STATEMENT:

ABOUT THE PREPARATION PROCEDURE

This text of the announcement is approved by the decision No. 1 of the evaluation committee of the open tender dated 22․01․2024 and is published

According to Article 24 of the RA Law "On Purchases".

Code of the procedure: «ՌՀ-ՍՀ-ԲՄԾՁԲ-02/24»

I. CHARACTERISTICS OF THE SUBJECT OF PURCHASE

1. The client is the "Russian-Armenian (Slavic) University" located in the city of RA. Yerevan, Hovsep Emini st. 123, in order to acquire the services of continuous accounting and tax consulting, improvement of the accounting system and implementation of the automation system, the acquisition is carried out in accordance with the procedure established by Article 44, Part 2 of the law, announces a pre-qualification procedure for the purpose of determining the possible participants of the open tender to be organized.

II. TERMS OF CURRENT PARTICIPATION

2. According to Article 7 of the RA Law "On Procurement", any person, regardless of whether he is a foreign individual, organization or stateless person, has an equal right to participate in the pre-qualification procedure.

3. The participant wishing to participate in the pre-qualification procedure must satisfy the qualification criterion "Correspondence of professional activity to the activity provided for in the contract" defined by Article 6, Part 3, Clause 1 of the RA Law "On Procurement". In addition, procurement consulting and coordination services 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;

4. Participants can participate in the pre-qualification procedure as a joint activity (consortium). In such a case:

1) the pre-qualification application also includes a joint activity agreement;

2) during the assessment of the pre-qualification application, the joint qualifications of all members of the joint activity agreement are taken into account (the qualification of each member of the joint activity agreement must meet the qualification requirements of the given member under this contract, defined in this invitation)

3) participants bear joint and several responsibility.

4) the party (parties) of the joint activity agreement cannot (cannot) submit separate application (applications) to the same procedure.

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

5. During the conduct of an open tender, the participants may become aware of or be entrusted with information containing state secrets, the publication of which (in any form) to another person (including relatives) may cause the responsibility defined by RA legislation.

III. SIMPLIFICATION IN GETTING AND DECLARING

HOW TO MAKE A CHANGE

6. The participant has the right to request an explanation of the pre-qualification statement from the commission at least five calendar days before the deadline for submission of pre-qualification applications. The commission provides the explanation to the participant who made the request within two calendar days following the day of receiving the request.

The participant submits the request mentioned in this point by sending it to the e-mail of the secretary of the committee.

The explanation about the request is sent by sending the request to the participant's e-mail from the e-mail provided by the invitation to the secretary of the commission.

7. The statement about the content of the survey and clarifications is published in the newsletter on the day of providing the clarification, without specifying the data of the participant who made the survey.

8. Clarification is not provided if the request was made in violation of the time limit set 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 an explanation within one calendar day following the day of receiving the request.

9. Changes may be made to this announcement at least two calendar days before the deadline for submission of applications. 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.

10. In case of changes in the pre-qualification announcement, the deadline for submitting the pre-qualification applications is counted from the date of publication of the announcement in the bulletin about those changes.

IV. PROCEDURE FOR SUBMITTING AN APPLICATION FOR PRESENTATION

11. To participate in this procedure, the participant submits an application to the commission.

12. The participant can submit the pre-qualification application to the committee in a document form in a sealed envelope, glued. On the envelope, in the language of the pre-qualification application, the following are indicated:

a. the name of the client and the place of submission of the application (address);

b. procedure code.

c. the words "not to be opened until the bid opening session".

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

13. Applications for the procedure must be submitted to the commission no later than 10:00 a.m. on the 8h day after the publication of this announcement in the bulletin.

Applications that do not meet the requirements of clauses 12, 15, 16, 17 and 18 of this directive will be evaluated by the committee as unsatisfactory and will be rejected.

It is necessary to submit the pre-qualification applications to the commission before the expiration of the period defined by this point: RA c. Yerevan, Hovsep Emini st. at 123.

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

The applications 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 certificate is issued. Applications submitted after the deadline for submission of applications are not registered in the register and they are returned by the secretary within two working days following the day of receipt.

15. With the pre-qualification application, the participant submits:

1) a written application to participate in the pre-qualification procedure approved by him, according to Annex No. 1,

2) a statement approved by him about his compliance with the requirements of the qualification criteria set forth in this statement, according to Annex 2,

3) physical person participants also present their CV,

4) a copy of the joint activity agreement, if the participants participate in this procedure as a joint activity (consortium).

16. All documents to be included in the pre-qualification application submitted by the participant, except for the document provided for in sub-paragraph 3 of clause 15 of this announcement, are submitted in original and 1 copies. The words "original" and "copy" are written on the packages of documents respectively. Instead of original documents, notarized copies may be submitted.

17. Applications for pre-qualification, in addition to Armenian, can also be submitted in English or Russian.

18. 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 application is submitted by the agent, then a document stating that the latter has been given this authority is submitted with the application. In case of expediency, the participant can present the required information in other ways different from the ways offered by this announcement, keeping the required validity conditions.

V. OPENING, EVALUATION AND

SUMMARY OF RESULTS

19 Opening of pre-qualification bids, evaluation and summarization of results is done at the opening session of pre-qualification bids on the 8th day from the date of publication of this announcement in the bulletin, 2024. On January 31, at 10:00, RA city. Yerevan, Hovsep Emini st. at 123.

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

20. Opening and evaluation session of pre-qualification applications

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

2) after the documents mentioned in sub-item 1 of this point are transferred to the president (chairman of the session), the commission evaluates:

a. Complying and submitting envelopes containing bids according to the established procedure and opening the corresponding evaluated bids;

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

21. Bids meeting the conditions set forth in this announcement are considered satisfactory. Otherwise, applications for pre-qualification are assessed as unsatisfactory and rejected.

If, as a result of the assessment conducted during the opening session of pre-qualification applications, inconsistencies in the participant's application with the requirements of this announcement are recorded, 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 correct it before the end of the suspension period. the discrepancy. Moreover, mentioned in this point:

1. in the proposal, the recorded non-conformities must be described in detail

2) the proposal is sent to the participant by sending it from the e-mail address of the secretary specified in this announcement to the e-mail address specified in the participant's application.

22. If the participant corrects the recorded inconsistency within the period specified by point 21 of this statement, then the latter's application is considered satisfactory. Otherwise, the application is evaluated as unsatisfactory and rejected. The participant submits the corrected documents from the e-mail indicated in the application to participate in this procedure by sending them to the e-mail of the secretary of the committee, provided in this invitation.

23. A member of the committee or the secretary cannot participate in the work of the committee, if at the opening session of pre-qualification applications 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) , as well as the spouse's parent, child, brother or sister) or the organization founded by that person or having a share (share) submitted an application to participate in the given procedure. If the condition stipulated by this point is present, immediately after the opening session of pre-qualification bids, the committee member or the secretary who has a conflict of interest in relation to this procedure shall withdraw from the procedure.

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

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

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

25. Those participants included in the list of pre-qualified participants, or their authorized representatives with the appropriate power of attorney and identity document, who present themselves to the secretary of the commission in order to receive an invitation, are entitled to participate in the open tender process. In this regard, the secretary of the commission sends a notification from his e-mail specified in this announcement to the e-mail addresses of the pre-qualified participants specified in the application by the end of the second working day following the end of the application opening session, indicating the procedure for receiving the invitation.

26. An invitation will not be provided to the pre-qualified participants who submitted after the deadline specified in point 25 of this announcement.

To get additional information related to this announcement, you can contact the secretary of the commission: A. Martirosyan.

Phone: 041 90-96-09

Email Email: petgnumner.kentron@mail.ru

Client: Russian-Armenian (Slavic) University "Russian-Armenian (Slavic) University"

Appendix N 1

Open with code «ՌՀ-ՍՀ-ԲՄԾՁԲ-02/24»

competition pre-qualification

procedure statement

APPLICATION\*

to participate in the pre-qualification procedure

expresses his desire to participate

Participant name

Special population service is submitted by in accordance with the pre-qualification procedure and pre-qualification statement requirements of the open tender code «ՌՀ-ՍՀ-ԲՄԾՁԲ-02/24»

The taxpayer's registration number is:

name of the participant, taxpayer registration number

The e-mail address of is:

Participant Name Email Address

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K. T.

\*to be completed by the secretary of the committee before the announcement is published in the bulletin.

Appendix N 2

Open with code «ՌՀ-ՍՀ-ԲՄԾՁԲ-01/24»

competition pre-qualification

procedure statement

STATEMENT:

"Professional compliance with the contract

on compliance with the qualification criterion for the intended activity

declares and certifies that to submit the application Participant name provided the following services during the year and three years preceding it:

Contracts duly executed during the year of submitting the pre-qualification application and the three years preceding it

the orderer of the object and the contact details

date: .......... date

1:

2:...

date: .......... date

1:

2:...

date: .......... date

1:

2:...

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K. T.

\*to be completed by the secretary of the committee before the announcement is published in the bulletin.