**ANNOUNCEMENT**

**ABOUT PRE-QUALIFICATION PROCEDURE**

The current text of the announcement is confirmed by the N 1 decision of the quotation request tender estimating committee *on* ***30.11.2018***and is published according to the 24th article of the RA law «About purchases».

The procedure code is **“HH PN NTAD-PNMTSDZB-1/1”**

**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 purchases of Mail delivery services**.**

**II. TERMS OF PROCEDURE PARTICIPATION**

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 envelopes and/or parcles and/or postal delivery services 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 from the Committee, at least one calendar day before the deadline of submission of the prequalification announcement, to clarify the pre-qualification statement. At the same time clarification may be required before 17:00 (the time of the place of procedure) of the day mentioned in this point. The Commission shall clarify the participant who made the request the next working day of the date of receiving the request, but not later than at least 3 hours before the deadline for submission of the prequalification deadline.

The request pointed in this paragraph, shall be submitted by the participant through the e-mail to the secretary of the commission.

The clarification of the request is sent to the Secretary of the Commission by sending an inquiry to the received e-mail from the e-mail address provided by 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) electronic form by sending the commission secretary to the e-mail provided by this announcement;

2) 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 **17.12.2018 at 11:00am.**  
Pre-qualification applications must be submitted to the Commission before the deadline prescribed in this paragraph by (Yerevan, Bagrevand 5, Department of Formulation Procurement documents of the Logistic Support Department of the Ministry of Defence of the Republic of Armenia).

14. After receiving prequalification applications in documentary form they are being recorded in the register by the secretary of the commission, Leading Specialist of the Formulation Procurement documents of the Logistic Support Department of Ministry of Defence of the Republic of Armenia. **V. Sahakyan**.

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) In documentary form, all documents included in the application, besides the document provided for in subparagraph 4 of paragraph 15 of this Statement, shall be presented in 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. Prequalification 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 prequalification applications at **11:00am, 17.12.2018** by the address Yerevan, 5 Bagrevand.

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 to the e-mail address specified in the application by submitting to the e-mail address provided by this invitation.

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, spouse, child, brother, sister, as well as the parent, child, brother or sister of the spouse) 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. Participants included in the list of pre-qualified participants are eligible to participate in the quotation requesttender, who confirms and presents the original of the agreement on the preservation of information containing state secrets to the secretary of the commission within the timeframe established by this announcement.

In this regard, the secretary of the commission sends a notification to the e-mails indicated in the application at the end of the second working day of the opening session to the e-mail address indicated in this announcement, indicating the pre-qualified participants, indicating the order of receiving the invitation. Moreover, the agreement of the preservation of the information containing the state secrets and the conditions of filling are being touched to the notification of this paragraph.

Pre-qualified participants shall, within three working days after receiving the notification of this paragraph, submit to the commission secretary the original of the agreement of the preservation of information containing state secrets. The Secretary of the Commission shall evaluate on the spot the form of conformity of the document, as well as the identity of the person authorized for the receipt of the invitation and at the same time provide the invitation and indicating the date and time of providing 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.  
 For getting additional information concerning this announcement you can contact the procurement coordinator, the Leading specialist of the Department of Formulation of Procurement documents of Logistic Support Department of the Ministry of Defence of the RA, 2nd Class Counselor V. Sahakyan.

Phone: 010-29-43-53

E-mail: **a.sahakyan@mil.am։**

Customer: 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 NTAD- PNMTSDZB-1/1**”code, and presents the documents required by the announcement.

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

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

\_\_\_\_\_\_\_\_\_\_\_\_\_date\_\_\_\_\_\_2018

**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. |  |
| 2. |  |
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| 1. |  |
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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_the participant’s name, surname \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

\_\_\_\_\_\_\_\_\_\_\_\_\_date\_\_\_\_\_\_2018

