energy management or related field
 | * at least 10 years of experience, at least 5 years in a leadership position in the energy sector, proven experience in managing large-scale energy projects, including those funded by international organizations such as the World Bank.
 | * High project management and leadership skills, excellent communication and coordination ability, excellent knowledge of English, knowledge of Armenian is an advantage
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| * Energy Engineer
 | * Higher education in the field of energy
 | * At least 15 years of experience in Energy sector. Must have at least two successfully completed engineering projects in the field of construction and/or reconstruction of substations with a voltage of 110 kV, 220 kV or higher, within the last 10 years.
 | * Extensive knowledge of energy systems, grid integration, renewable energy technologies and engineering standards, excellent knowledge of English or Armenian
 |
| * Civil engineer
 | * Higher education in the field of civil engineering
 | * At least 15 years of relevant experience. Should have at least two successful construction supervision experiences in the construction and/or reconstruction of substations with a voltage of 110 kV, 220 kV or higher, within the last 10 years.
 | Extensive knowledge of civil-engineering standards, excellent knowledge of English or Armenian. |
| * Relay Protection and Automation Engineer
 | * Qualification in Electricity or related field
 | * At least 7 years of experience in relay protection and automation systems, substation automation systems and integration experience, Relay protection and automation engineer should have 110 kV, 220 kV and higher voltage substation protection system design, performance and operation experience, as well as knowledge of SCADA systems, Experience in engineering and construction supervision of at least two successfully completed substation construction projects of 110 kV, 220 kV and higher voltage within the last five years.
 | Excellent knowledge of English or Armenian |
| Non-key specialists |
| * Lawyer
 | * Higher education in the field of law
 | * at least 10 years of experience in the field of legal consulting, focused on international projects; with good knowledge of Armenian and international energy regulations,
* The lawyer should have experience in providing legal advice for projects financed by international development partners.
 | * with excellent knowledge of English, knowledge of Armenian is an advantage.
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| * Financial specialist
 | * Higher education in financial management or economics
 | * At least 5 years of experience in the field of financial management of international projects, knowledge of financial reporting standards.
 | * Excellent knowledge of English, knowledge of Armenian is an advantage
 |
| * Electromechanical engineer
 | * Should have the qualification of Electrical Engineer in the field of energy
 | * at least 5 years of experience in the field of energy, particularly in substation projects; Experience in the design, installation and operation of electrical systems, knowledge of relevant standards and regulations
 | * Excellent knowledge of English or Armenian
 |

b. with the application, the participant shall submit written consents of the specialists involved in the nominated staff to involve them in the services to be performed, as well as copies of the specialists' passports and qualification documents, and resumes.

**Mandatory conditions:**

**- The participant should meet the minimum requirements set in terms of non-price conditions of this invitation.**

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

**- The selection of the consultant shall be determined by selecting the proposal that meets the non-price minimum conditions and offers the lowest price of the bids submitted.**

 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****).**

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 ) 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 (29.11.2024) 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 (29.11.2024) 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

Employer –“High Voltage Electric Networks” CJSC

Appendix N 1

Announcement of the open tender pre-qualification procedure for procurement of consulting services with the code ԲԷՑ-ՆԸ-ԲՄԽԾՁԲ -24/02

**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-24/02 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

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

S.H.

Appendix N 2

Announcement of the open tender pre-qualification procedure for procurement of consulting services with the code ԲԷՑ-ՆԸ-ԲՄԽԾՁԲ-24/02

**ANNOUNCEMENT**

**On compliance with the qualification criteria stipulated by the pre-qualification announcment with the code " «*ԲԷՑ-ՆԸ-ԲՄԽԾՁԲ-24/02*'"**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ declares and certifies that meets the requirements of the qualification

Name of Participant

criteria set forth in the pre-qualification announcement with the code "ԲԷՑ-ՆԸ-ԲՄԽԾՁԲ-24/02" and submits:

1. Copies of previously implemented contracts (contracts, agreements), a copy of the act (delivery-acceptance act, etc.) or a written confirmation of the party accepting the performance of the given contract,
2. Written consents of specialists involved in the nominated staff on their involvement in the services to be provided, as well as copies of specialists passports and documents certifying their qualifications, and their CVs.
3. A copy of the joint venture contract if the participants participate in this procedure as a joint venture (consortium).

|  |
| --- |
| Contracts duly executed during the year of submitting the pre-qualification bid and the years preceding it |
| N | Subject | Employer's data and contact details  |
| Date |
| 1 |  |  |
| 2 |  |  |
| ... |  |  |
| Date |
| 1 |  |  |
| 2 |  |  |
| ... |  |  |
| Date |
| 1 |  |  |
| 2 |  |  |
| ... |  |  |

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Participant (Manager's position, name and surname) signature

 S.H.

Appendix N 3

Announcement of the open tender pre-qualification procedure for procurement of consulting services with the code ԲԷՑ-ՆԸ-ԲՄԽԾՁԲ-24/02

|  |
| --- |
| Specialists included in the key staff |
| First name,Last name | criteria meeting the qualification requirements provided by labor resources | work experience /as defined by professional experience and labor resources/ | Name of the Employer |
| timeframe | field of activity and work performed |
| 1 | 2 | 3 | 4 | 5 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Participant (Manager's position, name and surname) signature

S.H.