**Reference**

**on organizing procedure for procuring consulting services in accordance with the legislation of the Republic of Armenia**

According to current regulations, consulting services are procured through a two-stage tender by organizing a prequalification procedure.

**Pre-qualification procedure**

To organize the prequalification procedure, the announcement is published in the official bulletin of the procurement official website on [www.procurement.am](http://www.procurement.am) in Armenian, Russian and English languages. Any person may participate in the procedure, regardless of being resident and non-resident.

The prequalification procedure announcement contains information on the bid deadlines, venue, qualification criteria for inclusion in the prequalified list and the documents required for its evaluation. Bids can be submitted either in a sealed envelope or in electronic form in Armenian, Russian or English. Interested parties may request and receive clarifications on the prequalification announcement, if necessary.

The deadline for bids submission should not be less than 40 calendar days.

By the decision of the Committee, the prequalification announcement may, in addition to publication, be provided to persons working in the sphere via e-mail.

Bids for participation in the prequalification procedure shall be evaluated by the Committee and if any inconsistencies are identified, the participant shall be given the opportunity to rectify them.

The list of prequalified bidders includes those whose bids have been evaluated as compliant with the requirements of the announcement, including in terms of qualification criteria.

After compiling the list of prequalified bidders, the commission approves the first stage invitation to tender, identifying the features of the procurement subject as a preliminary version of the performance or functional descriptions.

Only prequalified bidders can submit bids.

**First stage of tender**

Prequalified bidders in paper or in electronic form (Armenian, Russian or English) submit their bids (bid description) on performance or functional descriptions of the procurement subject. The Bidder, in order to subtstantiate the bid, may submit supporting documents, information, conclusions and other materials on the basis of the first stage bid. The deadline for submission of bids should not be less than 40 calendar days.

After the deadline for submitting bids, the committee invites all prequalified participants to concurrent negotiations. Separate negotiations with the participant who submitted the description proposal are prohibited. As a result of negotiations the final descriptions of the performance or functional description of the procurement subject is approved with sufficient accuracy, enabling participants and contracting authority to understand the subject matter of the contract accurately.

**Second stage of tender**

After having the final descriptions, the committee will approve the second stage invitation, which will be sent to all prequalified participants. The deadline for submitting applications for stage two must not be less than twenty calendar days.

The bid is in paper form in a sealed envelope (Armenian, Russian or English). In addition, the bid to be placed in the mentioned envelope shall be submitted in a sealed, glued envelope.

In addition to price quotation the bid also includes documents and technical proposal supporting the qualification of the participant to the qualification criteria.

Envelopes containing price quotation will not be opened after bid opening.

Best technical proposal submitted by the Participant(s) bid in opened bid shall be scored maximum of 100. All other technical bids are evaluated against the best rated bid.

Bids that do not meet the minimum requirements of the invitation are considered inadequate and are rejected. The bid confirmation document, which is sent to the bidders, also specifies the date, place and time of the bid opening session. Moreover, the bid opening session is not earlier than within five business days following the day the Notice is sent.

The bids of the participants are evaluated as follows:

1) the financial offer of the bidder submitting the minimum bid is estimated at one hundred points, and the points of the financial offer of the other bidder are calculated with the following formula:

PP= MP X 100/EP,

Where:

PP is the point to price quotation,

MP is the minimum price,

EP is the price offered by the evaluated participant,

2) The score given to each technically qualified participant is calculated by the following formula:

EP = (PP X 0.7) + (TP X 0.3),

Where:

EP is the evaluation to the participants,

PP is the unit bid price of the participant,

TP - Technical proposal is the score given to the participant's technical proposal.

The selected participant is recognized as the participant with the highest score.