PREQUALIFICATION ANNOUNCMENT

FOR NEGOTIATION PROCEDURE BY INITIAL PUBLICATION OF THE PROCUREMENT ANNOUNCEMENT DUE TO EMERGENCY OR OTHER UNFORESEEABLE CIRCUMSTANCE BEARING THE CODE: MF-NP SP-15/4

The text of this announcement is approved by the Decision N 1of 18 March, 2015 of the Evaluation Commission of the negotiation procedure by initial publication of the procurement announcement due to emergency or other unforeseeable circumstance, and is published according to the Article 21 of the RA Law “On Procurement”

### 1. The Customer: the RA Ministry of Finance (address: 1 M. Adamyan, Yerevan, Armenia) announces negotiated procedure with prior publication of a procurement announcement.

### The procurement object for the needs of RA Ministry of Finance is the acquisition of consulting services on human resource management.

### The winner of this Tender shall be offered to sign a contract (hereinafter referred to as “The Contract”) on procurement of consulting services.

2. Applications for participation in the announced Procedure may be submitted by anyone, irrespective of being non-resident physical persons, organizations or having no citizenship.

3. The following entities cannot participate in the announced procedure:

a) entities that have been recognized bancrupt by the court;

b) having overdue debts on RA tax and social security payments;

c) whose representative of the executive body was convicted for an offense against economic activities or state service during the preceding three years counted from the moment of the submission of the bid, with the exception of the cases where the conviction is removed or cancelled according to the order established by law;

d) included in the list of bidders not entitled to particpate in procurement procedure;

e) that do not have this pre-qualification statement for work performed for the required licenses /license types /.

4. For the purpose of the usage of this procedure, prequalification applications must be submitted within 10 calendar days after the date of publication of the announcement.

5. For the purpose of the evaluation of the right of participation, the participant must submit an announcement. Besides the mentioned announcement, other documents can not be required from the participant. The recommended form of the announcement and the requirements set forth for it are presented in the Annex N 2.

For the purpose of participation in the Prequalification procedure, the participant must comply with the activities stipulated in the contract, as required by this announcement for the fulfillment of contractual obligations.For the purpose of evaluation of the mentioned qualification criterion, the participant must submit an announcement, the recommended form of which and the requirements set forth for it are presented in the Annex N 3.

6. The participants can participate in the Prequalification procedure as joint activity (by consortium). In such case:

1. a joint activity agreement is also included in the prequalification application;
2. in the evaluation of the prequalification application it is also taken into account, that the qualification of each member of the joint activity agreement must comply with the qualification requirements established by this announcement to the extent of this member’s liabilty undertaken by the contract mentioned in the sub-point:
3. the participants bear joint and equal liability.

7. The Client must respond, within three calendar days, to the participant’s request for explanations about the prequalification, if such request has been received no later than five calendar days prior to the deadline for submission of prequalification bids. The Client meanwhile publishes in the Bulletin information about the request and provided explanations without disclosing the data of the inquirer. In case of providing information to a participant, the Client must ensure the accessibility of that information to all other potential bidders.

8. The participants included in the list of prequalified participants, gain the right for participation in procurement process.

9. The prequalification bid includes a written application approved by the participant for participation in the prequalification procedure, the recommended form of which and the requirements set forth for it are presented in the Annex N 1; a written announcement approved by the participant on compliance of its data with the requirements for the established right to participation and qualification criteria, attaching the information requested by this announcement (Annexes N 2 and N 3); a joint activity agreement, if the participants participate in the prequalification procedure as consortium; the electronic mail address of the participant.

10. The prequalification application shall be delivered at the address 1 M. Adamyan str, Yerevan, Armenia. The closing date for submission of bids is 10:30 am of the 10th day started from the date of the announcement. The bids shall be in Armenian.

The prequalification applications may be submitted via e-mail; ATTN: the Secretary of the Evaluating committee.

The Tender bids shall be opened at the reception hall of the building, located at 1 M. Adamyan, Yerevan, Armenia at 10:30 am of the 10th day started from the date of this announcement.

**The procurement process shall be conducted in accordance with Part 7 of Article 14 of the RA Law “On Procurement”.**

Any complaints concerning this procedure can be presented to the Procurement Support Center, according to the order established by the 6th Chapter of the Law.

Submitted documents are received and registered in a separate registry book by Anna Mkrdumyan.

For further information of this announcement you can refer to the secretary:

Phone number: (094 49 13 38).

E-mail address: info@interlimens.com

RA Ministry of Finance

*Appendix 1*

*Prequalification announcement code MF-NP SP-15/4*

*of negotiated procedure on the basis of occurence*

*of exceptional or other unpredictable events,*

*with prior publication of a procurement announcement*

###### ApplicationforParticipation

\_\_\_\_\_\_\_ announces that he/she wants to participate on the prequalification announcement of

Name of theparticipant

negotiated procedure on the basis of occurence of exceptional or other unpredictable events, with prior publication of a procurement announcement of code << MF-NP SP-15/4>>, announced by RA Ministry of Finance, and with the requirements of prequalificationannouncement aimed to acquireconsulting services on human resources management.

Attached pages

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

Name of the participant (the office they hold , Name, Surmane) (signature)

S.P

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2015 .

(date,month)

*Appendix 2*

*Prequalification announcement MF-NP SP-15/4*

*of negotiated procedure on the basis of occurence*

*of exceptional or other unpredictable events,*

*with prior publication of a procurement announcement*

# ANNOUNCEMENT

On the right to participate in the prequalification announcement of MF-NP SP-15/4 code of negotiated procedure on the basis of occurence of exceptional or other unpredictable events, with prior publication of procurement announcement

-----------------------------------------------------------announces that.

(name of the participant )

1) have not judicially been recognized insolvent;

2) does not have outstanding debt on taxes and other dues of the Republic of Armenia;

3) have not had criminal record for offence committed against economic activity or public

service in the course of 3 years preceding submission of the bid.

4) are not included in the list of participants not eligible to the procurement process

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Name of the participante (the office they hold, Name , Surname) (signature)

S.P.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2015 .

(date, month)

*Appendix 3*

*Prequalification announcement* code MF-NP SP-15/4

*of negotiated procedure on the basis of occurence*

*of exceptional or other unpredictable events,*

*with prior publication of a procurement announcement*

**ANNOUNCEMENT**

ON PARTICIPATION QUALIFICATION STANDARDS IN PREQUALIFICATION ANNOUNCEMENT OF MF-NP SP-15/4 CODE OF NEGOTIATED PROCEDURE ON THE BASIS OF OCCURENCE OF EXCEPTIONAL OR OTHER UNPREDICATABLE EVENT, WITH PRIOR PUBLICATION OF A PROCUREMENT ANNOUNCEMENT

Announcesthat he/she meets the qualification

(Name of theparticipant)

criteria laid down herewith, appropriate to perform their contractual obligations.

Meanwhile - assures that ,in the year if the submission, as well

( tender participant’s name )

as three years prior to the submission thay have performed properly the activities of procurement and similarly identical activities, i.e the contracts of services procurement. Similarly identical within public administration are considered consulting services for improving human resource management and development as well as refining organizational assessment or performance and capacity.

|  |  |  |
| --- | --- | --- |
| Contracts performed previously | | |
| Subject | Volume in money  (AMD ) | Contact data between them and the Client |
| 1 | 2 | 3 |
| Date ........... year | | |
| 1. |  |  |
| 2. |  |  |
| .. |  |  |
| Date ........... year | | |
| 1. |  |  |
| 2. |  |  |
| .. |  |  |
| Date ........... year | | |
| 1. |  |  |
| 2. |  |  |
| .. |  |  |

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

Nmeof the participant (the office they hold)(, Name Suurname) (signature)

S.P.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2015.

(Date, month)