*Model form*

NOTICE

ON ELECTRONIC AUCTION

This text of the notice is approved by decision of the Evaluation Commission

No 1 of 2018.08.01

Code of the electronic auction ՀՀՎԱ-ԷԱՃԱՊՁԲ-18/1

|  |  |  |  |
| --- | --- | --- | --- |
| The contracting authority ՀՀ կառավարության աշխատակազմ պետական կառավարչական հիմնարկ , located at the following address: Հանրապետության հրապարակ, Կառավարական տուն 1 | | | |
|  | (name of the contracting authority) |  | (address of the contracting authority) |

gives notice for an electronic auction, through eauction.armeps.am system.

The selected bidder will be proposed, in a prescribed manner, to conclude a contract for supply of acquisition of office supplies and stationery (hereinafter referred to as "the contract").

name of goods

Pursuant to Article 7 of the Law of the Republic of Armenia "On procurement", any person, irrespective of the fact of being a foreign natural person, an organisation or a stateless person, shall have equal right to participate in this electronic auction procedure.

The qualification criteria for the persons ineligible to participate in the electronic auction, as well as for bidders, and the documents to be submitted for evaluation of those criteria shall be established by the invitation for this procedure.

The selected bidder shall be determined from among the bidders having submitted bids evaluated as satisfying the requirements of the invitation, by the principle of giving preference to the bidder having submitted the lowest price proposal as a result of an electronic auction.

For receiving the hard copy of the invitation to electronic auction, it is necessary to apply to the contracting authority by 11:00 o'clock of the 8 day from the date of publication of this notice. Moreover, an application in writing must be submitted to the contracting authority for receiving the hard copy of the invitation. The contracting authority shall ensure the free of charge provision of the hard copy of the invitation (or in case of submitting, attached to the application, the copy of the document issued by the bank, attesting to the payment of AMD 0 which may not exceed the amount of costs incurred for photocopying and delivering the invitation[[1]](#footnote-1)) on the first working day following the receipt of such request. (The payment must be made to the account ՀՀ ՖՆ գործառնական վարչություն 900011022085 [[2]](#footnote-2)).

In case of a request to provide the invitation electronically, the contracting authority shall ensure the free of charge provision of the invitation electronically within the working day following the date of receipt of the application.

Failure to receive the invitation shall not limit the bidder's right to participate in this procedure.

The bids for the electronic auction must be submitted electronically, through eauction.armeps.am system, by 11:00 o'clock of the 8 day from the date of publication of this notice. The bids may, in addition to Armenian, also be submitted in English or Russian.

The bid opening will take place electronically, through eauction.armeps.am system, at 11:00 o'clock on the 8 day from the date of publication of this notice. The terms of the electronic auction are presented in the invitation attached to this notice.

The appeals concerning this procedure must by filed to the Procurement Appeals Board, to the following address: Melik-Adamyan St. 1., Yerevan. The appealing shall be carried out as prescribed by this invitation to electronic auction. For filing the appeal, a fee shall be required in the amount of AMD 30 000 (thirty thousand), which must be transferred to the treasury account 900008000482 opened in the name of the Ministry of Finance of the Republic of Armenia.

Contracting authority ՀՀ կառավարության աշխատակազմ պետական կառավարչական հիմնարկ

name

1. *The phrase specified in the brackets shall be removed where no fee is envisaged for provision of the invitation; otherwise the words "free of charge" shall be removed from the sentence.* [↑](#footnote-ref-1)
2. *The sentence specified in the brackets shall be removed where no fee is envisaged for provision of the invitation.* [↑](#footnote-ref-2)