*Annex 3*

*to Order of the Minister of Finance of the Republic of Armenia*

*No 264-A of 30 May 2017*

*Model form*

NOTICE

ON PREQUALIFICATION PROCEDURE

This text of the notice is approved by Decision of the Evaluation Commission for closed targeted tender No 1 of 5 October 2017 and is published

pursuant to Article 24 of the Law of the Republic of Armenia "On procurement"

Code of the procedure: KNPNM-TsDzB-17/3

**I. DESCRIPTION OF THE SUBJECT OF PROCUREMENT**

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| --- |
| The contracting authority Kamo Municipal Administration,, located at the following address: RA Shirak Marz, Kamo, Kamo Municipality, Street 10 Building 10/1 |
|  |  |  |

with the view of determining the potential bidders of the closed targeted tender to be arranged for acquisition of services Preparation of Design and Estimation Documents

gives notice of the prequalification procedure.

**II. CONDITIONS OF PARTICIPATION IN THE PROCEDURE**

2. Pursuant to Article 7 of the Law of the Republic of Armenia "On procurement", any person, irrespective of the fact of being a foreign natural person, an organisation or a stateless person, shall have equal right to participate in the prequalification procedure.

3. A bidder intending to participate in the prequalification procedure must:

(1) meet the qualification criterion "Compliance of professional activities with activities provided for by the contract", stipulated by point 1 of part 3 of Article 6 of the Law of the Republic of Armenia "On procurement". Moreover, the fact of having provided the services shall be considered asanalogous.

The bidder shall be considered as meeting the qualification criterion, provided for by this subpoint, where the bidder has submitted, in a bid, the required information;

(2) have the license[[1]](#footnote-2)forthe following fields: Kamo municipality of the Republic of Armenia, street Shirak Marz, Kamo, 10 Building 10/1

4. The bidders may participate in the prequalification procedure as a joint venture (as a consortium). In such a case:

(1) the prequalification bid shall also include a joint venture agreement;

(2) when evaluating the prequalification bid the combined qualifications of all the members to the joint venture agreement shall be considered (the qualification of each member to the joint venture agreement must comply with the qualification requirements — stipulated by this invitation — assumed under that agreement by the member concerned);

(3) the bidders shall be held liable jointly and severally;

(4) the party (parties) to the joint venture agreement may not submit separate bid (bids) for the same procedure;

(5) where a member of the consortium withdraws from the consortium, the contract concluded by the contracting authority with the consortium shall be rescinded unilaterally and the sanctions provided for by the contract shall be imposed upon the members of the consortium.

5. While conducting the closed targeted tender, the bidders may become aware of or be entrustedwith information containing state secret, disclosure (in any manner) whereof to another person (including the relatives) may entail liability stipulated by the legislation of the Republic of Armenia.

**III. THE PROCEDURE FOR RECEIVING CLARIFICATION ANDMAKING MODIFICATION TO THE NOTICE**

6. The bidder shall have the right to request the commission for clarification on the prequalification notice at least one calendar day prior to the expiry of the deadline for submission of prequalification bids. Moreover, the clarification may be requested by 17:00 o'clock (time of the venue for holding the procedure) of the day specified in this point. The commission shall provide the clarification to the enquirer within a calendar day following the day of receipt of the enquiry but no later than at least three hours prior to expiry of the deadline for submission of prequalification bids.

The bidder shall submit the enquiry specified in this point by means of sending it to the electronic mail of the secretary of the commission.

The clarification regarding the enquiry shall be sent from the electronic mail of the secretary of the commission, provided for by this invitation, by means of sending it to the electronic mail of the bidder, from which the enquiry has been received.

7. The notice on the contents of the enquiry and clarifications shall be published in the bulletin on the day of providing the clarification to the enquirer without disclosing the data on the enquirer.

8. A clarification shall not be provided, where the enquiry has been made with violation of the time limit stipulated by this section, as well as where the enquiry falls beyond the contents of this invitation. Moreover, the bidder shall be notified in writing about the grounds for not providing the clarification within one calendar day following the day of receipt of the enquiry.

9. Modifications may be made to this notice at least two calendar days prior to expiry of the deadline for submission of bids. The secretary of the commission shall publish in the bulletin a notice on making a modificationon the first working day following the day of making the modification.

10. In case of making modifications to the prequalification notice, the deadline for submission of prequalification bids shall be calculated from the date of publishing the notice on those modifications in the bulletin.

**IV. PROCEDURE FOR SUBMITTING A PREQUALIFICATION BID**

11. A bidder shall submit a bid to the commission in order to participate in this procedure.

12. A bidder may submit a prequalification bid to the commission:

(1) electronically — by means of sending to the electronic mail of the secretary of the commission provided for by this notice;

(2) in hard copy — in a closed envelope, glued. The following shall be indicated on the envelope in the language of the prequalification bid:

a. name of the contracting authority and the venue (address) of submission of the bid;

b. code of the procedure;

c. the words "do not open until the session for bid opening";

d. name, registered office and telephone number of the bidder.

13. Bids for the procedure shall be submitted to the commission no later than
at 11:00 o’clock of the 8 day from the date of publishing this notice in the bulletin.

Prequalification bids submitted in hard copy, shall be submitted to the commission prior to the expiry of the deadline stipulated by this point, at the following address: Kamo municipality of the Republic of Armenia, street Shirak Marz, Kamo, 10 Building 10/1

14. The prequalification bids submitted in a hard copy shall be received and registered in the bid register by the secretary of the commission.

The secretary shall register the bids in the bid register in the order of receipt, by indicating in the register the registration number, date and time. A statement of information thereon shall be issued by the request of the bidder. The bids submitted after the expiry of the deadline for submission of bids shall not be registered in the register and shall be returned by the secretary within two working days following the date of their receipt.

15. The bidder shall submit the following in the prequalification bid:

(1) written application certified by the bidder for participation in the prequalification procedure pursuant to Annex 1;

(2) statement certified bythe bidder on compliance with the requirements of qualification criterion prescribed by this notice pursuant to Annex 2;

(3) copy of the license (enclosure) provided for by this notice;[[2]](#footnote-3)

(4) copy of the joint venture agreement, where bidders participate in this procedure as a joint venture (as a consortium).

16. Where a bidder submits the prequalification bid:

(1) in hard copy — all documents included in the bid, except for the document provided for by subpoint 4 of point 15 of this notice, shall be submitted in original and 1 copies. The words "original" and "copy" shall be respectively marked on the packages of documents. Notary certified copies of the original documents may be submitted instead of the original documents;

(2) electronically — printed (scanned) versions of the originals of the documents shall be submitted.

17. The prequalification bids may, in addition to Armenian, also be submitted in English or Russian.

18. Theenvelope and the documents provided for by this invitation, drawn up by the bidder shall be signed by the person submitting them or the authorised person thereof (hereinafter referred to as “the agent”). Where the prequalification bid is submitted by the agent, a document certifying the power thereof to submit a bid shall be submitted in the bid. Where appropriate, the bidder may submit the required information in forms other than the forms proposed by this notice, by observing the required requisites.

**V. OPENING, EVALUATION OF THE PREQUALIFICATION BIDS AND SUMMARISATION OF THE RESULTS**

19. Opening, evaluation of the prequalification bids and summarisation of the results shall be carried out at the prequalification bid opening session,
at the following address: Kamo municipality of the Republic of Armenia, street Shirak Marz, Kamo, 10 Building 10/1

at 11:00o'clock of the 8 day from the date of publishing this notice in the bulletin.

20. At the sessionforprequalification bid opening and evaluation:

(1) the secretary of the commission shall provide information on the records made in the register and forward the bid register, other documents forming an integral part thereof and the registered and/or electronically submitted bids to the chairperson of the commission;

(2) after the documents referred to in subpoint 1 of this point are forwarded to the chairperson (person presiding over the session), the commission shall evaluate:

a. the compliance of the preparation and submission of the envelopes containing the bids with the prescribed procedure and open the bids evaluated as complying with the prescribed procedure;

b. the availability of the required (prescribed) documents in each of the opened envelopes and the compliance of preparation thereof, as well as of electronically submitted documents with the requisites defined in the invitation;

21. Bids complying with the conditions provided for by this notice shall be evaluated as satisfactory. The prequalification bids shall otherwise be evaluated as unsatisfactory and be rejected.

Where as a result of the evaluation conducted at the prequalification bid opening session, inconsistencies with regard to the requirements of this notice are detected in the bid of the bidder, the commission shall suspend the session for one working day, and the secretary of the commission shall electronically notify the bidder thereof on the same day, proposing the bidder to eliminate the inconsistency prior to the end of the suspension period. Moreover, the proposal specified in this point shall:

(1) mandatorily and thoroughly describe the detected inconsistencies;

(2) be sent from the electronic mail of the secretary, specified in this notice,to the electronic mail of the bidder, specified in the bidder's application.

22. Where the bidder eliminates the detected inconsistency within the time limit prescribed by point 21 of this notice, the bid of the bidder shall be evaluated as satisfactory. The bid shall otherwisebe evaluated as unsatisfactory and be rejected. The bidder shall submit the corrected documents by way of sending them from the electronic mail,specified in the application for participation in this procedure, to the electronic mailof the secretary of the commission, provided for by this invitation.

23. A member or the secretary of the commission may not participate in the activities of the commission, where at the prequalification bid opening session it appears that the organisation founded by them or the organisation wherein they hold a share (unit), or the person with whom they are linked by kinship or in-law relationships (parent, spouse, child, brother, sister as well as parent-in-law, spouse's child, spouse's brother and spouse's sister), or the organisation founded by that person or the organisation wherein that person holds a share (unit) has submitted a bid to participate in the procedure concerned. Where the condition provided forby this point exists, the member or the secretary of the commission having a conflict of interests regarding this procedure shall recuse himself or herself from the procedure concerned immediately after the prequalification bid opening session.

24. A protocol on opening, evaluation of bids and summarisation of results shall be drawn up, wherebythe list of prequalified bidders shall also be approved.On the first working day following the end of the bid opening session, the secretary of the commission shall:

(1) publish in the bulletin the printed (scanned) copies of the originals of the statements on absence of conflict of interests signed by him or her and the members of the commission present at the bid opening session;

(2) notify bidders, having submitted bids evaluated as not complying with the conditions provided for by this notice,on the grounds for rejecting the prequalification bids.

25. Bidders included in the list of prequalified bidders, who confirmand within the time limit prescribed by this notice submit to the secretary of the commission the original of the letter of commitment on nondisclosure of the information containing state secret, shall be granted the right to participate in the process of closed targeted tender. In this respect, the secretary of the commission shall simultaneously send — by the end of the second working day following the end of the bid opening session — a notification from his or her electronic mail specified in this notice to the electronic mails of the prequalified bidders specified in the application, indicating the procedure for receiving the invitation. Moreover, the form of the letter ofcommitment on nondisclosure of the information containing state secret and the conditions for filling them in shall also be attached to the notification specified in this point.

The prequalified bidders shall confirmand within three working days following the day of sending the notification specified in this point submit personally to the secretary of the commission the original of the letter ofcommitment on nondisclosure of the information containingstate secret. The secretary of the commission shall verify on the spot the compliance of the drawn up document with the prescribed form, as well as the identity of the person having the relevant power to receive the invitation and, in case of compliance,immediately provide the invitation and a relevant statement of information byindicating the date and time of providing the invitation.

26. Prequalified bidders havingsubmitted documents later than the time limit provided for by point 25 of this notice shall not be provided with an invitation, and the deadline for submission of bids for the closed targeted tender shall be calculated from the day following the expiry of the time limit prescribed by the same point.

For receiving additional information concerning this notice, you may apply to Gohar Hareyan, Secretary of the Commission

Telephone 093-96-97-37:

E-mail kamo.shirak@mta.gov.am

Contracting authority Kamo Municipal Administration

Annex 1

to the noticeon the prequalification procedure

of the closed targeted tender under the code KNPNM-TsDzB-17/3\*

**APPLICATION\***

###### for participation in the prequalification procedure

Kamo Municipal Administration informs of the intention to participate

 name of the bidder

in the prequalification procedure of the closed targeted tender under
the code KNPNM-TsDzB-17/3 of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

name of the contracting authority

and submits a bid in compliance with the requirements of the prequalification notice.

The tax identification number of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

nameof the bidder tax identification number

The electronic mail address of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

name of the bidder e-mail address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

name of the bidder (position, name, surname of the head) signature

Seal

*\* shall be filled in by the secretary of the commission before the publication of the notice in the bulletin.*

Annex 2

to the noticeon the prequalification procedure

of the closed targeted tender under the code KNPNM-TsDzB-17/3\*

**STATEMENT**

**on compliance with the qualification criterion "Compliance of professional activities with activities provided for by the contract"**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ declares and certifies that during

name of the bidder

the year of submission of the bid and the three preceding years has providedthe below-mentioned services:

|  |
| --- |
| Contracts duly implementedduring the year of submission of the prequalification bid and the three preceding years |
| N/N | subject matter | data onthe contracting authority and the contact information thereof |
| Date: ........... |
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name of the bidder (position, name, surname of the head) signature

Seal

*\* shall be filled in by the secretary of the commission before the publication of the notice in the bulletin.*

1. *Envisaged by the invitation where applicable.* [↑](#footnote-ref-2)
2. *Where such a requirement is provided for by the invitation* [↑](#footnote-ref-3)