Statement

ABOUT THE PRE-QUALIFICATION PROCEDURE

This text of the announcement was approved by the decision of the evaluation commission of the open tender No. 1 dated October 27, 2023 and published

According to Article 24 of the RA Law "On Procurement"

Procedure code: HH-BC-A-BMXCDZB-23/138

**I. CHARACTERISTICS OF THE PURCHASE ITEM**

1. The customer is the "Environmental Project Implementation Unit" SA of the Ministry of Environment, located at the address: Yerevan,Armenakyan 129. In order to purchase consulting services for monitoring energy use in buildings of the UNDP-GCF/00098348 project " Component 1 of “de-risking and scaling-up investment in energy efficient building retrofits”announces the pre-qualification procedure of an Open competition՝

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| **DIMENSION** | **VITEM OF PURCHASE** |
| **DIMENSION** 1 | Purchasing consulting services for website maintenance and development |

**1․ BACKGROUND AND CONTEXT OF THE PROGRAM**

The State Agancy "Environmental Program Implementation Unit" of the Ministry of Environment of RA is a partner in the implementation of Component 1 of the UNDP-GCF/00098348 program component 1 of “de-risking and scaling-up investment in energy efficient building retrofits”

The Green Climate Fund (GCF)-funded "De-Risking and Scaling-up Investment in Energy Efficient Building Retrofits Project aims to systematically reduce greenhouse gas (GHG) emissions from the existing building stock in Armenia and thereby ensure the benefits of sustainable development. To accomplish this, the Program focuses on reducing the overall risks of energy efficient (EE) modernization investments in buildings, as the main energy consuming sector in RA.

Creating an enabling market environment and scalable business model for investment in renewable energy will lead to significant energy savings, GHG emissions reductions, green job creation and poverty reduction. The program will overcome the market barriers facing building EE retrofits through a combination of policy and financial risk mitigation tools and targeted financial incentives for key market players. By targeting policy, financial, market, technical and capacity barriers, the Program will significantly reduce the risks of investments in building EE retrofits and encourage private sector investment, thereby scaling investments in building EE retrofits in the country.

Approaches to solving the problems of each specific area of risk are included in the four components of the Program: Building Measurement, Accountability and Certification (MAC) system and knowledge management, policy risk mitigation, financial risk mitigation and financial benefits.

The project will support the development of guidelines and methodology based on UNDP's experience in building an ERM framework, including Energy Management Information Systems (EMIS) in the building sector. By encouraging more dissemination of information and sharing of lessons learned among beneficiaries, the Program will also support knowledge acquisition and collective learning processes in Armenia.

Purpose of the task

The creation of the CEC system in the field of buildings and the establishment of the Community Energy Management System (CEC) are implemented as a component of the creation and implementation of the CEC country's internal system. It will also contribute to the implementation of sustainable energy plans in RA communities, the establishment of a monitoring system of energy consumption in public buildings, the storage of collected data in the EHS, the evaluation of the priority of EE measures and the resulting evaluation of energy savings and GHG emission reductions.

The goal of the task is to create a strong CRC for the building sector, which will enable monitoring of energy use in buildings and create a history of investments in EE modernization of buildings.

Through a platform/website, the project will provide potential borrowers (including commercial banks) with information on the cost savings potential of EE modernization and integration of RE sources.

The purpose of the task is to enable local consultants to contribute their knowledge, experience and skills to solving the above-mentioned problems and ensuring the necessary results for the favorable and sustainable development of the country.

**The objective of the assignment**

The creation of the MRV system in the field of buildings and the creation of the Energy Management Information System (EMIS) is carried out as a component of the creation and implementation of the internal system of MRV for the country. It will also contribute to the implementation of sustainable energy plans in the communities of the Republic of Armenia, the establishment of a system for monitoring energy consumption in public buildings, the preservation of the collected data in the EMIS, the assessment of the priority of EE activities and, as a result, the assessment of the achieved energy conservation and reduction of greenhouse gas emissions.

The objective of the assignment is to create a strong MRV for the buildings, which will allow monitoring energy use in buildings and shaping the history of investments into the EE modernization of buildings.

The project, through the created platform/website, will provide potential borrowers (including commercial banks) with information about the potential for cost savings as a result of EE modernization and RE source integration.

The purpose of the assignment is to provide local consultants with the opportunity to apply their knowledge, experience and skills to solve the above tasks and ensure the results necessary for the favorable and stable development of the country.

**ToR**

**Description of the main job resposibilities of the site maintenance and development expert within the framework of the component "Creation of a MRV system in the field of buildings and knowledge management" of the project "De-Risking and Scaling-up Investment in Energy Efficient Building Retrofits"**

Assist the project team - international consultants and contractors of the project, as well as perform the following activities:

* Managing the overall structure of the website Mershenq.am,
* Quick response to the problems with the website Mershenq.am,
* Offering and implementing optimal solutions to problems,
* Implement the main work on debugging the website Mershenq.am, including restoring the full functionality of the website, reinstalling all necessary data, providing a flexible editing system, identifying and eliminating possible gaps in the website security system, ensuring uninterrupted and reliable operation of the website/resource,
* To ensure the most secure hosting of the website library in consultation with the project management and in close cooperation with the organization developing the website,
* Provide the maintenance of the website Mershenq.am if requested (within 14 months), including adding/editing/deleting sections, prompt elimination of possible failures, ongoing assistance in solving other possible problems related to the smooth operation of the website.

**Reporting:**

The individual consultant should work under the direct supervision of the UNDP Climate Change Project Coordinator, the UNDP-GCF Project Manager and the Coordinator of the first component of the project in close cooperation with a group of international and local consultants. The results are submitted for approval by the UNDP-GCF Project Manager, Director of EPIU and Coordinator of the first component of the project.

**Reporting language:**

Reports must be submitted in Armenian and English.

**1. Experience and Qualification Requirements \***

|  | **Minimum requirements** | **Advantages** |
| --- | --- | --- |
| **General qualifications** | * Higher education in IT, web programming or other related fields. * At least 3 years of respective work experience. * Experience in website programming for at least 1 website. * Excellent knowledge of Armenian, English and Russian languages | * Knowledge of the Russian language |
| **Basic Qualifications** | * Knowledge of 1C and Magento programs will be considered an advantage. * The use of SEO tools will be considered as an advantage. * Basic HTML knowledge will be considered as an advantage. |  |

**\*** To certify the experience and qualification requirements, submit at least 1 contract for the performance of similar works and/or the existence of at least one of the following documents certifying the performed works: reference, opinion, letter of recommendation, handover-acceptance act of works.

1. **Evaluation**

**8․ Evaluation**

*An individual consultant should be evaluated according to the following methodology:*

*Summary analysis*

*When this evaluation method is used, the contract is concluded with an individual consultant whose proposal was evaluated as follows:*

*a) the one who scores the most points as a result of technical and financial evaluation*

*\* Technical criteria։ 70;*

*\* Financial criteria։ 30;*

*\* Only candidates who have scored at least 50 points as a result of a technical assessment will pass a financial assessment.*

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| --- | --- | --- |
| ***Technical*** | ***Description*** | ***Maximum score*** |
| *Technical* | | *70* |
| * *Criteria A* | Higher education in IT, web programming or other related fields | *25* |
| * *Criteria B* | At least 3 years of respective work experience | *25* |
| * *Criteria C* | Experience in website programming for at least 1 website | *20* |
| *Financial* | | *30* |

**II. TERMS OF CURRENT PARTICIPATION**

1. According to Article 7 of the RA Law "On Procurement", any person, regardless of whether he is a foreign individual, organization or stateless person, has an equal right to participate in the pre-qualification procedure.

2. The participant wishing to participate in the pre-qualification procedure must meet the requirements presented in this announcement and technical specification. The participant is considered to meet the qualification criteria provided by this subsection, if he has submitted the required information in the application.

3. Participants can participate in the pre-qualification procedure as a joint activity (consortium). In such a case:

1) the pre-qualification application also includes a joint activity agreement;

2) during the evaluation of the pre-qualification application, the joint qualifications of all the members of the joint activity agreement are taken into account (the qualification of each member of the joint activity agreement must meet the qualification requirements of the given member under this agreement, defined in this statement)

3) participants bear joint and several responsibility.

4) the party (parties) of the joint activity agreement cannot (cannot) submit separate application (applications) to the same procedure.

5) in case of withdrawal of the consortium member from the consortium, the contract signed by the client with the consortium is unilaterally terminated and the measures of liability provided for in the contract are applied to the consortium members.

**III. SIMPLIFICATION IN GETTING AND DECLARING**

**HOW TO MAKE A CHANGE**

1. The participant has the right to request an explanation of the pre-qualification statement from the commission at least one working day before the deadline for submission of pre-qualification applications. At the same time, the clarification can be requested until 17:00 of the day specified in this point (in the time of the procedure venue). The commission provides the explanation to the participant who made the request within one working day following the day of receiving the request, but not later than at least 3 hours before the deadline for submission of pre-qualification applications.

The participant submits the request mentioned in this point by sending it to the e-mail of the secretary of the committee.

The explanation about the request is sent by sending the request to the participant's e-mail from the e-mail provided by the e-mail of the secretary of the commission.

2. The statement about the content of the survey and clarifications is published in the bulletin on the day of providing the clarification, without specifying the data of the participant who made the survey.

3. Clarification is not provided if the request was made in violation of the time limit set by this section, as well as if the request is outside the scope of the content of this statement. Moreover, the participant is notified in writing about the reasons for not providing an explanation within one calendar day following the day of receiving the request.

4. Changes may be made to this announcement at least two working days before the deadline for submission of applications. On the first working day following the day of making the change, the secretary of the commission publishes the announcement about making the change in the bulletin.

5. In case of changes in the pre-qualification announcement, the deadline for submitting the pre-qualification applications is counted from the date of publication of the announcement in the bulletin about those changes.

**IV. PROCEDURE FOR SUBMITTING AN APPLICATION FOR PRESENTATION**

1. To participate in this procedure, the participant submits an application to the commission.

2. The participant can submit the pre-qualification application to the committee electronically by sending an e-mail addressed to the secretary of the evaluation committee to [janna.dadiyan@env.am](mailto:janna.dadiyan@env.am) or in documentary form with a cover letter, sealed envelope, glued. On the envelope, in the language of the pre-qualification application, the following are indicated:

a. the name of the client and the place of submission of the application (address);

b. procedure code.

c. the words "not to open until the opening session of pre-qualification applications";

d. Participant's name (name), location and phone number.

3. Applications for the procedure must be submitted to the commission no later than September 07, 11,2023. at 12:00.

It is necessary to submit the pre-qualification applications to the commission before the expiration of the period defined by this point: c. Yerevan, Tigran 65 A.

4. Hovhannes Karakhanyan, the first-class specialist in the affairs management and procurement department of the SA "EPIU" of the Ministry of Environment receives the pre-qualification applications and registers them in the application register.

The applications are registered by the secretary in the register according to the order of their receipt, indicating the registration number, day and time in the register. At the request of the participant, a certificate is issued. Applications submitted after the deadline for submission of applications are not registered in the register and they are returned by the secretary within two working days following the day of receipt.

5. With the pre-qualification application, the participant submits:

1) a written application to participate in the pre-qualification procedure approved by him, according to Annex No. 1,

2) a statement approved by him about his compliance with the requirements of the qualification criterion "Conformity of professional activity to the activity provided for in the contract" defined by this statement, according to Annex No. 2,

3) natural person participants also submit a CV, approved by the given person,

4) a copy of the joint activity agreement, if the participants participate in this procedure as a joint activity (consortium).

6. If the application is submitted in an envelope, all documents included in the application are submitted in original and 2 copies. The words "original" and "copy" are written on the packages of documents respectively. Instead of original documents, notarized copies may be submitted.

7. Applications for pre-qualification, in addition to Armenian, can also be submitted in English or Russian.

8. The envelope and the documents prepared by the participant under this announcement are signed by the person presenting them or the latter's authorized person (hereinafter referred to as the agent). If the pre-qualification application is submitted by the agent, then a document stating that the latter has been given this authority is submitted with the application. In case of expediency, the participant can present the required information in other ways different from the ways offered by this announcement, keeping the required validity conditions.

**V. OPENING, EVALUATION AND**

**SUMMARY OF RESULTS**

1. Opening of pre-qualification applications, evaluation and summary of results is done at the opening session of pre-qualification applications on 07.11.2023. at 12:00 p.m. Yerevan, Armenakyan 129.

2. In the opening and evaluation session of pre-qualification applications:

1) the secretary of the commission provides information about the entries made in the register and transfers to the chairman of the commission the register of applications, other documents that are an integral part of it, registered applications;

2) after the documents mentioned in sub-item 1 of this point are transferred to the president (chairman of the session), the commission evaluates:

a. Complying and submitting envelopes containing bids according to the established procedure and opening the corresponding evaluated bids;

b. the presence of the required (intended) documents in each opened envelope and the compliance of their preparation with the validity conditions defined by this statement;

3. Bids that meet the conditions set forth in this announcement are considered satisfactory. Otherwise, applications for pre-qualification are assessed as unsatisfactory and rejected.

If, as a result of the evaluation conducted during the opening session of pre-qualification applications, inconsistencies are recorded in the participant's application with the requirements of this announcement, the committee suspends the session for one working day, and the secretary of the committee notifies the participant electronically on the same day, offering to correct it before the end of the suspension period. the discrepancy. Moreover, mentioned in this point:

1) the inconsistencies recorded must be described in detail in the proposal;

2) the proposal is sent to the participant by sending it from the e-mail address of the secretary specified in this announcement to the e-mail address specified in the participant's application.

4. If the participant corrects the recorded inconsistency within the period specified by point 20 of this announcement, then the latter's application is considered satisfactory. Otherwise, the application is evaluated as unsatisfactory and rejected. The participant submits the corrected documents from the e-mail specified in the application to participate in this procedure by sending them to the e-mail of the secretary of the committee, as specified in this announcement.

5. The committee member or the secretary cannot participate in the work of the committee, if at the opening session of pre-qualification applications it turns out that the organization founded by them or in which they have a share (share), or a person related to them by close kinship or in-laws (parent, spouse, child, brother, sister) , as well as the spouse's parent, child, brother or sister) or the organization founded by that person or having a share (share) submitted an application to participate in the given procedure. If the condition stipulated by this point is present, immediately after the opening session of the pre-qualification bids, the committee member or the secretary who has a conflict of interest in relation to this procedure withdraws from the procedure.

6. A protocol is drawn up on the opening of applications, evaluation and summarization of results, which also confirms the list of pre-qualified participants. The secretary of the commission until the working day following the end of the application evaluation session inclusive

1) publishes in the newsletter printed (scanned) versions of statements about the absence of conflict of interest signed by him and the committee members present at the bid opening session;

2) electronically notifies the participants who submitted bids evaluated insufficiently to the conditions provided for in this announcement about the grounds for rejection of the pre-qualification bids.

24. Pre-qualified participants are entitled to further participation in the procurement process.

To get additional information related to this statement, you can contact the secretary of the commission, Hovhannes Karakhanyan

Tel + 010 651631

E-mail [janna.dadiyan@env.am](mailto:janna.dadiyan@env.am)

Client: "Environmental Program Implementation Unit" SA

Appendix N 1

Open tender code HH-BC-A-BMXCDZB-23/138

pre-qualification procedure statement

**APPLICATION**

**to participate in the pre-qualification procedure**

expresses his desire to participate

The "Environmental Project Implementation Unit" SA of the Ministry of Environment submits an application in accordance with the pre-qualification procedure of the open tender under the code HH-BC-A-BMXCDZB-23/138 and the requirements of the pre-qualification statement.

Taxpayer registration number

Name of participant taxpayer registration number

e-mail address

Name of participant e-mail

telephone

Name of participant tel.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ name of the participant (position of manager, first name and last name) signature

Appendix N 2

Open tender under the code HH-BC-A-BMXCDZB-23/138

pre-qualification procedure statement

**STATEMENT**

**About compliance with the qualification criterion "Correspondence of professional activity to the activity provided for in the contract".**

/Participants name / \_\_\_\_\_\_\_\_\_ hereby declares and certifies that it has served below mentioned serives

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| --- | --- | --- | --- | --- | --- |
|  | | | | | |
| N | Year | Number | Amount of money | The name/  description | Data for contacting the customer , name, phone, e-mail. mail |
| 1 | 2 | 3 | 4 | 5 | 6 |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
|  |  |  |  |  |  |

Hereby, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ declares and certifies that it meets the qualification standards of the organization's experience defined by the pre-qualification statement under the code HH-BC-A-BMXCDZB-23/138 and is ready to submit the documents justifying the above qualification within the specified period of time upon request.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ name of the participant (position of manager, first name and last name) signature

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