***“ContourGlobal Hydro Cascade” CJSC***

**INVITATION**

To the announced tender for procurement of Reconstruction of the electrical and hydraulic parts of disk shutter ЗД-280-115 located on the working conduit of Spandaryan HPP for the needs of “ContourGlobal Hydro Cascade” CJSC

This invitation is provided in addition to the announcement of the tender procedure (hereinafter referred to as procedure) having a unique reference number 17/19 for procurement of Reconstruction of the electrical and hydraulic parts of disk shutter ЗД-280-115 located on the working conduit of Spandaryan HPP for the needs of “ContourGlobal Hydro Cascade” CJSC (hereinafter referred to as Contracting Authority).

This invitation has been drawn up in accordance with the requirements of Procurement Guidelines of “ContourGlobal Hydro Cascade” CJSC and other legal acts and it aims at informing the entities (hereinafter referred to as Participant) intending to participate in the tender procedure announced by the Contracting Authority about the conditions of the procedure - i.e. procurement item, procedures, determining the winner and contracting with the winner, as well as assisting in preparation of the bid.

This procedure shall be regulated by the Law of the Republic of Armenia. Disputes related to this procedure should be examined in the Courts of the Republic of Armenia.

The contact email address of the responsible officer of the Procurement Department of “ContourGlobal Hydro Cascade” CJSC is: [erik.mughumyan@contourglobal.com](mailto:erik.mughumyan@contourglobal.com)

**PART 1**

### 1. SPECIFICATIONS OF THE PROCUREMENT ITEM

Reconstruction of the electrical and hydraulic parts of disk shutter ЗД-280-115 located on the working conduit of Spandaryan HPP for the needs of “ContourGlobal Hydro Cascade” CJSC.

|  |  |
| --- | --- |
| N | *Name of work* |
| **1** | Reconstruction of the electrical and hydraulic parts of disk shutter ЗД-280-115 located on the working conduit of Spandaryan HPP |

Technical specifications for procurement of Reconstruction of the electrical and hydraulic parts of disk shutter ЗД-280-115 located on the working conduit of Spandaryan HPP  make an integral part of the Contract, the draft of which is presented in PART 2 of this Invitation.

The following license is required for the Works under this Invitation:

|  |  |
| --- | --- |
| *Number of lots* | *Type(s) of required license(s)* |
| *1* | *2* |
|  | no license required |

1. **QUALIFICATION REQUIREMENTS**

For fulfillment of the obligations under the contract to be signed, the Participant should have the following required by Invitation:

1. Economic proposal(according Technical Specification)
2. Professional experience
3. Financial resources (according to Technical Specification)
4. Work resources (according to Technical Specification)
5. The criterion of economic proposal is assessed as follows:

Economic proposal includes description of the Work to be performed by the Performer.

1. The criterion of professional experience is assessed as follows: The bidder shall submit a declaration in the bid that he/she has properly implemented similar contract in total 30k USD during past 3 years of submitting the bid.
2. The criterion of financial resources is assessed as follows:

The bidder shall submit a declaration in the bid on the availability of the financial resources required for performance of the contract.

1. The criterion of work resources is assessed as follows:

The Participant shall submit a declaration in the bid on the availability of work resources required.

The Participant, as evidence of the qualification criterion, shall submit information about the personnel proposed by the Participant for performance of the Contract: copies of passports of the employees involved in the nominated staff, copies of employment contract, copies of qualification documents.

1. **THE PROCEDURE FOR SUBMISSION OF PROPOSALS**

3.1 In order to participate in this procedure, the Participant shall submit a technical proposal (hereinafter referred to as Bid) of the procedure to the Contracting Authority.

The Bids for the Procedure should be submitted before the deadline for the Procedures mentioned in the Invitation.

3.2 The bid for the Procedure is necessary to submit to the Contracting Authority not later than 10:00hrs, April 15, 2019, by the Address Gr. Tatevatsi str. 2, Goris city. The bids for the procedure are received and registered in the bids registry by procurement specialist E. Mughumyan. The bids are registered in the registry by the secretary according to the sequence of receipt, by mentioning the number, date and time of registration in the registry. By the request of the Participant, the Contracting Authority provides a statement on the receipt of the bid. After the deadline for submission of the bids, the submitted bids are not registered in the registry and are returned by the secretary within 3 working days after the receipt.

**4. THE OPENING AND EVALUATION PROCEDURE OF BIDS/PROPOSALS**

4.1 The bids will be opened at the opening meeting of the evaluation committee (hereinafter referred to as Committee) on April 15, 2019, at 10:30 AM, at 2 Gr. Tatevatsi str., Goris city. 4.2. After the expiry of the deadline for submission of proposal, the Committee gathers and opens all the submitted proposals. The representatives of the companies that submitted proposals can be present at the opening of proposals by the Committee. The Committee reviews and evaluates the submitted technical proposals and then approves or rejects their compliance with the technical requirements, including delivery time and warranty conditions. In the event the compliance of the proposal can not be determined on the basis of the submitted document, the Procurement Department shall ask the applicant to submit additional details and evidence.   
 After reviewing and approving the technical proposal, the secretary of the Committee notifies the participants to submit price offers for the price negotiation procedure of economic proposals- electronically. The person managing the system or the observer of the process may see the offered prices only after the expiry of the deadline for submission of proposals. After the expiry of the deadline for submission of proposals, they are classified according to their prices. The second stage for negotiation of bids may start after duly informing all the participants and receiving written approval on their participation in the second stage. At this stage, the lowest price offered in the first stage (Initial proposal) is announced to all participants without providing any information about the participant offering the price. The participants may offer a lower price than the submitted price at a pre-determined period of time. The bidder offering the lowest price by the decision of the Committee is recognized as the selected participant/winner. After expiry of the deadline for submission of offers in the second stage, a report is processed which outlines the results of the Tender and the proposal for selecting the Contractor. The report is signed by all members of the Committee and approved by the Plant Manager. Once the report is approved by the Plant Manager, all the participants of the Tender within 5 days are officialy informed on the classification of proposals and Supplier selection. The contract is sent to the selected Supplier for signing.

All the documents and information related to Tender are archived and attached to Purchase order/Contract.

**5. CONTRACTING**

5.1 A contract is signed with the selected Participant in accordance with the “Procurement Guidelines” of “ContourGlobal Hydro Cascade” CSJC within 20 (twenty) calendar days from the notice of the tender protocol to the selected participant.

**6. THE ORDER FOR PREPARING THE BIDS**

6.1 The participant submits the bid in accordance with the order set forth in this Invitation.

The Bid /technical proposal/ should be submitted in a documented form, and the Proposals of the Participant and documents related to it should be put in an envelope and glued by the Submitter. The documents /information/ included in the Envelope are the original copies / the photocopies of the originals are submitted/ and 2 copies from the photocopies. Accordingly the envelopes should be marked as “Original” and “Copies”. The envelope and documents prepared by the Participant, as set by the Invitation, is signed by the submitter or any authorised person representing him (hereinafter referred to as agent). If the bid is submitted by the agent, then a document stating authorisation of that person should be presented with the bid.

6.2 On the envelope mentioned in point 6.1 of this instruction the following should be mentioned in the same language as the bid was prepared:

a) The name of the Contracting Authority and the place for submission of the Bid (address),

b) Code for Tendering Procedures,

c) Words “not to be opened till the session for opening the Bids”,

d) Title of the Participant (name), location and contact (telephone) numbers

6.3 Bids not meeting the requirements of points 6.1 and 6.2 of this Instruction are rejected by the Committee in the session of Opening of the Bids and identically are returned to the Submitter.