

N O T I C E
ON PRE-QUALIFICATION PROCEDURE

Procedure code: CBA-2022-025

1. DESCRIPTION OF THE SUBJECT OF PROCUREMENT

1.1. The Central Bank of the Republic of Armenia (CBA), located at Vazgen Sargsyan Str. 6, c. Yerevan 0010, announces a pre-qualification procedure to identify potential Bidders for a two-stage Open Tender Procedure to be organized for procurement of the **Information Management System**.

1.2. The organizer of the pre-qualification procedure (hereinafter referred to as the “Procedure”) is the Central Bank of the Republic of Armenia (hereinafter referred to as the “Client”).

1.3. The procurement of the Information Management System is intended to be done for one lot, the preliminary description of which is set forth in Annex 1 hereto.

1.4. The text of this Notice is approved by the Tender Committee of the Central Bank of the Republic of Armenia and is published in accordance with Article 24 of the Law on Procurements of the Republic of Armenia.

1.5. The provisions of the WTO Public Procurement Agreement apply to this Procedure.

1.6. All relationships associated to this Procedure are governed by the RA Law on Procurements, by this Notice, as well as by the CBA Procurement Regulation within the framework of administrative and capital expenditures.

**2. TERMS AND CONDITIONS FOR PARTICIPATION IN THE PROCEDURE,
AND QUALIFICATION CRITERIAS**

2.1. Any person or entity shall have equal right to participate in the pre-qualification procedure, irrespective of being a foreign natural person, an organization or a stateless person.

2.2. A Bidder intending to participate in the Procedure must satisfy the compliance with qualification criterion “The compliance of professional activities with activities provided for by the contract” as defined in Article 6, paragraph 3, point 1 of the RA Law on Procurements. Moreover, the provision of services for the design, delivery, implementation and maintenance of Information Management Systems are construed to be similar.

2.3. The Bidders can participate in the Procedure through a joint operation activity (as a consortium). In such a case:

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

2) when evaluating the pre-qualification application, the common qualifications of all the members of the joint activity agreement shall be taken into account (the qualifications of each member of the joint activity agreement shall correspond with the qualification requirements set forth by this Notice by that member),

3) the Bidders shall bear joint and coherent liability,

4) the party (parties) of the joint activity contract cannot submit a separate application(s) for the same Procedure,

5) where a consortium member withdraws from the consortium, the Client has the right to continue the contract with the other member/members of the consortium, and the measures of liability stipulated in the contract shall be applied to the given member of the consortium.

2.4. ***The Bidder is considered to have met the qualification criteria, if the requested information is submitted in his application.***

3. PROCEDURE FOR PREPARATION AND SUBMISSION OF APPLICATIONS

3.1. For participation in the Procedure the Bidder shall submit an application to the Tender Committee.

3.2. The Bidder may submit the pre-qualification application to the Tender Committee:

1) in electronic form, by sending an e-mail to the following address: CBA-2022-025@cba.am. When submitting an application electronically, the following rules must be followed:

- the code **CBA-2022-025** should be entered in the field “Subject-line” of the e-mail.
- the application should be attached in JPG or PDF format as one complete document, by keeping the order of the documents required mentioned in the Clause 3.3 of this Notice,
- the e-mail body should contain only plain text and shouldn't include any link.

In case of disobeying these rules, the application may be perceived as a virus by the virus-checking software and may not be delivered to the Client's email address. The Client accepts no responsibility in such cases.

In case of disobeying these rules, the application can be rejected.

The participant will receive an automatic reply letter as a confirmation of the application receipt.

2) in paper form, in a closed, sealed envelope. The following shall be indicated on the envelope, in the language of making the pre-qualification application, the following:

1. words **“Central Bank of the Republic of Armenia, 6th V. Sargsyan str., Yerevan”**.
2. **Code “CBA-2022-025”**.
3. Words **“DO NOT OPEN UP UNTIL THE OPENING OF TENDER BIDS”**.
4. the Bidder's name, location, phone number, and e-mail address.

3.3. The application shall contain the following information:

1. A list of documents submitted by the Bidder;
2. A written Application for participating in the Procedure approved by the Bidder in accordance with Annex 2;
3. A technical proposal of design, supply, installation and maintenance of the Information Management Systems, including a tentative implementation timeline, and other information as required in accordance with Annex 1;
4. A reference approved by the Bidder confirming its compliance with the qualification criteria requirements set forth in this Notice in accordance with Annex 3 by representing its similar experience for the design, supply, installation and maintenance of “Information Management Systems” executed for other organizations over the past three years and attach at least 3 (three) contracts;

5. A reference approved by the Bidder about the structure of the Organization, including brief descriptions of the personnel, in accordance with Annex 4;

6. Financial statements for the last 3 years;

7. A copy of the joint activity contract, if the Bidders participate in this Procedure as a joint activity (consortium).

3.4. The pre-qualification applications for the Procedure must be submitted by **August 4, 2022, 4:00 p.m (GMT+4)**.

3.5. If the Bidder submits the pre-qualification application:

1) in electronic form, the copied (scanned) versions from the original documents are to be presented;

2) in paper form, all the documents included in the application, excepting the document listed in clause 3.3 (7) of this Notice, are to be submitted as original copies.

3.6. Pre-qualification applications in a paper form must be submitted to the Central Bank of the Republic of Armenia, at 6th Vazgen Sargsyan str., 0010 Yerevan, Armenia (at the Cash Desk entrance), phone: +374 93 664863, +374 99 423758, before the term set forth in Clause 3.4 of this Notice.

3.7. Pre-qualification applications in a paper form must be submitted to the Client in person or through postal service, by registered mail. The applications submitted will be accepted by the Document Circulation Unit of the Secretariat of the Central Bank of the Republic of Armenia.

3.8. Where submitted in person, the Bidder may request the Secretariat to provide with a reference about the application receipt, stating the Bidder's name (alternate name at the Bidder's request), the date of receipt, the name and position of the receipt.

3.9. The Client accepts no responsibility for the application delivered through a postal service after the closing date or delivered unsealed or otherwise damaged.

3.10. The Bidders of the Procedure may modify or withdraw their applications (waive from participation) before the closing date for submission of the applications. Modification in the application shall be made as provided for herewith, by adding the word "MODIFIED" on the relevant envelope. In case of waiving from participation, a relevant notification may be sent to the e-mail address procurement@cba.am.

3.11. The envelope and all bidding documents required by this Notice, shall be signed by the Bidder submitting the application or a person authorized by the latter. If the pre-qualification application is submitted by the authorized person, a document stating that the latter has been granted this authority shall be submitted along with the application package. When appropriate, the Bidder may submit the required information in formats other than offered by this Notice, once the required requisites are maintained.

3.12. At the bid opening session the applications not meeting the requirements of clause 3.2 of this Notice are rejected by the Tender Committee.

3.13. **Applications may be submitted in Armenian, English or Russian languages.**

4. OPENING PRE-QUALIFICATION APPLICATIONS, THEIR EVALUATION AND SUMMARY OF RESULTS

4.1. The bid opening session of pre-qualification applications will take place at the Central Bank of the Republic of Armenia, at 6th Vazgen Sargsyan Str., 0010 Yerevan, Armenia on **August 4, 2022, 4:00 p.m. (GMT+4).**

4.2. The bid summary session for the results of pre-qualification applications will take place on **August 11, 2022, 4:00 p.m. (GMT+4).**

4.3. After reviewing the applications on the day of bid opening session, the Tender Committee may change the date of bid summary session by notifying the Bidders about it.

4.4. At the bid opening session of the pre-qualification Procedure, the Tender Committee shall assess:

- compliance of preparing and submitting of the envelopes containing pre-qualification applications with the established procedure, and opens the relevant applications;
- Presence of the required (provided) documents in each opened envelope and compliance of preparation of these documents and the ones submitted electronically with the requisites set forth in this Notice.

4.5. Pre-qualification applications that meet the terms and conditions set forth in this Notice shall be considered satisfactory. Otherwise, pre-qualification applications will be considered as inadequate and rejected.

In case at the session for opening the applications noncompliance with the requirements of this Notice is found, the secretary of the Committee electronically informs the Bidder

about it, proposing to correct the noncompliance within a day. Moreover, as mentioned in this clause:

- 1) in the proposal the recorded inconsistencies must be described in detail;
- 2) the proposal shall be sent to the e-mail address indicated in the Bidder's application form.

4.6. If the Bidder corrects the recorded inconsistencies within the period specified in clause 4.5 of this Notice, it's application shall be considered as adequate. Otherwise, the application will be considered as inadequate and will be rejected. The Bidder shall submit the corrected documents by sending to the e-mail address procurement@cba.am from the e-mail address indicated in the Bidder's application form.

4.7. Minutes on the opening of applications, evaluation and summary of the results shall be drawn up, and the list of pre-qualified Bidders confirmed.

4.8. The right to participate in the two-stage Tender Procedure shall be given to the Bidders included in the list of pre-qualified participants, who confirm and submit to the secretary of the Committee a copied (scanned) version of the original Commitment on Protection of Publicly Sensitive Information within the period specified by this Notice. In this connection, the secretary of the Committee will send a notification from the e-mail address procurement@cba.am to the pre-qualified Bidders' e-mail addresses as indicated in their applications within two working days following the day of summarization of the results of the applications. Moreover, the template to the Commitment on Protection of Publicly Sensitive Information and how to complete it will be attached to the notification as referred to herewith.

4.9. The Client shall only invite pre-qualified participants to negotiations. The purpose of the negotiations is to develop one or more alternatives to the procurement specifications that meet the Client's requirements.

4.10. As a result of the negotiations, the Client will issue a final invitation to the pre-qualified participants.

4.11. If up to three participants applied for the pre-qualification procedure organized to hold a two-stage tender, the tender committee may decide to:

- 1) re-publish the pre-qualification notice;
- 2) organize a new pre-qualification procedure;
- 3) declare the pre-qualification procedure unsuccessful;

4) continue with the procurement process.

5. PROCESS OF RECEIVING CLARIFICATION AND MAKING A CHANGE TO THE NOTICE

5.1. The Bidder may request the Client to provide clarification in written format with regard to the pre-qualification notice, at least 5 (five) calendar days prior to the closing date for submission of pre-qualification applications. Moreover, the clarification may be requested until 4:00 p.m. **(GMT+4)** of the given day, as referred to herewith. The Bidder shall seek clarification as mentioned herewith by filing a relevant request to the following e-mail address: procurement@cba.am.

5.2. The clarification shall be provided to the requesting party in written format within one calendar day following the day upon which the request has been made.

5.3. No clarification will be provided if the request has been made in breach of the timeframe specified herewith or if the request is beyond the scope of this Notice or the providing of the clarification would divulge a public secret.

5.4. Modification to this Notice may be made at least two working days before the deadline for submission of applications. The notice about the Modification shall be published in the relevant bulletin on the first working day following the day of making Modification.

5.5. Where Modification to the pre-qualification Notice has been made, the deadline for submitting pre-qualification applications shall be calculated from the date of publication of the Notice about the Modification in the bulletin.

5.6. In case of the Notice is modified, the Bidders shall have the right to make Modifications of their pre-qualification applications as specified by this Notice. The Client shall not carry the risk of damages the Bidders may have incurred in case of adjustments of terms and conditions in the Notice.

18.07.2022

Press Service of the Central Bank of Armenia

*Pre-qualification procedure with code CBA-2022-025***THE LIST OF DOCUMENTS SUBMITTED BY THE BIDDER**

№	LIST OF THE REQUIRED DOCUMENTATION
1.	A list of documents submitted by the Bidder;
2.	A written Application for participating in the Procedure approved by the Bidder in accordance with Annex 2;
3.	A technical proposal of design, supply, installation and maintenance of the Information Management Systems, including a tentative implementation timeline, and other information as required in accordance with Annex 1;
4.	A reference approved by the Bidder confirming its compliance with the qualification criteria requirements set forth in this Notice in accordance with Annex 3 by representing its similar experience for the design, supply, installation and maintenance of “Information Management Systems” executed for other organizations over the past three years and attach at least 3 (three) contracts;
5.	A reference approved by the Bidder about the structure of the Organization, including brief descriptions of the personnel, in accordance with Annex 4;
6.	Financial statements for the last 3 years;
7.	A copy of the joint activity contract, if the Bidders participate in this Procedure as a joint activity (consortium).

Request for Proposals Information Management System

Design, Supply and Installation

(Pre-Qualification)

Preface

This document describes the qualification criteria and functional requirements of the Information Management System for the Central Bank of the Republic of Armenia (CBA).

As a result of the successful implementation of the project, it is planned to achieve the following results:

- Digitization and Digitalization of documents and processes.
- Digital data (content) storage and access management (content management).
- Ability to work together on content in a single environment (collaboration and co-editing).
- Ability to integrate with other CBA software systems (API, SOA, etc.).
- Ability to get the process modeled, modified and automated (CPI).
- Control and management of an assignment, process and a status (BPM).
- Ensuring the irreplaceability of e-signature and signed documents, etc.

Description of the IMS Design, Supply and Installation

Functional, Architectural, Performance and General Technical Requirements

1. Business Function Requirements to be met by the IMS

1.1. Processes

Within the framework of this project, it is planned to create a life cycle management platform for information exchange, coordination and document circulation. It is required from the vendor to provide below mentioned business processes in already functioning state.

- Document approval/co-editing.
- Task management.
- Incoming documents management.
- Outgoing documents management.
- Creating and managing sessions/meetings.
- Processes related to provision of annual leave.
- Recruitment processes.
- Dismissal processes.

1.2. Data management

It is possible to create different forms in the system with unlimited number of fields for data collection purposes. Information in the fields can be entered either manually or automatically, as well as by uploading various files. Restrictions on the type of data may be applied while creating or editing forms. The descriptive (meta) data of all attached documents with all change histories can also be stored (for example, document serial number, document output number, author organization, short content, date of entry, time, etc.).

1.3. Management of Processes

It is possible to create processes in the system with low-code or no-code techniques. Processes can be imitated either manually by the user, or automatically as a result of pre-described events or external signals. During creation of processes, it is possible to describe different scenarios, the terms of which can be numerical constraints, information checks or constraints which became known before the branching, or the result of a programmed algorithm. Created processes can be modified with low-code or no-code techniques. Modifications may be transferred to the current version of the system after approval by authorized users, if there are users with appropriate rights.

Immediately after approval, the changes to the processes must go live and all subsequent entries must go through the new process. There should be a possibility to save existing versions of all process changes and revert to the previous version. The system should perform continuous analysis to evaluate the effectiveness of all processes. Effectiveness evaluation should at least include queue analysis and calculation of process duration.

1.4. Reports

The system provides an opportunity to create reports. Users can download reports from the system and can choose the format in which they want to download the file. The system has templates for creating reports. Users can modify templates and create new ones with low-code or no-code techniques. IMS provides opportunities to select graphical images for chosen data. Access to reports is limited by access rights. There is a data filtering mechanism for reports.

1.5. File management

The system digitizes and manages the entire life cycle of information circulating in the system, from file creation to deletion. Files are entered into the system from both internal and external sources, automatically and manually. There is an opportunity to create and export files in various formats. It is possible to generate a file from a paper form. Files can also be sent from the system to an email address. All files automatically receive tags based on the process and source of the file. Metadata about the file must be generated and stored. Authorized users are able to easily open the metadata of a file, its history, previous versions and see the status of the file, if available. The system has an easy collaboration environment where employees can edit the same file at the same time. As a result of changes on files versions of that file are created and saved. Files can be accessed, edited, digitally signed, and approved in the system without the necessity to download and upload them. Files can be decoded and decrypted with keys and certificates. Files can be archived and subsequently retrieved from the archive and deleted after the time specified in the archive.

1.6. Desktop

The system provides access to different functional modules from single (integrated) working environment. The system provides opportunity to create new functional modules, with the possibility to create a separate, programmed service with a separate interface. The system is equipped with a library of functional modules. For each work screen, there is an opportunity of free arrangement of different processes and functions.

1.7. Information portal

The system provides an opportunity to make text publications and attach additional files to the publications. Users can place publications under sections and subsections and can add comments about them. The functionality includes editing publication sections, adding new subsections based on access rights. There is also an environment for text publishing without access restrictions.

The system also has a module for classifying and managing files and folders, access to them, archive and retrieve from archive.

1.8. Search

The system has a flexible search engine, which operates also by content and metadata. Users have the option to conduct local (within the page) or global (within the system) search, however, results should be filtered based on user access rights. Users can search by filtering. The search engine is scalable and has the ability to retrieve and display large volumes of data. Despite the amount of data available in the system, there is a quick search feature. There is an opportunity to search and find archived files. As a result of the search, the files that match keywords the most, appear at the top of the page. The system has the opportunity to search by tags.

1.9. Architecture (to be provided by the vendor)

1.10. Systems Administration and Management Functions Required to be met by the IMS

User data, access rights, and organization structure are entered into the system to manage users and roles. This information can be entered into the system both manually and through automated queries from or via integrations with other systems (AD, SSO, etc.). Successful registration of users implies settings related to all possible access rights, as well as assignment to some part of the organizational structure. The home screen of users in the system contains links to available services. All user actions are traced and stored in the system. All users have the option to assign a permanent or temporary substituting user and specify a substitution date. Furthermore, the substitution function can be activated from the working screen of both the user and the latter's direct manager or system administrator. For each case, a substitution, message is displayed on the substituting employee's screen, which can be accepted for execution or returned by adding appropriate notes. Accepted substitution applications enter into force within the specified timeframes. Activation of the substitution implies the granting of all the relevant rights to the substituting user. In case of temporary substitution, the screen of the substituting user is divided into main and substitution parts, which display the relevant information separately.

2. IMS Performance (to be provided by the vendor)
3. General Technical Requirements

N	Requirements
1	Saving data and change versions.
2	Access to system updates at no extra charge.
4	Possibility to use the local network domain records for user registration.
5	Service maintenance within 3-5 years within the framework of "Vendor support" that includes. • System deployment and configuration. • System updates deployment. • Business Process creation and update. • Bug-fixing.
7	Fast and uninterrupted service for at least 700 users.
8	Software codes used in the system and other software, required for the normal operation of the system (including those supplied by other organizations), such as programming codes, databases, etc. should have the latest possible versions available at the moment, also there should be no information (official announcement, publication etc.) on the termination of their production and / or service.

4. General Security Requirements

4.1 Account management

The IMS provides tools to automated account management includes create, enable, modify, disable, and remove accounts. The IMS must enforce “two persons” principle, where the first person performs account creation or modification and the second person approves that action. The same procedure should be implemented during the access rights assignment process.

The IMS provides registering Microsoft AD accounts.

The IMS provides Role-based access control (RBAC) to objects and system functions based on the defined roles (i.e., job function) of the users.

The IMS enforces separation of duties through assigned access authorizations.

System access control must follow the principle of least privilege, allowing only authorized access to users (or processes acting on behalf of users) that are necessary to perform organizational tasks.

The IMS limited of consecutive invalid logon attempts for not domain users.

4.2 Access enforcement

The IMS must enforce assigned authorizations for controlling access to the system. Access enforcement mechanisms (e.g., access control lists, access control matrices, cryptography) should employ to control access between users (or processes acting on behalf of users) and objects (e.g., devices, files, records, processes, programs, domains) in the IMS. The IMS restricts access to privileged functions (deployed in hardware, software, and firmware) and security-relevant information to explicitly authorized personnel.

4.3 Information flow enforcement

The IMS enforces assigned permissions and preconfigured connection parameters to control the information flow within the system and between interconnected systems. Enforcement includes prohibiting information transfers between connected systems (i.e., allowing access only), verifying write permissions before accepting information from another security or privacy domain or connected system.

Before transfer or receipt information all dates (including metadata and the data to which the metadata applies) is subject to inspection by system.

4.4 Unsuccessful login attempts

The IMS enforces a limit of given number of consecutive invalid access attempts by a user.

The IMS automatically delays next login prompt according to system settings or locks the account until released by an administrator when the maximum number of unsuccessful attempts is exceeded.

4.5 Concurrent session control

The IMS limits the number of concurrent sessions for any user to given.

4.6 Session termination

The IMS automatically terminates a user connection session after given period of inactivity.

4.7 Automated marking

The IMS marks output using standard naming conventions to identify any special dissemination, handling, or distribution instructions.

4.8 Auditable events

The IMS generates audit records for the following events:

- Establishing, activating, modifying, reviewing, disabling, and removing accounts.
- Create, modify, and access to protected objects.
- Login and logout events.
- Unsuccessful login and access attempts.
- Password reset events.

4.9 Content of audit records

The IMS produces audit records that contain sufficient information to establish what events occurred, the sources of the events, and the outcomes of the events.

Audit record content includes

- date and time of the event;
- the component of the IMS;
- type of event;
- user/subject identity ;
- the outcome (success or failure) of the event.

The IMS provides the capability to include additional, more detailed information in the audit records for audit events identified by type, location, or subject.

The IMS provides the capability to centrally manage the content of audit records generated by individual components throughout the system.

4.10 Response to audit processing failures

The IMS alerts appropriate organizational officials in the event of an audit processing failure

Audit processing failures include, for example, software/hardware errors, failures in the audit capturing mechanisms, and audit storage capacity being reached or exceeded. The IMS provides a warning when allocated audit record storage volume reaches given size.

4.11 Audit reduction and report generation

The IMS provides an audit reduction and report generation capability.

The IMS provides the capability to automatically process audit records for events of interest based upon selectable, event criteria

4.12 Protection of audit information

The IMS protects audit information and audit tools from unauthorized access, modification, and deletion.

4.13 Non-repudiation

The IMS provides the capability to determine whether a given individual took a particular action.

4.14 Least functionality

The IMS should provide the opportunity to configure only essential capabilities and specifically prohibits and/or restricts the use of all not necessary functions, ports, protocols, and/or services.

4.15 Transmission integrity

The IMS protects the integrity of transmitted information. The IMS employs cryptographic mechanisms to recognize changes to information during transmission unless otherwise protected by alternative physical measures.

4.16 Transmission confidentiality

The IMS protects the confidentiality of transmitted information. The IMS employs cryptographic mechanisms to prevent unauthorized disclosure of information during transmission unless otherwise protected by alternative physical measures.

4.17 Information accuracy, completeness, validity, and authenticity

The IMS checks information for accuracy, completeness, validity, and authenticity.

4.18 Configuration settings

The Bidder:

- establishes mandatory configuration settings for information technology products employed within the IMS;
- configures the security settings of information technology products to the most restrictive mode consistent with operational requirements;

- documents the configuration settings; and (iv) enforces the configuration settings in all components of the IMS.

4.19 IMS component inventory

The Bidder develops and provides a current inventory of the components of the IMS and relevant ownership information. In accord with policy use of the open source software is not recommended. The versions of thirds party software using as components of the IMS cannot be out of date and must not have end of support expiration date.

4.20 IMS recovery and reconstitution

The Bidder provides mechanisms with supporting procedures to allow the IMS to be recovered and reconstituted to a known secure state after a disruption or failure. The Bidder includes a full recovery and reconstitution of the IMS as part of contingency plan testing.

4.21 System maintenance policy and procedures

The Bidder develops and provides: (i) a formal, documented, IMS maintenance policy that addresses purpose, scope, roles; and (ii) formal, documented procedures to facilitate the implementation of the IMS maintenance policy and associated system maintenance controls.

4.22 Timely maintenance

The Bidder provides maintenance and support for the agreed period.

4.23 IMS documentation

The Bidder provides to authorized personnel, adequate documentation for the IMS. Documentation includes administrator and user guides with information on: (i) configuring, installing, and operating the IMS; and (ii) effectively using the system's security features.

4.24 Developer configuration management

The Bidder creates and implements a configuration management plan that controls changes to the system during development, tracks security flaws, requires authorization of changes, and provides documentation of the plan and its implementation.

4.25 Security engineering principles

The Bidder design and develops the IMS using security engineering principles.

5. Service Specifications – Supply & Install Items

6. System Analysis, Design and Customization/Development

7. Software Customization / Development

8. System Integration (to other existing systems)

As a result of integration with other and/or intermediate systems, the system should collect information from other systems and transfer information to other systems. Combination options include arbitrary use of Client/Server, N-tier, middleware architecture and service-oriented architecture (SOA) versions. However, all integrations of processes shouldn't be the only way to complete the processes. Alternatives to process integrations are required until the completion of all the integrations required for complete run of the process or in case of integration blackouts.

To view and edit documents, the system allows to use Microsoft Word, Excel, PowerPoint within the system, and use certificates issued by the Internal Certification Center of the Central Bank of Armenia for electronic signature of documents and other certification services (e.g. DocuSign eSignature, Adobe Sign, SignNow, HelloSign, GlobalSign Digital Signing Service, Citrix RightSignature, etc.) without the necessity to upload files into external servers.

The system also allows to combine external input devices such as scanners, printers and other reading devices.

9. Training and Training Materials (to be provided by the participant)

10. Data Conversion and Migration (to be provided by the participant)

11. Documentation (to be provided by the participant)

12. Supplier's Technical Team (to be provided by the participant)

13. Service Specifications – Recurrent Cost Items (to be provided by the participant)

13.1 Warranty Defect Repair

13.2 Technical Support

13.3 Supplier's Technical Team

13.4 Implementation schedule (to be provided by the participant)

Annex 2

*of the Notice for Pre-qualification procedure
code CBA-2022-025*

APPLICATION

To participate in the Pre-Qualification Procedure

_____ hereby announces that it wants to participate

Bidder's name

in the Pre-Qualification Procedure for a two-stage tender as announced by the CBA under the code CBA-2022-025 and makes, an application in accordance with requirements set forth in the Notice of Pre-Qualification Procedure.

_____ Reports and certifies that they are a resident of

Bidder's name

_____.

Country

Bidder's name

Taxpayer identification number: _____

E-mail address: _____

Address of the activity: _____

Phone number: _____

Bidder's name (manager's position, name, surname)

signature

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2022

Annex 3

of the Notice for Pre-qualification procedure
code CBA-2022-025

REFERENCE

On Compliance with Qualification Criterion “Activity provided under the Contract for Compliance of Professional Activity”

1. _____ reports and certifies that, over the three years preceding the year of submitting
Bidder's name
the application, it has provided the following services:

Nº	Client's name	Subject of contract/short description	Contract/ implementation timeframe	Approximate cost of the contract	Client's contact person details
1.					
2.					
...					

* Please attach at least 3 (three) contracts for similar work done.

Bidder's name (manager's position, name, surname)

signature

Annex 4

*of the Notice for Pre-qualification procedure
code CBA-2022-025*

REFERENCE
On the organization's structure

1. _____ reports and certifies that, as of the submission of the application, the Organization has the following structure:

Bidder's name

Nº	Employee's name, surname	Position /short function description	Education	Employment background	Other notes (qualifications, certificates)
1.					
2.					
...					

Bidder's name (manager's position, name, surname)

signature

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2022