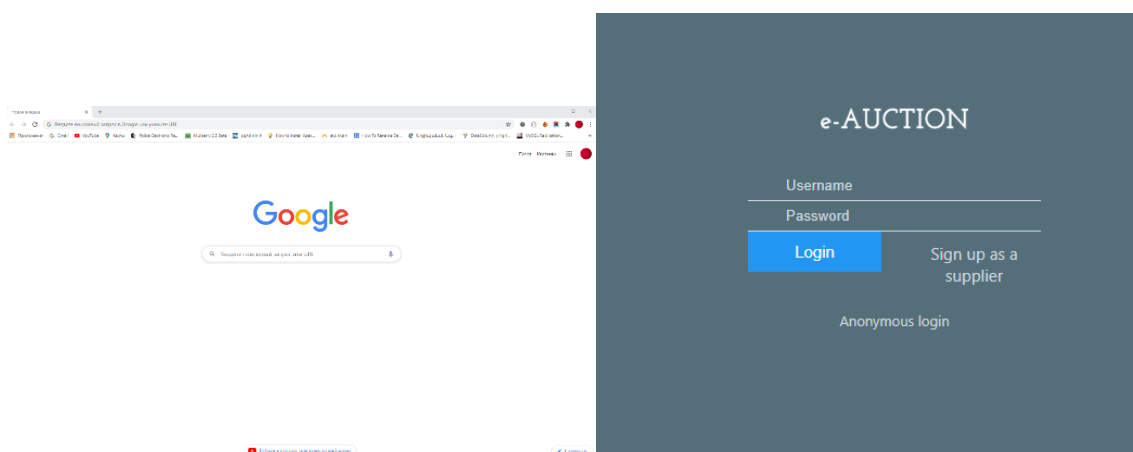A guide to purchasing through an e-auction

Part I

The secretary's guide to the purchasing procedure through an e-auction

With the help of the permissible browser open the https://eauction.armeps.am/ page Enter the correct login in the "Username" field Enter the correct password in the "Password" field Click the "Log in" button. When entering the system, the login field must be filled in in lower-case letters.

In the opened window you can see the fields that are needed for the work, according to your privileges.
Your notifications, if available, will be displayed on the top of the page.
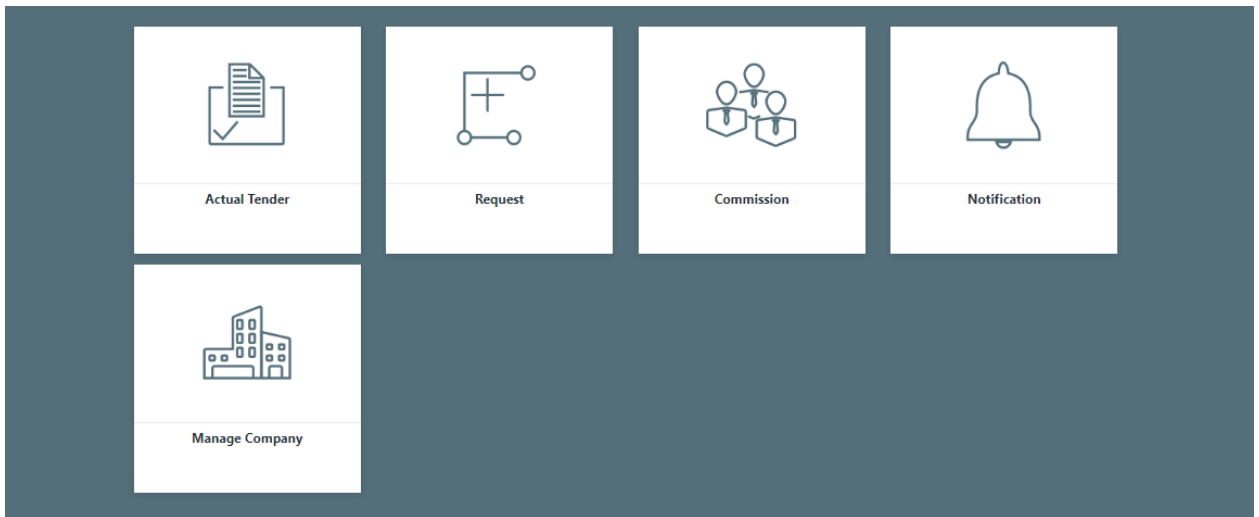
To change the interface language, you need to click the button of the corresponding language.

On this page, the user checks and edits the Client's data.

Manage Company

To add a new line to the "Bank requisites" field, click the "Add" button in the right corner of the corresponding table. After entering the information in the opened line, you need to click the "Save" button in the right corner of the line. To edit the available data, you need to click the "Pencil" mark in the right corner of the line. Here you change the data and click the "Save" button. After making changes to all the lines, click the "Save" button in the lower right corner of the page to confirm the Client's data.

	Manage Company				
Title	🇺🇸 Գնումների կենտրոն	🇷🇺 Торговый центр	🇦🇲 Գնումների կենտրոն		
Address	🇺🇸 Կոմիտաս 54բ	🇷🇺 Комитас 54б.	🇦🇲 Կոմիտաս 54բ		
Director	Tnoren				
Coordinator	🇺🇸 Gagik 🇺🇸 Janjughazyan	🇷🇺 Гагик 🇷🇺 Джанджугазяна	🇦🇲 Գագիկ 🇦🇲 Ջանջուղազյան		
TAXID	TAXID				
Phone	010010010				
Country					
Status	Active				

	ID	Bank	Address	Bank account	Status	Add
Procurer bank	3	ՀՀ ՖՆ գործառնական վարչություն	ՀՀ, ք. Երևան, Տիգրան Մեծ 4	900011017325	Active	✎

Save

In the "Commission" section, the Secretary creates an Evaluation commission for a specific tender and manages the already created commissions.

Commission

The existing commissions are displayed in the main list. You need to click the "Details" button to view the data of the existing commission.

	Commission							
Title	Number	Status	Filter					
ID	Title	Number	Head	Secretar	Members	Date	Status	
8	ՀՀ ՖՆ ընթացակարգի հանձնաժողով	441-Ա	Gagik Janjughazyan	Gagik Janjughazyan	Վազգեն Հակոբյան,Համլետ Սարգսյան	2020-05-11	Active	✎ >
7	ՀՀ ՖՆ ընթացակարգի հանձնաժողով	441-Ա	Gagik Janjughazyan	Gagik Janjughazyan	Համլետ Սարգսյան	2018-04-06	Active	✎ >
6	ՀՀ ՖՆ ընթացակարգի հանձնաժողով	441-Ա	Gagik Janjughazyan	Gagik Janjughazyan	Վազգեն Հակոբյան,Համլետ Սարգսյան	2018-04-06	Active	✎ >
5	ՀՀ ՖՆ ընթացակարգի հանձնաժողով	441-Ա	Gagik Janjughazyan	Gagik Janjughazyan	Վազգեն Հակոբյան,Համլետ Սարգսյան	2018-04-06	Active	✎ >
4	ՀՀ ՖՆ ընթացակարգի հանձնաժողով	441-Ա	Gagik Janjughazyan	Gagik Janjughazyan	Վազգեն Հակոբյան,Համլետ Սարգսյան	2018-04-06	Active	✎ >

Total 15 data

To create a commission, you need to click the "Create a commission" button on the tender management page.

From the suggested list in the selection lines of the opened page, you need to select the necessary data (existing tenders, chairman of the commission,

members). The name of the secretary who creates the commission is automatically indicated. To save the entered data, you need to click the "Save" button.

Title	Title
Number	Number
Secretar	Janjughazyan Gagik (gjanj)
Existing tender	ՓՈՐՁԱՑՈՒՐՂ-20/07/2020 1
Head	Head ⌄
Members	Members ⌄
Date	Date 🗓
Status	Active
	Save

Click the "Edit" button to make changes to the existing tender data. If you need to create a new commission, the basic data of which are slightly different from the data of the existing commission, you can click the "Duplicate" button, make the necessary editing and click the "Save" button.

Actual Tender

In the "Actual Tender" section, the Secretary manages the tenders created in the PPCM system.

Besides, only the tenders created with the CPV codes, which are envisaged by the RA legislation as items to be purchased through the online reverse auction, are displayed in the Auction system. Only the tenders that have been created in the PPCM system for the given Client, for the given Secretary (Purchasing Coordinator) are available to the Secretary.

ID	Code	Title	Lots count	Status	
53	ՓՈՐՁԱՁՈՒՐԴ-20/07/2020 1	վառելիքի ձեռքբերում	1	New	>
52	ՓՈՐՁԱՁՈՒՐԴ-20/07/2020-0	վառելիքի ձեռքբերում10մլն	1	New	>
51	ՓՈՐՁԱՁՈՒՐԴ-15/6	մասեր	2	New	>
50	ԷՆՁԱՊԶՔ-16.07.20	purchase of electrical equipment	2	Application-Announcement	>
49	ՀՀ ԱՅԹԻՓՈՐՁ-29/06/+70ՄԼՆ	приобретение канцелярских товаров+70	12	Finished	>

All the existing tenders and their status at the moment are displayed in the main list.

Click the "Details" button to get acquainted with the data of the specific tender.

All the information entered for the latter at the moment is displayed in the upper part of the tender details page.

The portions of the given tender with the information entered for them at that time are at the bottom of the details page.

The user can attach the protocol of the given phase of the procedure at any time. To do this, he/she needs to go to the corresponding page using the "Protocol" button on the tender details page.

To enter data for the tender with a "new" status and manage it, you need to click the "Manage" button on the details page.

If the tender will be organized in accordance with sub paragraph 2 of paragraph 6 of article 15 of the RA Law on Procurement, the user can independently set the estimated price of each portion.

The determination of the estimate cost of the portion.

If the tender will be organized in accordance with sub paragraph 1 of paragraph 6 of article 15 of the RA Law on Procurement, the user should indicate "0" in the estimated price field, and in the "15.6" section of the management page he/she should indicate the approximate price to get the correct form of the invitation.

In the corresponding fields of the tender management page, it is necessary to enter the dynamic information of the model form of the invitation.

Manage Tender — Contract to be signed | Details | List

Field	Value
Code	AJURDPORDZ-20/07/2020-0	АЦУРДПОРД-20/07/2020-0	ՓՈՐՁԱՏՈՒՄ-20/07/2020-0
Tender	վառելիքի ձեռքբերումունմլն

Tender title for invitation: վառելիքի ձեռքբերումմնլն (×3)

Tender title for gnumner.am: վառելիքի ձեռքբերումմնլն (×3)

Commission decision	1	2020-07-21
Bid end time	2020-07-30 00:00
Rate	487	7.2	510
Brand	○ Not required ● Required
Producer	● Not required ○ Required
Trademark	○ Not required ● Required
Company name	● Not required ○ Required
Prepayment	● Not required ○ Required
The execution of the contract	● Phase ○ Single payment
Procurer bank	ՀՀ ֆին գործառնական վարչություն 900011017325 × (×3)
Maximum idel time (d)	10
The term for the protocol of delivery/acceptance	10
Warranty day	365

Technical requirements

Title	Requirement	File	Supply			
բենզին, ռեզուլ․չափ	տրագին կարգի		ID	Address	Subject quantities	Timing
բենզին, ռեզուլ․չափ	первый класс	Choose a file...	1	ՍԵԼՀՌ 1	ԱՍԲՈՒՁԸ	ՆՈՑ 12
				МЕЛИ 1	ВСЕ	НОУ 12

Payment shedule

Number	Cpv	Title	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
1	09132200/1		0	0	0	0	0	0	0	50	60	70	80	100	100 %

Confirm for all lots

Save | Preview | Publish

The interface of the details pages may vary depending on the type of the item of purchase (product, work, service) and estimate price set in the purchasing plan.

In all the sections where the fields for the Russian and English versions are placed, it is obligatory to fill in.

In the fields of the "Bank requisites" line you should select the Client's bank requisites for the mentioned transactions.

In the "Warranty period" field, it is necessary to enter the warranty period for the product, which is the main means.

The "maximum period (day) of inactivity" cannot be less than 10 days.

The "Execution of the contract" is a mandatory selection field and you need to select the staged or one-time payment.

In the case of the tenders being organized for the purchase of the goods, the client's user can fill in the technical characteristics in the corresponding column of the specific portion in the "Technical characteristics" field, as well as he/she can attach it as a separate file, while in the supply field he/she must fill in the address of supply, sub-quantities and terms.

In the "Schedule of payments" table you should fill in the planned payments by months.

If a file containing the technical description is attached for any portion, the file must contain both the Armenian and Russian versions of the technical task.

	Title	Requirement	File	Supply					
Technical requirements	բենզին, ռեզուլյար	առաջին կարգի	📎 Choose a file...	ID	Address	Subject quantities	Timing	+	x
	բենզին, ռեզուլյար	первый класс		1	ՄԵԼԻՔ 1	ԱՍՐՈՂԾ	ՆՈՅ 12		
					МЕЛИ 1	ВСЕ	НОУ 12		

Number	Cpv	Title	Payments by months												
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Payment shedule	1	09132200/1	0	0	0	0	0	0	0	50	60	70	80	100	100 %
														Confirm for all lots	

Save Preview Publish

The system will offer the file version of the invitation on the browser page, where the dynamic fields for which the user has not yet filled in the information are presented in red, and those for which the data have already been entered are presented in yellow.The text field of the technical description is a mandatory field to be filled in in both languages.

After entering information in any field, the user can click the "Preview" button.

To save the changes made, you must click the "Save" button. Before the announcement of the tender you can edit any information entered by clicking the "Manage" button.
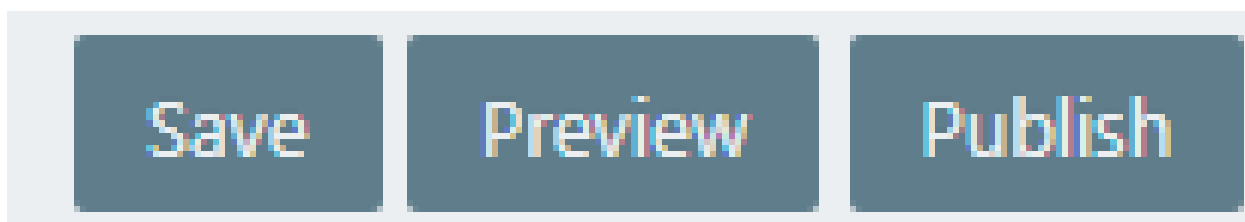
The coordinator can see the model form of the contract to be signed before the final publication at any time and make changes to the draft contract, if desired.

By clicking the "Contract to be signed" button, the coordinator sees the model form of the Contract. All the fields that are editable are marked in red. To edit, just click the left mouse button on the given field and edit it. If any change is made in the Armenian version, a corresponding change must be made in the Russian version as well to avoid inconsistencies. The language of the contract can be changed by clicking the ARM and RUS lines in the upper right corner of the window.

Contract to be signed

Close   Reset   Save   Download

Приложение № 5

к Приглашение на электронный аукцион

под кодом "«EAAPDzB»"*

ДОГОВОР

ПОСТАВКИ ТОВАРА ДЛЯ НУЖД ГОСУДАРСТВА

№ _____

Г _____   «___» _____ 20 г.

_____, в лице _____-в, действующего на основании устава
_____, далее "Покупатель", с одной стороны, и _____, в лице
директора _____, действующего на основании устава _____, далее
"Продавец", с другой стороны, заключили настоящий Договор о следующем.

1. ПРЕДМЕТ ДОГОВОРА

1.1. Продавец обязуется в установленном настоящим Договором (далее договор)
порядке, объемах, сроки и по адресу поставить Покупателю товар (далее товар),
предусмотренный Технической характеристикой-графиком закупки, являющейся
Приложением № 1 к договору, а Покупатель обязуется принять товар и заплатить за
него.

2.ПРАВА И ОБЯЗАННОСТИ СТОРОН

2.1. Покупатель имеет право:

2.1.1. Отказываться от товара в случае непоставки товара Продавцом в
установленный договором срок, если сроки поставки были нарушены более чем на

After completing the changes, the coordinator must click the "Save" button to confirm the changes, as well as he/she can download and see the already modified version at any time by clicking the "Download" button. If the coordinator wants to return the Contract to the original version, he/she can click the "Restore" button. After completing the actions, it is necessary to close the window with the "Close" button.

To publish the announcement, it is necessary to click the "Publish" button. The status of the tender will be automatically changed to "Published", after which you can make changes or cancel it only in the manner prescribed by the law, by clicking the corresponding button on the details page of the given published tender.

You can download the file version of the invitation from the details page of the published tender by clicking the corresponding button.

The system automatically calculates and displays on this page the day and time of the start of the reverse auction, as well as of the response to the inquiries.

Title	վառելիքի ձեռքբերում					
Procurer	Գնումների կենտրոն					
Procurement Type	Goods					
Rate	USD 10		RUR 10		EUR 1	
Answer and clarification	Request	Logdate	Answer	Clarification	Passive	
Statement	Download					
Invitation	Download					
Publish time	2020-07-21 18:52:15					
Bid end time	2020-07-31 11:00:00					
Protocol	Logdate			Document		
Reverse auction	2020-08-03 11:00:00					
You can respond to the request before	2020-07-30 11:00:00					

To respond to the inquiry, click the details button in the right corner of the line.

You can select one of the three options to respond to the inquiry on the inquiry details page.

Answer and clarification	Request	Logdate	Answer	Clarification	Passive	
	Harcum	2020-06-25 11:50:15				>

By clicking the "Make passive" button, you can respond to the inquiries that are not related to the given procedure. The response to that inquiry will be available only to the participant who sent it.

The "Respond" button allows you to respond to the inquiries that are available only to the participant who sent the inquiry.

The system has imported the model samples of the responses to the prevailing inquiries, which you can find in the "Quick responses" line.

The official clarifications are sent due to the "clarification" button. The official clarifications are available to all the participants who have applied for the tender. They are published in the official record of the purchases.

When adding the clarification, both the Armenian and Russian versions of the clarification are needed.


The Client's user can make changes to the already published tender in accordance with the order and terms prescribed by the law. To do this, you need to click the "Change" button on the details page of the published tender.

The system will lead to the tender change page, which has the same functional as the tender management page. After making the necessary changes, you should attach the changed document and click the "Publish the change" button.

The system will automatically create a new tender in the list of the existing tenders, taking into account the changes made.

It is possible to cancel the published tender in accordance with the order and terms prescribed by the law. To do this, click the "Cancel" button in the upper right corner of the details page of the published tender. On the opened page you need to attach the required document and click the "Cancel" button.
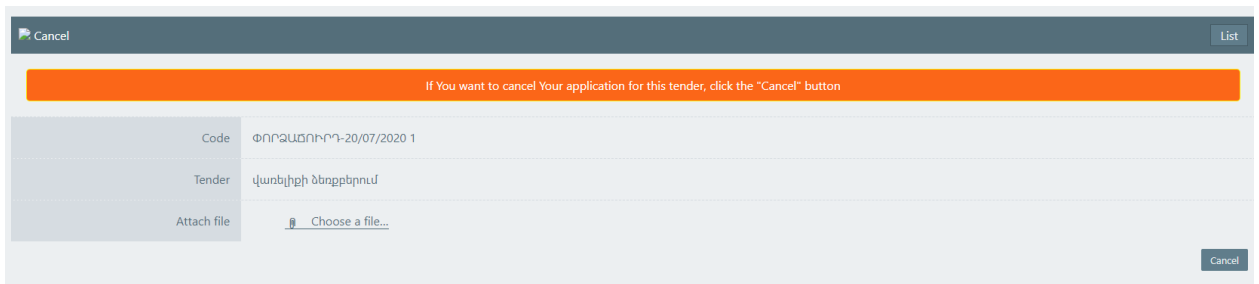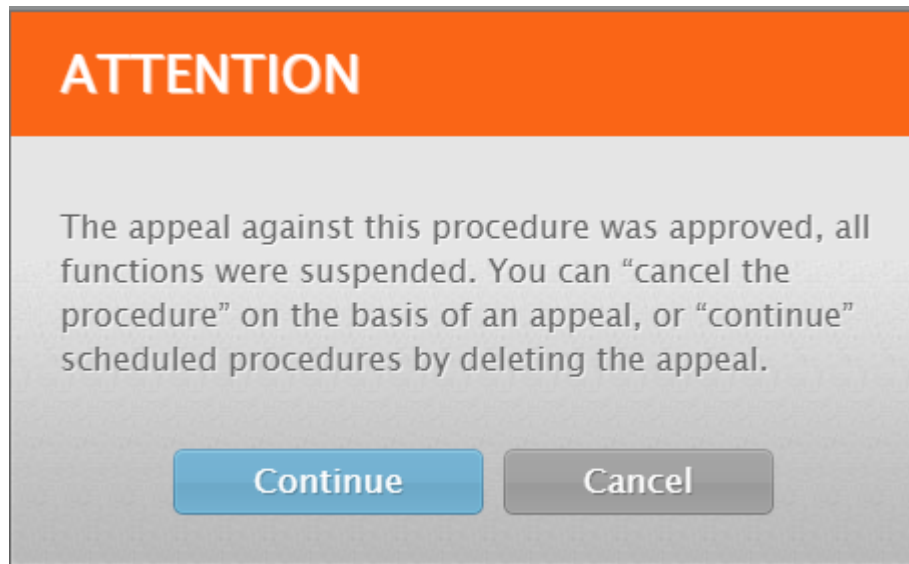
Before the deadline for accepting the bids, in case of appeals on the procedure, the coordinator can confirm the appeal by clicking the "Confirm the appeal" button in the upper right corner of the screen.
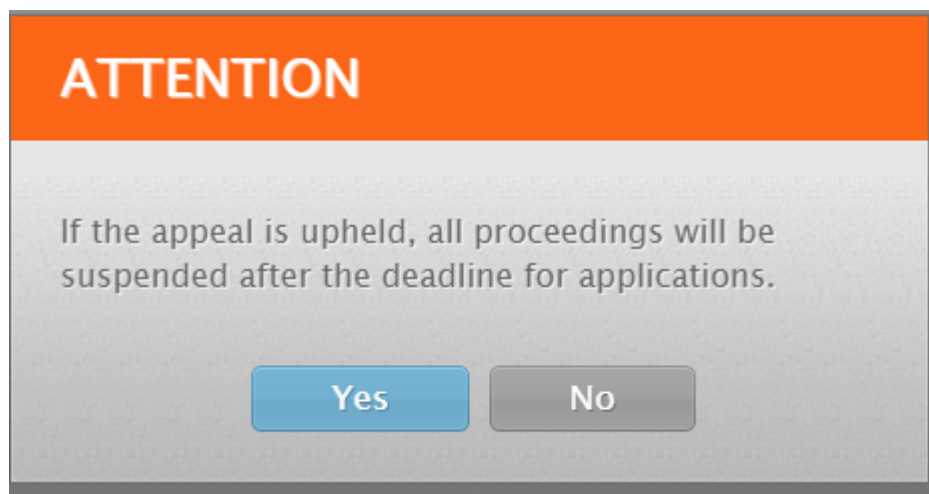
If the appeal is approved, after the deadline for accepting the bids, all the actions will be suspended until the result of the appeal is introduced. This action does not suspend the process of accepting the bids. After that, the "Appeal has been approved" button will appear in the upper right corner of the screen.

Once the result of the appeal has become clear, the coordinator must click the "Appeal has been approved" button and in the opened window he/she should select "Continue" if the appeal has been rejected and "Cancel the procedure" if it has been satisfied. If the coordinator selects the "Continue" button, the system will automatically reopen all the suspended operations and send all the notifications. In the case of the "Cancel the procedure" button the coordinator attaches the document and cancels the procedure.

ATTENTION

The appeal against this procedure was approved, all functions were suspended. You can "cancel the procedure" on the basis of an appeal, or "continue" scheduled procedures by deleting the appeal.
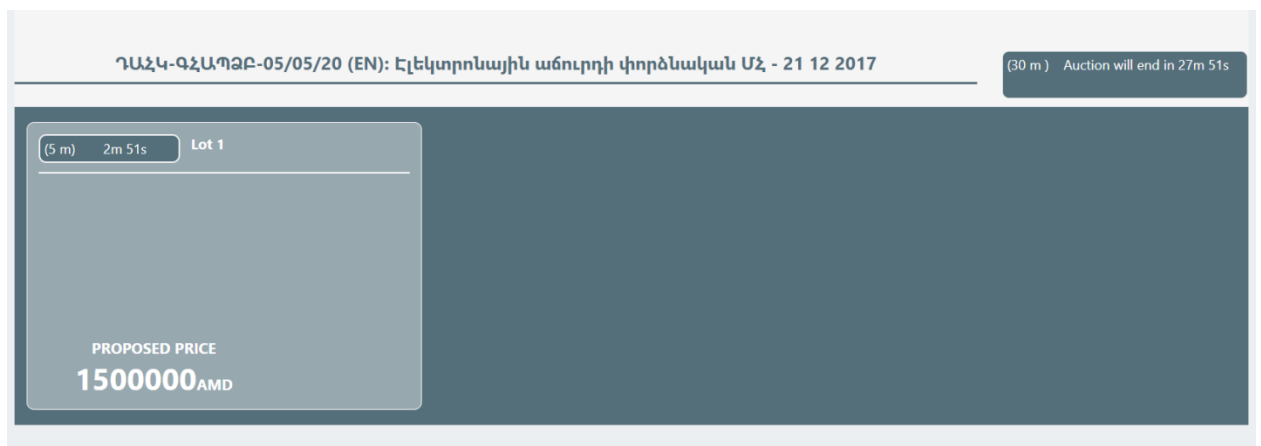
Continue   Cancel

The status of the tenders with the expired deadline for accepting the bids is automatically changed and the tender receives the pre-auction status.

To get acquainted with the schedule of the online auction, click the "Auction" button on the tender details page.

Tender Details   Protocol Auction Cancel List

After the expiration of the deadline, the online auction page will open automatically, where you can follow the price offers of the participants who have applied for the portions of the tender.

An online auction of up to six portions can be held at the same time with a deadline of 30 minutes. In case of more than six portions, the online auction for the next six portions starts immediately after the expiration of that period.

ԴԱՀԿ-ԳՀԱՊԶԲ-05/05/20 (EN): Էլեկտրոնային աճուրդի փորձնական ՄՀ - 21 12 2017   (30 m) Auction will end in 27m 51s

(5 m)   2m 51s   Lot 1
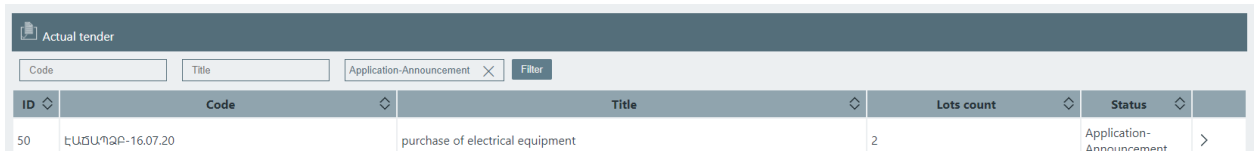
PROPOSED PRICE
1500000 AMD

The participants have 5 minutes to present a price offer. After each new price offer for the portion, the time for the step for that portion is updated. After 5 minutes of inactivity, if no participant has presented a price offer, the auction for that portion ends.

The auction lasts 30 minutes. If the auction for all the portions ended after the expiration of the inactivity period, the auction of the next group of portions will start only after the expiration of 30 minutes. If the quantity of the portions is not consumed before the end of the working day, the auction for the other portions is organized on the next working day.

ԴԱՀԿ-ԳՀԱՊԸ-05/05/20 (EN): Էլեկտրոնային աճուրդի փորձնական ՄՀ - 21 12 2017   (30 m)   Auction will end in

The lot is end
1 Բրինձ
Last bid **1500000 AMD**

After the end of the online auction, the evaluation process for the given tender begins and it receives the status of the application-announcement evaluation. At this phase, the members of the commission evaluate the application-announcement of the participants who have applied for the tender and check their compliance with the requirements of the invitation, while the secretary manages the evaluation phase and summarizes it. To get acquainted with the details of the tender click the details button.

ID	Code	Title	Lots count	Status	
50	ԷԼԾՍԱՊԸ-16.07.20	purchase of electrical equipment	2	Application-Announcement	>

The main information about the tender and its portions is displayed at the top of the tender details page.

				First bid			Last bid			Participant status	Menage award
Lot number		Company	Estimated price	Value	VAT	Price	Value	VAT	Price		
1	1	Testyan LLC	50000000 AMD	40000000 AMD	20 %	48000000 AMD	39600000 AMD	20 %	47520000.00 AMD		
1	2	Varaz	50000000 AMD	48000000 AMD	0 %	48000000 AMD	48000000 AMD	0 %	48000000.00 AMD		
2	1	Varaz	50000000 AMD	48000000 AMD	0 %	48000000 AMD	39600000 AMD	0 %	39600000.00 AMD		
2	2	Testyan LLC	50000000 AMD	40000000 AMD	20 %	48000000 AMD	40000000 AMD	20 %	48000000.00 AMD		

The price offers of the participants who have applied for the tender are displayed in the price offer table at the bottom of the tender details page according to the portions that they have applied for. The table shows both the initial and final prices given by the participants during the online auction.

To manage the evaluation, it is necessary to click the "Summary of the evaluation of the application-announcement" button on the tender details page and click the "Save" button on the opened page.

The secretary cannot summarize the phase until all the members of the tender have evaluated the application-announcement.

Company	Lots	Application-Announcement	Voting results				Bid correct omment
Testyan LLC	1,2	Document	Name	score	Commission	Comment	Տեխ․ բնութագիրը սխալ է
			Հակոբյան Վազգեն	Antagonistic	Member	tex bnutagir@ sxal e	
			Ասոյան Համլետ	Antagonistic	Member	tex bnutagir@ sxal e	

Company	Company name	Producer	Specifications
Testyan LLC	Չափաբաժին1	Չափաբաժին1	Չափաբաժին1
	Ֆիրմայի անվանումը	Արտադրողի անվանում	Տեխնիկական առաջարկ Բենզին, նավթի վերամշակման արգասիք։ Ընդրոշ հոտով, թափանցիկ, դյուրավառ հեղուկ է։ Մաքուր բենզինը հաճախ օգտագործում են ճարպաբծերի, յուղաներկերի, ստեարինի, պարաֆինի, մոմի հետքերի հեռացման, ինչպես նաև հրահանների լցավորման համար։
	Лот 1	Лот 1	Лот 1
			Бензин, продукт нефтепереработки. Это жидкость с характерным запахом, прозрачная, легковоспламеняющаяся. Чистый бензин часто используется для удаления жира, масляных красок, стеариновой кислоты, парафина, следов воска, а также для заполнения инструкций.
	Չափաբաժին2	Չափաբաժին2	Չափաբաժին2
	Ֆիրմայի անվանումը	Արտադրողի անվանում	
	Лот 2	Лот 2	Лот 2
			Бензин, продукт нефтепереработки. Это жидкость с характерным запахом, прозрачная, легковоспламеняющаяся. Чистый бензин часто используется для удаления жира, масляных красок, стеариновой кислоты, следов воска, а также для заполнения инструкций.

All place bo

Verification of electronically signed file

Save

If the majority of the members of the tender give an unsatisfactory mark to the participant, the secretary must make a note in the comment field before clicking the "Save" button. After that, the relevant participant will receive a notification that his/her application-announcement has shortcomings that are in need of correction.

In case of equal votes, the vote of the chairman is decisive.

| 24 | ստուգում1 | ստուգում1 | | 1 | Accept correction rating | > |

After receiving the corrected version from the participant, the members of the commission re-evaluate it (only the given participant is shown on the evaluation page). After evaluating the correction, the secretary summarizes the phase again.

At this phase the tender receives the status "Evaluation of the correction of the application-announcement". To manage the evaluation, click the "Summary of the correction of the application-announcement" button in the upper right corner of the details page.

If the correction sent by the participant again receives an unsatisfactory mark, his/her bid should be considered rejected and the portions in which the participant took the first place should be considered failed.

If the members of the commission have noticed shortcomings in the participant's qualification documents and evaluated them as unsatisfactory, the secretary clicks the "Save" button only after making a note in the comment field. The participant will automatically receive a notification requesting to correct the mentioned shortcomings and send the documents again.

Company	Lots	Old Application-Announcement	Voting results			Bid correct omment	Application-Announcement	Voting results				Comment
Testyan LLC	1,2	Document	**Name**	**score**	**Comment**	Տես․ բնութագիրը սխալ է	Document	**Name**	**score**	**Commission**	**Comment**	
			վայցեն Համբարձյան	Antagonistic	tex bnutagir@ sxal e			Հաճկյան Սահակյան	Sufficient	Member		
			Հաճկյան Սահակյան	Antagonistic	tex bnutagir@ sxal e			Սահակյան Հաճկյան	Sufficient	Member		

Company	Company name	Producer	Specifications
Testyan LLC	Չափաբաժին1	Չափաբաժին1	Չափաբաժին1
	Ֆիրմայի անվանումը	Արտադրողի անվանում	Տեխնիկական առաքարկ Բենզին, նավթի վերամշակման արգասիք։ Քնորոշ հոտով, թափանցիկ, դյուրավառ հեղուկ է։ Մաքուր բենզինը հաճախ օգտագործվում են ճարպաթծերի, յուղաներկերի,
	Լոտ 1	Լոտ 1	Լոտ 1
	Submitted with the bid	**Submitted with the bid**	Բենզին, продукт нефтепереработки. Это жидкость с характерным запахом, прозрачная, легковоспламеняющаяся. Чистый бензин часто используется для удаления жира, масляных красок, стеариновой кислоты, парафина, следов воска, а также для заполнения инструкций. **Submitted with the bid**
	Չափաբաժին1	Չափաբաժին1	Չափաբաժին1
	Ֆիրմայի անվանումը	Արտադրողի անվանում	Տեխնիկական առաքարկ Բենզին, նավթի վերամշակման արգասիք։ Քնորոշ հոտով, թափանցիկ, դյուրավառ հեղուկ է։ Մաքուր բենզինը հաճախ օգտագործվում են ճարպաթծերի, յուղաներկերի,
	Լոտ 1	Լոտ 1	Լոտ 1
	Ֆիրմայի անվանումը		Բենզին, продукт нефтепереработки. Это жидкость с характерным запахом, прозрачная, легковоспламеняющаяся. Чистый бензин часто используется для удаления жира, масляных красок, стеариновой кислоты, парафина, следов воска, а также для заполнения инструкций.
	Չափաբաժին2	Չափաբաժին2	Չափաբաժին2

Ֆիրմայի անվանումը		Бензин, продукт нефтепереработки. Это жидкость с характерным запахом, прозрачная, легковоспламеняющаяся. Чистый бензин часто используется для удаления жира, масляных красок, стеариновой кислоты, парафина, следов воска, а также для заполнения инструкций.
Չափաբաժին2	Չափաբաժին2	Չափաբաժին2
Ֆիրմայի անվանումը Լոտ 2	Արտադրողի անվանում Լոտ 2	Լոտ 2
		Бензин, продукт нефтепереработки. Это жидкость с характерным запахом, прозрачная, легковоспламеняющаяся. Чистый бензин часто используется для удаления жира, масляных красок, стеариновой кислоты, парафина, следов воска, а также для заполнения инструкций.
Submitted with the bid	**Submitted with the bid**	**Submitted with the bid**
Չափաբաժին2	Չափաբաժին2	Չափաբաժին2
Ֆիրմայի անվանումը Լոտ 2	Արտադրողի անվանում Լոտ 2	Լոտ 2
Ֆիրմայի անվանումը		Бензин, продукт нефтепереработки. Это жидкость с характерным запахом, прозрачная, легковоспламеняющаяся. Чистый бензин часто используется для удаления жира, масляных красок, стеариновой кислоты, парафина, следов воска, а также для заполнения инструкций.

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In case of satisfactory evaluation of the documents corrected by the members of the commission, the participant is considered elected and the contract awarding phase starts for him/her for the portions for which his/her qualification has been evaluated as satisfactory. The secretary has the opportunity to group the participant's positively evaluated portions offering for them both unified and more than one contracts. To manage the

awarding, click the appropriate button (pointer) in the lower-right corner of the tender details page which will allow you to award.

Lot number		Company	Estimated price	First bid				Last bid				Participant status	Manage award
				Value	VAT	Price		Value	VAT	Price			
1	1	Testyan LLC	20000000 AMD	16000000 AMD	20 %	19200000 AMD		16000000 AMD	20 %	19200000.00 AMD			>
2	1	Testyan LLC	20000000 AMD	16000000 AMD	20 %	19200000 AMD		16000000 AMD	20 %	19200000.00 AMD			>
3	1	Testyan LLC	20000000 AMD	16000000 AMD	20 %	19200000 AMD		16000000 AMD	20 %	19200000.00 AMD		Rejected	
3	1	Testyan	20000000 AMD	16000000 AMD	20 %	19200000 AMD		16000000 AMD	20 %	19200000.00 AMD		Rejected	
4	1	Testyan LLC	20000000 AMD	16000000 AMD	20 %	19200000 AMD		16000000 AMD	20 %	19200000.00 AMD		Rejected	
4	1	Testyan	20000000 AMD	16000000 AMD	20 %	19200000 AMD		16000000 AMD	20 %	19200000.00 AMD		Rejected	

*In case of unsatisfactory evaluation, the participant's bid is rejected and the qualification phase starts for the participant who won a place for that portion due to the results of the online auction.

*The participant will be offered to sign a contract after the expiration period of inactivity for that portion, even if the qualification phase for the other portions of the tender has not yet ended.

If there is a need to sign more than one contract with the participant recognized as elected by grouping the portions, the secretary notes how they should be grouped on the "Manage the awarding" page in the "Group" column of the each portion line. If there is a down payment for any portion, the amount of the down payment percentage must be filled in in the down payment (%) field. If there is a portion for which more than one participant has applied, a period of inactivity is automatically set.

A single contract will be offered to the participant elected for the portions that are included in the same group.

To pass to the contract awarding phase, the user must enter the tender details page, in the"Awarding" table of which there are the contracts grouped by the portions. To enter each contract awarding page, you need to click the details button in the right corner of its line.

ID	Lots	group	
27	2 1 10 7	1	>
28	12 11	1	>

The main information about the tender is at the top of the "Awarding" page. From the "Contract" line you can download the drafts of the contract (in Armenian and Russian) automatically generated by the system.

Award

Code	ՀՀ ԱՅԹԻՓՈՐՁ-29/06/-70ՍԼՆ
Tender	приобретение канцелярских товаров
Company	Testyan LLC
Lot title	10 - բիզնես ծ—աթղթեր 7 - օրագրեր 2 - անդորրագրերի գրքույկներ 1 - հաշվառման գրքեր
Contract	Download. 📄 Download. 📄
Signed contract	Download 📄
Final contract	Download 📄
Messages	┌22-07-20 12:23───── **Գնումների կենտրոն** zaqwedcs ┌21-07-20 12:25───── **Գնումների կենտրոն** zxcswert ┌22-07-20 12:24───── **Testyan LLC** zxcvbgfee

The user of the participant who received an offer to sign a contract in the "Message" field at the bottom of the page can send inquiries and suggestions about the contract, to which the secretary of the commission responds through the same field. To send a message, click the "Send" button. All the messages are displayed in the "Messages" line.

After attaching the contract signed by the user of the participant, it becomes available in the corresponding line of the "Awarding" page. After downloading it, the Secretary must attach the version of the contract signed by the Client within the period prescribed by the law.

After attaching the version of the contract signed by the Client, it appears in the "Final contract" line.

Once the bilateral contract is signed, the users no longer have the opportunity to send messages.

During one hour after the end of the tender, the system will automatically post the information about the tender in the relevant sections of the armeps.am/ppcm system.

Part II

The evaluation commission's guide to the purchasing procedure through an e-auction
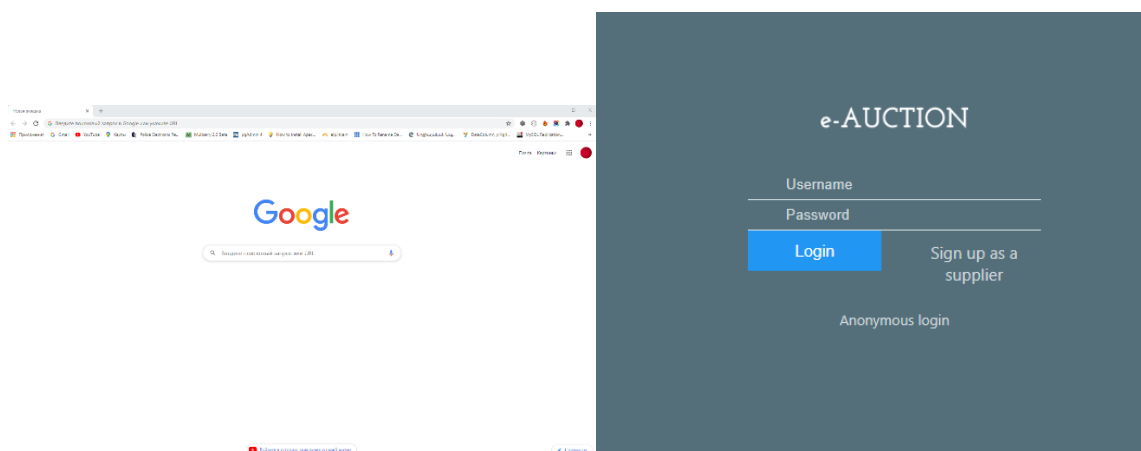
With the help of the permissible browser open the https://eauction.armeps.am/ page Enter the correct login in the "Username" field Enter the correct password in the "Password" field Click the "Log in" button

In the opened window you can see the fields that are needed for the work, according to your privileges.

Your notifications are displayed in the home page. To get acquainted with the notifications, it is necessary to click on the corresponding link.
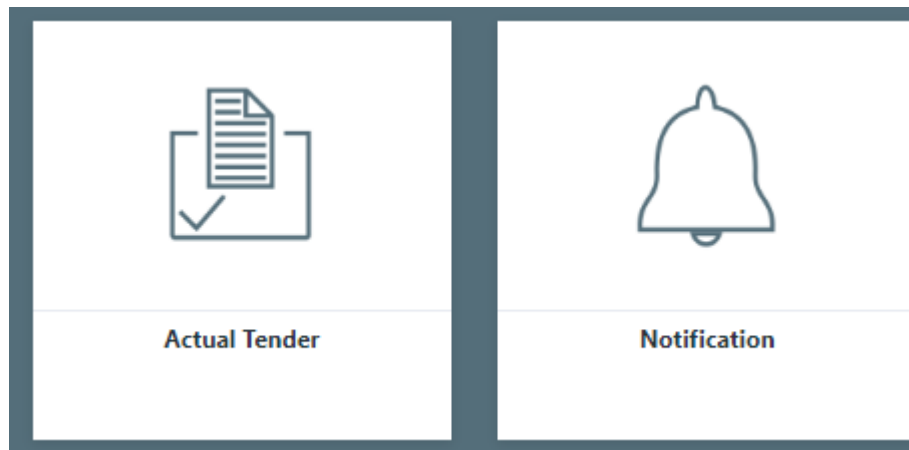
To change the interface language, you need to click the button of the corresponding language.

In the "Actual Tender" section, the Secretary manages the tenders created in the PPCM system.

Actual Tender

Besides, only the tenders created with the CPV codes, which are envisaged by the RA legislation as items to be purchased through the online reverse auction, are displayed in the Auction system. Only the tenders that have been created in the PPCM system for the given Client, for the given Secretary (Purchasing Coordinator) are available to the Secretary.

ID	Code	Title	Lots count	Status	
39	PORDZ_0000	վերագործարկում2020/01	18	Application-Announcement	>
27	PORDZ_0000	վերագործարկում2020/01	9	Application-Announcement	>

All the existing tenders and their status at the moment are displayed in the main list.

To get acquainted with the specific tender, you need to click the "Details" button.

The members of the tender manage the tenders for which the online reverse auction is over. These tenders have the status "application-announcement".

At this phase, the members of the commission evaluate the application-announcements of the participants who took the first place in the reverse auction and check their compliance with the requirements of the invitation.

To get acquainted with the details of the tender, click the "Details" button.

The main information about the tender and its portions is displayed at the top of the tender details page.

Lot number		Company	Estimated price	First bid			Last bid			Participant status
				Value	VAT	Price	Value	VAT	Price	
1	1	Testyan LLC	2000000000 AMD	20000000 AMD	0 %	20000000 AMD	1850000 AMD	0 %	1850000.00 AMD	-
1	2	Varaz	2000000000 AMD	1500000 AMD	20 %	1800000 AMD	1950000 AMD	20 %	2340000.00 AMD	-
2	1	Varaz	2000000000 AMD	210000000 AMD	20 %	252000000 AMD	21000 AMD	20 %	25200.00 AMD	-
2	2	Testyan LLC	2000000000 AMD	200000001 AMD	20 %	240000001.2 AMD	2100000 AMD	20 %	2520000.00 AMD	-

The price offers of the participants who have applied for the tender are displayed in the price offer table at the bottom of the tender details page according to the portions that they have applied for. The table shows both

the initial and final prices given by the participants during the online auction.

By clicking on the name of each participant in the "Price offer" list, you can go to the details page of his/her data.

In order to evaluate the application-announcement, it is necessary to click the corresponding button in the upper right corner of the tender details page and go to the evaluation page.

For the evaluation it is necessary to make a corresponding note in the "Evaluation" column of the specific participant's line. Before the secretary will summarize the evaluation the member of the commission can reconsider his/her evaluation by re-entering the evaluation page from the tender details page.

In case of unsatisfactory assessment, it is necessary to fill in the "Comment" field.

If one of the members of the commission gives an unsatisfactory mark to the participant, he/she receives a notification from the secretary that there are shortcomings in his/her application-announcement that are in need of correction. After receiving the corrected version from the participant, the members of the commission re-evaluate it. Only the given participant is displayed on the evaluation page.

| 50 | ԷՍՁՄՊՁԲ-16.07.20 | purchase of electrical equipment | 2 | Accept correction rating | > |

At this phase the tender receives the status "Evaluation of the correction of the application-announcement". To manage the evaluation, click the "Summary of the correction of the application-announcement" button in the upper right corner of the details page.

After evaluating the correction, the Secretary again summarizes the results of the phase. If the participant is evaluated as unsatisfactory again, his/her bid is rejected and those portions in which the participant took the first place are considered invalid.

Company	Company name	Producer	Specifications
Testyan LLC	1, 2	Document (Old Application-Announcement)	○ Sufficient ○ Antagonistic
Testyan LLC	Չափաբաժին1	Չափաբաժին1	Չափաբաժին1
	Ֆիրմայի անվանումը	Արտադրողի անվանում	Տեխնիկական առաջարկ Բենզին, նավթի վերամշակման արգասիք։ Բնորոշ հոտով, թափանցիկ, դյուրավառ հեղուկ է։ Մաքուր բենզինը հաճախ օգտագործվում են ճարպաբծերի, յուղաներկերի, ստեարինի, պարաֆինի, մոմի հետքերի հեռացման, ինչպես նաև հրահանգների լցավորման համար։
	Лот 1	Лот 1	Лот 1
	Submitted with the bid	*Submitted with the bid*	Бензин, продукт нефтепереработки. Это жидкость с характерным запахом, прозрачная, легковоспламеняющаяся. Чистый бензин часто используется для удаления жира, масляных красок, стеариновой кислоты, парафина, следов воска, а также для заполнения инструкций. *Submitted with the bid*
	Չափաբաժին1	Չափաբաժին1	Չափաբաժին1
	Ֆիրմայի անվանումը	Արտադրողի անվանում	Տեխնիկական առաջարկ Բենզին, նավթի վերամշակման արգասիք։ Բնորոշ հոտով, թափանցիկ, դյուրավառ հեղուկ է։ Մաքուր բենզինը հաճախ օգտագործվում են ճարպաբծերի, յուղաներկերի, ստեարինի, պարաֆինի, մոմի հետքերի հեռացման, ինչպես նաև հրահանգների լցավորման համար։
First place bo	Лот 1	Лот 1	Лот 1
	Ֆիրմայի անվանումը		Бензин, продукт нефтепереработки. Это жидкость с характерным запахом, прозрачная, легковоспламеняющаяся. Чистый бензин часто используется для удаления жира, масляных красок, стеариновой кислоты, парафина, следов воска, а также для заполнения инструкций.
	Չափաբաժին2	Չափաբաժին2	Չափաբաժին2
	Ֆիրմայի անվանումը	Արտադրողի անվանում	

First place bo	Ֆիրմայի անվանումը	Չափաբաժին2	Бензин, продукт нефтепереработки. Это жидкость с характерным запахом, прозрачная, легковоспламеняющаяся. Чистый бензин часто используется для удаления жира, масляных красок, стеариновой кислоты, парафина, следов воска, а также для заполнения инструкций. Չափաբաժին2
	Չափաբաժին2	Արտադրողի անվանում	
	Ֆիրմայի անվանումը	Лот 2	Лот 2
	Лот 2		Бензин, продукт нефтепереработки. Это жидкость с характерным запахом, прозрачная, легковоспламеняющаяся. Чистый бензин часто используется для удаления жира, масляных красок, стеариновой кислоты, парафина, следов воска, а также для заполнения инструкций.
	Submitted with the bid	*Submitted with the bid*	*Submitted with the bid*
	Չափաբաժին2	Չափաբաժին2	
	Ֆիրմայի անվանումը	Արտադրողի անվանում	
	Лот 2	Лот 2	Лот 2
	Ֆիրմայի անվանումը		Бензин, продукт нефтепереработки. Это жидкость с характерным запахом, прозрачная, легковоспламеняющаяся. Чистый бензин часто используется для удаления жира, масляных красок, стеариновой кислоты, парафина, следов воска, а также для заполнения инструкций.

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The participants who did not send the document during the correction phase are also subject to rejection.

The automatically generated documents during the auction, such as the invitation, signed contract, about the failed purchase procedure, decision to sign a contract are automatically published on the procurement.am website.

The announcement for the concluded contract includes the answers to the questions indicated in the picture filled in by the secretary. Click the button in the right corner, fill in the answers and save them.

Decision to sign a contract generates when the secretary summarizes the results of the correction phase. For that decision number is a required field. After that secretary should save the information and the announcement will be generated.

Announcement about the failed procedure generates when the secretary summarizes the results of correction phase and clicks on "Failed Procedure". Then fill in the field about the prove of failing and announcement generates automatically. It will contain all the failed lots from that tender.