**ANNOUNCEMENT**

**ABOUT PRE-QUALIFICATION PROCEDURE**

The current text of the announcement is confirmed by the N 1 decision of the **closedpricing request** committee on **28.07.2023.**and is published according to the 24th article of the RA law «About purchases».

The procedure code is **“HH PN-PGHTSDZB-23-23/2”.**

**I. THE DESCRIPTION OF THE PROCUREMENT OBJECT**

1. The customer, the Ministry of Defence of the RA, located in Bagrevand 5, Yerevan, announces pre-qualification procedure for a decision of potential participant of the quotation requesttender organized for accident insurance services

**II. TERMS OF PROCEDUREPARTICIPATION**

2. According to the terms of Article 7 of the RA law “About Procurements”, all persons or entities, irrespective of being a foreigner, a foreign entity or a stateless person, has the equal right to participate in the pre-qualification procedure.

3. The participant wishing to participate in pre-qualification procedure must:

1) satisfy the qualification criteria correspondence of professional activity with the activity stipulated by the contract" as defined in Article 6, paragraph 3, point 1 of the RA Procurement Law. The contracts of within the framework of licenses to carry out activities in the classes of personnel liability insurance, personnel liability insuranceservices considered similar.

The Participant is considered to satisfy the qualification criteria by this subarticle if the requested information is submitted;

4. Participants can participate in the pre-qualification procedure in joint operation activity (consortium).

In that case:

1) the prequalification application also includes a contract of joint activity;

2) When evaluating the prequalification application, the common qualifications of all members of the joint activity contract, shall be taken into account (the qualification of each member of the contract of joint activity shall correspond with the qualification requirements set forth in this invitation by that member)

3) the participants bear joint and coherent liability;

4) The side (s) of the joint activity contract (s) cannot submit separate applications (applications) to the same procedure.

5) If the consortium member leaves the consortium, the contract between the consortium and the customer is concluded unilaterally and the consortium members shall be liable for the sanctions provided by the contract.

5. During a quotation requesttender, the participants can be known or entrusted with information containing state secrets, the publication of which (in any form) to the other person(including relatives) may cause the responsibility prescribed by the RA legislation.

**III. FORM OF GETTING CLARIFICATION AND MAKING THE CHANGE IN AN ANNOUNCEMENT**

6. The participant has the right to request an explanation of the pre-qualification statement in writing at least five calendar days before the deadline for submission of pre-qualification applications. The clarification shall be provided in writing to the requesting participant within two calendar days following the date of receipt of the request. In case of providing information of any participant, the client must ensure the availability of that information for all potential participants.

If the request specified in this point is submitted by e-mail, the participant sends the printed version of the original letter to the e-mail address of the secretary of the committee.

If the request is submitted by e-mail, the printed version of the letter on its clarification is sent to the secretary of the commission by sending the request to the e-mail address of the participant from the e-mail specified in this invitation.

7. The announcement on the content of the inquiry and clarification shall be published in the Bulletin on the day on which the clarification is given without indicating the data of the participant.

8. An explanation shall not be provided if the request has been made in breach of the time limit set out in this chapter, as well as if the request is beyond the scope of this statement. In addition, the participant is notified in writing form for not being provided the clarification within one calendar day following the day the request was received.

9. Changes can be made to this statement at least two calendar days before the deadline of submission of applications. On the first working day following the date of modification, the secretary of the commission publishes the announcement of the modification in the bulletin.

10. In case of changes in the pre-qualification statement, the deadline for submitting prequalification applications shall be calculated from the date of publication of the announcement of modification in the bulletin.

**IV. THE FORM OF PRESENTATION OF THE PRE-QUALIFICATION APPLICATION:**

11. In order to participate in this procedure, the participant submits the application to the committee.

12. The pre-qualification application may be submitted to the commission by:

1) in documentary form in a closed, glued envelope by the language of making pre-qualification application. On the envelope shall be indicated the following:

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

B. Procedure code.

C. "Don’t open until the application opening".

D. The participant's name (name), location and telephone number.

13. The applications of the Procedure must be submitted to the Committee not later than **07.08.2023**at 10:45am.  
Pre-qualification applications must be submitted to the Commission before the deadline prescribed in this paragraph by (Department of Organizationof Procurement of the Ministry of Defense of the RA located on Bagrevand 5, Yerevan, N 2075 room).

14. After receiving pre-qualification applications in documentary form they are being recorded in the register by the secretary of the commission, head Specialist of the Organization of Procurement of the Ministry of Defense of the Republic of Armenia A. Ter-Arakelyan.

The applications are registered by the secretary in the register, in the sequence of their receipt, by specifying the registration number, date and time in the registry. By the request of the participant, a reference shall be given. Applications submitted after the submission deadline are not being registered in the registry and are returned by the secretary within two working days.

15. The Participant by the pre-qualification application submits:

1) a written application for participating in the pre-qualification procedure approved by him in accordance with Appendix N 1;

2) a declaration confirming its compliance with the qualification criteria set forth in this Statement, in accordance with Appendix 2;

3) a copy of the joint activity contract if the participants participate in this procedure in a joint activity(consortium).

16. If the Participant submits a prequalification application:

1) Since the application for pre-qualification is submitted by the participant documentarily, all documents included in the application, with the exception of the document provided for in paragraph 15 of subparagraph 3 of this announcement, are submitted from the original and two copies. The words "original" and "copy" are written on the package of documents. Instead of the original documents, copies of their notarized copies can be submitted.

2) in electronic form, scanned versions of original documents are submitted.

17. Pre-qualification applications, besides Armenian, can also be submitted in English or Russian.

18. The envelope and the documents drawn up by the participant provided by this declaration shall be signed by the person who submitted it or his authorized representative (hereinafter agent). If an agent submits a prequalification application, the application shall be accompanied by a document on his / her competence. In case of expediency the participant can submit the required information in other ways other than those proposed by this Statement, maintaining required requisites.

**V. OPENING, EVALUATION AND SUMMARIZING OF PREQUALIFICATION APPLICATION;**

19. Opening, evaluation and summarizing the results of prequalification applications are taking place at the opening of the pre-qualification applications at **07.08.2023**at 10:45am. In the meeting room Department of Organization of Procurement of the Ministry of Defense of the RA locked Yerevan, Bagrevand 5.

20. In the session of Opening and Evaluation of Prequalification application:

1) the commission secretary shall provide information about the records in the register and transfer to the chairman of the commission the register of the applications, other documents that are an integral part of it, the registered and (or) electronically submitted applications;

2) After transferring the documents, referred to the subparagraph 1 of this point, to the chairman(chairman of the session), the Commission evaluates:

Compilation of envelopes containing applications, and compliance with the established order and opening of evaluated applications;

a. Compilation of envelopes containing applications, and compliance with the established order and opening of corresponding evaluated applications;

b. The existence of the required (prescribed) documents in each opened envelope, and the compliance of the documents with them, as well as the compliance of the documents submitted electronically, to the requisites set forth in this declaration.

21. Applications which are in accordance with the conditions provided in this statement are evaluated satisfied. Otherwise, prequalification applications are evaluated as insufficient and rejected.

In case of non-compliance with the requirements of this declaration, during the prequalification application opening of the session the Commission shall delay the session for one working day and the secretary of the commission informs the participant on the same day electronically, proposing to correct the noncompliance before the end of the suspension of the session.

Moreover mentioned in this point:

1. The Recorded non-compliances are described mandatory and detailed in suggestion.

2. The suggestion is sent to the participant’s e-mail indicated in the application by the e-mail address of the secretary mentioned in this announcement.

22. If the participant corrects the recorded non-compliances within the period specified in paragraph 21 of this Statement, his application shall be evaluated as satisfactory. Otherwise, the application is considered to be insufficient and rejected. The participant submits the corrected documents in a paper version, in a closed envelope glued together Yerevan Bagrevand 5 (**Department of Procurement Organization of the Ministry of Defense of the Republic of Armenia to the Secretary of the Commission, 2075 room**):

23. A member of the Commission or a secretary cannot participate in the Commission's work if during the opening of the prequalification application it is found out that the organization founded or their share (share) or their related relative or parent (parent, husband, child, brother, sister, grandmother, grandfather, grandson, as well as parent, child, brother, sister, grandmother, grandfather, grandson of husband) or an organization founded or owned by that person (share) has submitted an application for participation in the procedure. If conditions provided in this paragraph are available, immediately after the opening of the prequalification application, a commission member or secretary who has a conflict of interest with regard to this procedure shall withdraw from the procedure.

24.The records are drawn up on the opening, evaluation and summary of the results, as well as the list of pre - qualified participants is confirmed. The Secretary of the Commission the following working day of the end of the application session:

1) presents the scanned versions of the original of the commission's statements on the absence of a conflict of interest signed by him or the members of the opening of the applications in the bulletin;

2) Informs participants who have submitted inadequately evaluated conditions for the conditions provided in this announcement about the bases for rejection of prequalification applications.

25. The right to participate in a closed competition target participants included in the list of pre-qualified bidders who have permission to work with secret documents provided by the RA national security Service or service ensure the secrecy of the General staff of RA armed forces: In this regard, the Secretary of the Commission specified in this statement e-mail at the same time provide notice to the parties that previously signed before the end of the second working day after the meeting for opening of applications specified in the application e-mail, indicating the order of receipt of the invitation.

The Secretary of the Commission on the spot evaluates the compliance of the document with the established form, as well as the identity of the person who has the appropriate authority to receive the invitation, and if they are agreed upon, at the same time provides the invitation and the relevant certificate indicating the date of the invitation, time and time of receipt of the invitation.

26. An invitation to pre-qualified participants who submitted documents later after the deadline provided in paragraph 25 of this Statement shall not be provided, and the deadline for presenting announcements for a quotation requesttender shall be calculated from the day following the expiration of the period specified in the same paragraph.

27.An appeal against this procedure is carried out in accordance with the RA Law on Procurement and the RA Civil Procedure Code.

Moreover, each

1) an interested person has the right to appeal the actions (inaction) and decisions of the client, the evaluation committee in accordance with the procedure established by the Civil Procedure Code of the Republic of Armenia;

2) anyone has the right to appeal the requirements of this announcement before the deadline for submission of applications in accordance with the procedure established by the Civil Procedure Code of the Republic of Armenia.

The rates of state fees charged for appeals are defined by the Law "On State Fees".

For getting additional information concerning this announcement you can contact the Procurement Coordinator, head Specialist of the Department of Procurement documents of Logistic Support Department of the Ministry of Defence A.Ter-Arakelyan.

Phone: **010-29 4418**

E-mail: [**a.ter-arakelyan@mil.am**](mailto:a.ter-arakelyan@mil.am)**..**

Client: **Ministry of Defense of the Republic of Armenia**.

**Appendix 1**

**Application for Participation**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_participant’sname\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

reports that wishes to take part in the pre-qualification procedure by the Ministry of Defense of RA, with a “**HH PN-PGHAPDZB-23-23/2**”code, and presents the documents required by the announcement.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_the name, surname of the participant\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_signature\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_date\_\_\_\_\_\_2023

**Appendix 2**

**Announcement**

About qualification standards “Activities provided by the contract corresponding to the professional activities”

Hereby\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_participant’sname\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

announces that during the current(application presented) and the previous 3 years has properly executed contracts bellow. .

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| --- | --- |
| Previously executed contracts | |
| Subject | Customer’s contact data |
| Date, year ` ........... | |
| 1. |  |
| 2. |  |
| .. |  |
| Date, year ` ........... | |
| 1. |  |
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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_the participant’s name, surname \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_signature\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_date\_\_\_\_\_\_2023