**ANNOUNCEMENT**

**ON PREQUALIFICATIONPROCEDURE**

The present text of announcement is certified upon Decision № 1 dated **3 APRIL 2019** 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-ՏՆՏՎ-ԳՀԱՊՁԲ-19/1-ՊԱՏՃԵՆ ”**

**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   
**service maintenance and repair of copiers.**

**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 the provision of services for the maintenance and repair of copiers.**

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 shall have the right to demand from the commission to get clarification on the prequalification announcement at least one calendar day before the deadline of the submission of prequalification applications. Meanwhile, the clarification may be demanded until 17:00 o'clock of the date (by local time of the place of the procedure conduction) specified in the present point. The commission shall provide a clarification to the participant who had made a request within the day following the calendar day of the receipt of the request, but not later than at least 3 hours earlier the deadline of submission of the qualification applications. The request specified in the present point shall be submitted by the participant by sending it to the e-mail address of the secretary of the commission. The clarification on the request shall be sent from the e-mail address of the secretary of the commission specified under the present invitation to the e-mail address of the participant by which the request was sent.

7. The announcement on contents of the request and clarifications shall be divulged in the directive without specifying information on the participant who had made the request.

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. Meanwhile, the participant shall be notified in writing on the grounds of non-provision of a clarification within one calendar day following the day of the request receipt.

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 sessionof 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 **12.04.2019 at 14:20.**

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 HrachyaAvetisyan, 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 prequalificationapplication 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 **12.04.2019 at 14:20** at the following address: 104 Nalbandyan St., Yerevan city.

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 theirpreparation, 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. The member of the commission or the secretary may not interfere with commission's works, if at the opening of prequalification session it is found out that the organization established thereby or that of having a share or the person related to them with affinity or nepotism (parent, spouse, child, brother, sister, as well as spouse's parent, child, brother or sister) or the organization established by that person or that of having a share has submitted an application to take part in the given procedure. If there is the condition stipulated under the present point, then right after the opening session of the prequalification applications the member of the commission or the secretary having collision of interests in connection to the present procedure, shall announce self-recusal from the 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 participants enlisted as prequalification participants who certify and within a period fixed under the present announcement submit the original of the letter of commitment on maintaining information containing state secrecy to the secretary of the commission obtain the right to take part in process of the request for quotation. 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.

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 HrachyaAvetisyan - officer of the economic department of the National Security Service of the Republic of Armenia.

**Telephone: 010-57-95-99**

**E-mail: tv@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-ՏՆՏՎ-ԳՀԱՊՁԲ-19/1-ՊԱՏՃԵՆ ”**

**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-ՏՆՏՎ-ԳՀԱՊՁԲ-19/1-ՊԱՏՃԵՆ ”*** 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-ՏՆՏՎ-ԳՀԱՊՁԲ-19/1-ՊԱՏՃԵՆ ”***

**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 rendered the below-mentioned 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