**ANNOUNCEMENT**

**ON PREQUALIFICATIONPROCEDURE**

The present text of announcement is certified upon Decision № 1 dated **27 SEPTEMBER 2023** by the Evaluation Commission for the Request for Quotation and is divulged pursuant to Article 24 of Law of the Republic of Armenia on “Procurements”

Password of the Procedure: “**ՀՀ ԱԱԾ-ՏԱևԿԿԳՎ-ԳՀԽԾՁԲ-23/2-ԿՐԹՈՒԹՅՈՒՆ”**

**1․PROCUREMENT SUBJECT CHARACTERISTICS**

1. The Customer - National Security Service of the Republic of Armenia, located at the address: 104 Nalbandyan St., Yerevan city, announces a prequalification procedure for the purpose of determination of possible participants for the request for quotation to be carried out aimed at the acquisition of   
**CONSULTATION SERVICES FOR SPECIAL EDUCATION.**

**II. CONDITIONS O F TAKING PART IN THE PROCEDURE**

2. Pursuant to Article 7 of Law of the Republic of Armenia on “Procurements”, any person irrespective of his/her state of being a foreign physical person, organization or a stateless person, shall have the equal right to take part in the prequalification procedure.

3. The participant having a desire to take part in the prequalification procedure must:

1) meet qualification criterion “The compliance of a professional activity to the activity prescribed by the contract” set forth by point 1 of part 3 of Article 6 of Law of the Republic of Armenia on “Procurements”. Meanwhile, **Supply of CONSULTATION SERVICES FOR SPECIAL EDUCATION.**

The participant who had submitted the necessary information via the application shall be considered as a person who had met the qualification criterion set under the present sub-point.

4. The participants may take part in the prequalification procedure upon joint activity (consortium). In such a case:

1) the prequalification application shall include a contract on joint activity;

2) while evaluating the prequalification application the joint qualifications of all members of the contract on joint activity shall be taken into account (the qualification of each member of the contract on joint activity must comply with the qualification requirements assumed by that member under the given contract and those set forth under the present invitation);

3) the participants shall bear joint and several liability;

4) the party (parties) of the contract on joint activity may not submit separate application (applications) to the same procedure;

5) in case of withdrawal of a consortium member from the consortium the contract concluded by the customer shall be terminated unilaterally and penalties set forth under the contract shall be applied on consortium members.

5. While carrying out the request for quotation the participants may get known and entrusted an information containing state secrecy, the divulgation of which (anyhow) to another person (including relatives) may cause liability prescribed by the legislation of the Republic of Armenia.

**III. ORDER OF GETTING CLARIFICATION AND MAKING AMENDMENTS TO THE ANNOUNCEMENT**

**6. The participant has the right to request a written clarification on the announcement of the prequalification at least five calendar days before the deadline for submitting applications for prequalification. The explanation is provided to the requesting participant in writing within two calendar days from the date of receipt of the request. If any information about a participant is provided, the customer must ensure that this information is available to all potential participants.**

**If the request referred to in this paragraph is submitted by e-mail, the participant shall send a copy of the original to the e-mail address of the Secretary of the Commission.**

**If the request is submitted by e-mail, a copy of the original request for clarification is sent to the Secretary of the Commission by sending a request to the e-mail address received by the participant indicated in this invitation.**

**7. The announcement of the content of the request and clarifications on the day the clarification is provided to the participant who submitted the request is published in the statement, without indicating the data of the participant who submitted the request, and in the case of procurements containing state secrets, an explanation of the content of the request and clarifications are provided to the participants who received the invitation.**

8. Clarification will not be provided if the request had been made by violating the term specified under the present section, as well as, in case if the request is outside the framework of the contents of the present announcement. **Moreover, the participant is notified in writing about the reasons for not providing explanations within two calendar days following the day the request was received.**

9. Amendments may be made to the present announcement at least two calendar days prior to the expiry of the deadline of applications submission. On the first working day following the amendment made, the secretary of the commission shall divulge the announcement on making amendment in the directive.

10. In case of making amendments to the prequalification announcement the deadline of submission of prequalification applications shall be calculated from the day of divulgation of the information on those amendments in the directive.

**IV. ORDER OF SUBMISSION OF THE PREQUALIFICATION APPLICATION**

11. To take part in the present procedure the participant shall submit an application to the commission.

12. The prequalification application shall be submitted by the participant to the commission in the form of documentation with closed envelope, glued. On the envelope in the language of the prequalification application preparation shall be specified:

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

b. password of the procedure;

c. words “do not open before the opening session of applications”;

d. name of the participant, place of location and telephone number.

13. The applications for the procedure are necessary to be submitted to the commission not later than on **05.10.2023 at 11:00.**

The prequalification applications submitted via documentation are necessary to be submitted to the commission before the expiry of the term specified under the present point to the address:104 Nalbandyan St., Yerevan city (to the secretary of the commission, economic department of the National Security Service of the Republic of Armenia).

14. The prequalification applications submitted via documentation are received and recorded in the applications register by Lusine Babayan, officer of the economic department of the National Security Service of the Republic of Armenia.

The applications shall be recorded in the register by the secretary in accordance with sequence of their receipt by specifying the record number, date and hour. Upon participant's request a reference shall be issued thereabout. The applications submitted after the expiry of the deadline of applications submission shall not be recorded in the register and shall be returned by the secretary within two working days following the day of their receipt.

15. With the prequalification application the participant shall submit:

1) a written application certified thereby on taking part in the prequalification procedure according to annex № 1;

2) an announcement certified thereby on his/her compliance with the requirements of the qualification criterion set forth by the present announcement according to annex № 2;

3) a copy of the contract on joint activity if the participants take part in the present procedure upon joint activity (consortium).

16. All the documents to be included in the announcement submitted by the participant, except for the document envisaged by sub-point 3 of point 15 of the present announcement, shall be submitted with the original and 2 copies. On the packages of the documents shall be written the words “original” and “copy” respectively. Instead of the original documents their copies certified by the Notary Public may be submitted.

17. The prequalification applications, except for Armenian, may be submitted in English and Russian languages.

18. The envelope and the documents envisaged by the present announcement to be prepared by the participant shall be signed by the person who is submitting them or the authorized person thereof (hereinafter referred to as the Agent). If the prequalification application is submitted by the Agent then a document certifying his/her authorization shall be submitted with the application. Where appropriate the participant may submit the required information in any other way differing from the ways being proposed by this announcement by maintaining the required requisites.

**V. OPENING, EVALUATION AND RESULTS SUMMARY OF THE PREQUALIFICATION APPLICATIONS**

19. The opening, evaluation and results summary of the prequalification applications shall be carried out at opening session of the prequalification applications on **05.10.2023 at 11:00** at the following address: 104 Nalbandyan St., Yerevan city.

Evaluation of applications is carried out in up to three working days from the date of expiration of the application.

20. At opening and evaluation session of the prequalification applications:

1) the secretary of the commission shall provide information on records made in the register and transfer the applications register, other documents constituting the inseparable part thereof and the registered applications to the chariman of the commission;

2) after transferring the documents specified in sub-point 1 of the present point to the chairman (chairman of the session) the commission shall evaluate:

a. the compliance of preparation and submission of the envelopes containing applications under established order and open the applications evaluated as complied;

b. the existence of the required (established) documents in each opened envelope and the compliance of their preparation, as well as those submitted electronically to the requisites set forth by the present announcement;

21. Applications complying with the conditions established by the present announcement will be evaluated as satisfactory. Otherwise the prequalification applications will be evaluated as non-satisfactory and rejected.

Where as a result of the evaluation during the opening session of the prequalification applications some non-compliances to the requirements of the present announcement are detected in the participant's application, then the commission suspends the session for one working day, and the secretary of the commission notifies the participant thereabout on the same day by proposing to correct the non-compliancy before the completion of the period of completion. Meanwhile:

1) the detected non-compliances shall be mandatory and in-detail be described in the proposal specified in the present point;

2) the proposal specified in the present point will be sent from the secretary's e-mail specified in the present announcement to the e-mail specified in the participant's application.

22. If the participant corrects the detected non-compliance within a period specified in point 21 of the present announcement, then the application of the latter will be evaluated as satisfactory. Otherwise the application will be evaluated as non-satisfactory and rejected. The participant shall submit the corrected documents from the e-mail address specified in the application on taking part in the present procedure to the secretary's e-mail address, stipulated under the present invitation.

###### 23. A member or secretary of the commission is not entitled to participate in the work of the commission, if in the course of the activities of the commission it becomes clear that the organization established by the latter, or the organization in which they also own a share, or a person related to them by close family or nepotism ties (parent, spouse, child , brother, sister, grandmother, grandfather, grandson, as well as the parent of the spouse, child, brother, sister, grandmother, grandfather, grandson), or an organization established by this person, or an organization in which this person owns a share, submitted an application for participation in this procedure. If there is a condition provided for by this paragraph, a member or secretary of the commission who has a conflict of interest in connection with this procedure is obliged to immediately declare self-withdrawal from this procedure.

24. A protocol on opening, evaluation and results summary of the applications is drawn up, by which the list of prequalified participants is certified. On the working day following the completion of the applications session the secretary of the commission shall:

1) divulge in the directive the versions scanned from the originals of the announcements on the absence of collision of interests signed by him/her and the members of the commission present at the opening session of the applications;

2) notify the grounds of rejection of prequalification applications to the participants whose applications have been evaluated as non-satisfactory to the conditions stipulated by the present announcement.

**25. The right to participate in the request for quotation procedure is obtained by persons included in the list of prequalification participants who confirm and, within the time period established by this announcement, if available, submit to the secretary of the commission of the appropriate sample a document confirming permission to handle information constituting a state secret.** In this connection the secretary of the commission simultaneously sends a notification from his/her e-mail address specified in the present announcement until the end of the second working day following the completion of the opening session of applications to the e-mail addresses of the prequalification participants specified in the application by mentioning the order of the invitation receipt. Meanwhile, the form of the letter of commitment containing state secrecy and its filling conditions shall be attached to the notification specified in the present point.

The prequalification participants certify and within three working days following the delivery of the notification specified in the present point, in hand deliver the original of the letter of commitment on maintaining information containing state secrecy to the secretary of the commission. The secretary of the commission on the spot evaluates the compliance of the prepared document to the established form, as well as the identity of the person having relevant authorization to get the invitation and in case of compliance at the moment delivers an invitation and arelevant reference by specifying invitation delivery date and hour.

**As a result of this procedure, an agreement will be signed with the elected Participant in the event that the Participant at the time of signing the agreement will have an appropriate document confirming permission to handle information constituting a state secret.**

26. An invitation will not be delivered to prequalification participants who had submitted documents later than the period specified by point 25 of the present announcement, and the deadline for submission of applications for the request for quotation shall be calculated from the day following the completion of the period specified under the same point.

To obtain additional information regarding the present announcement you may apply to Lusine Babayan - officer of the economic department of the National Security Service of the Republic of Armenia.

27. The appeal of this procedure is carried out in accordance with the RA Law “On Procurement” and in the manner prescribed by the RA Civil Procedure Code.

While each:

1) the interested person has the right to appeal against the actions (inaction) of the customer, the evaluation commission and the decision in the manner prescribed by the Civil Procedure Code of the Republic of Armenia;

2) a person has the right to appeal the requirements of this announcement in the manner prescribed by the Civil Procedure Code of the Republic of Armenia, before the expiration of the deadline for filing applications.

The rates of the state fee for an appeal are determined by the Law on State Fees.

**Telephone: 015-57-95-99**

**E-mail: tvl@sns.am**

**Customer: National Security Service of the Republic of Armenia**

*Annex N 1*

*To the Announcement of the Prequalification*

*Procedure for the Request for Quotation with*

password **“ ՀՀ ԱԱԾ-ՏԱևԿԿԳՎ-ԳՀԽԾՁԲ-23/2-ԿՐԹՈՒԹՅՈՒՆ”**

**APPLICATION**

###### ON TAKING PART IN THE PREQUALIFICATION PROCEDURE

-------------Participant;'s name----------------- announce that he/she has a desire to take part in the Prequalification Procedure for the Request for Quotation with password ***“ՀՀ ԱԱԾ-ՏԱևԿԿԳՎ-ԳՀԽԾՁԲ-23/2-ԿՐԹՈՒԹՅՈՒՆ”*** organized by the National Security Service of the Republic of Armenia and in compliance with the requirements of the prequalification announcement is submitting an application:

----- Participant;'s name ----------- taxpayer's identification number --------taxpayer's identification number ---------.

----- Participant;'s name ------------e-mail address --------e-mail address---------

-----Participant's name (leading position, name, surname)------------ -----signature-------

Seal

*Annex N 2*

*To the Announcement of the Prequalification*

*Procedure for the Request for Quotation with*

*password* ***“ՀՀ ԱԱԾ-ՏԱևԿԿԳՎ-ԳՀԽԾՁԲ-23/2-ԿՐԹՈՒԹՅՈՒՆ”***

**ANNOUNCEMENT**

**ON COMPLIANCE TO THE QUALIFICATION CRITERION**

###### “THE COMPLIANCE OF A PROFESSIONAL ACTIVITY TO THE ACTIVITY PRESCRIBED BY THE CONTRACT”

-------------Participant's name---------------- announces and certifies that during the year of application submission and withinthree years prior to it he/she had performed the following services:

|  |  |  |
| --- | --- | --- |
| **Contracts concluded in due form during the year of application submission and within three years prior to it** | | |
| **№** | **Subject** | **Information on the customer and contact data** |
| *date............ year* | | |
| 1 |  |  |
| 2 |  |  |
| ... |  |  |
| *date............ year* | | |
| 1 |  |  |
| 2 |  |  |
| ... |  |  |
| *date ............ year* | | |
| 1 |  |  |
| 2 |  |  |
| ... |  |  |

-----Participant's name (leading position, name, surname)------------ -----signature-------

Seal