

N O T I C E
ON PRE-QUALIFICATION PROCEDURE

Procedure code: CBA-2022-031

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 for **the acquisition and maintenance of the System for the Central Bank of RA for Mass Media and online media monitoring.**

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 preliminary description of the acquisition and maintenance of a System for Mass Media and online media monitoring 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 Monitoring system implementation and maintenance services are considered 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 Information and documents of the pre-qualification application shall be submitted in a closed and sealed envelope. 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.

3.3. The following shall be written on the envelope specified in point 3.2. of this invitation, in the language of the pre-qualification application:

1. words **“Central Bank of the Republic of Armenia, 6th V. Sargsyan str., Yerevan”**.
2. **Code “CBA-2022-031”**.
3. Words **“DO NOT OPEN UP UNTIL THE OPENING OF TENDER BIDS”**.
4. the Bidder’s name, location, phone number, and e-mail address.

3.4. 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 in accordance **with Annex 2**;
3. A description of the System for Mass Media and online media monitoring, other information required by **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 performance of similar "Mass Media and online media monitoring" works executed for other organizations over the past three years and attach at least 3 (three) contracts;
5. A copy of the joint activity contract, if the Bidders participate in this Procedure as a joint activity (consortium).

3.5. The pre-qualification applications for the Procedure must be submitted by **August 18, 2022, 4:00 p.m.**

3.6. Pre-qualification applications 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 (at the Cash Desk entrance, break from 13:00 to 14:00), phone: +374 93 664863, +374 99 423758.

3.7. 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 recipient.

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

3.9. 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.

3.10. At the bid opening session the applications not meeting the requirements of clause 3.3 of this Notice are rejected by the Tender Committee.

3.11. **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 18, 2022, 4:00 p.m..**

4.2. The bid summary session for the results of pre-qualification applications will take place on **August 25, 2022, 4:00 p.m..**

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, its 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.

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. 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.

02.08.2022

Press Service of the Central Bank of Armenia

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 in accordance with Annex 2 ;	
3.	A description of the System for Mass Media and online media monitoring, other information required by 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 performance of similar "Mass Media and online media monitoring" works executed for other organizations over the past three years and attach at least 3 (three) contracts;	
5.	A copy of the joint activity contract, if the Bidders participate in this Procedure as a joint activity (consortium).	

Request for Proposals

Mass Media and Online Media Monitoring

(Pre-Qualification)

This document describes the qualification criteria and functional requirements for Mass media and online media monitoring of the Central Bank of the Republic of Armenia.

1. Technical requirements for information, system and service

1.1. Requirements to Information

The media monitoring system should provide a monitoring of:

- network media
- print media (newspapers)
- television channels
- Social networks (Facebook, YouTube, Telegram, Twitter).

The system should enable the export of digital data, namely:

- frequency of use of keywords, quantity
- frequently occurring words
- Current trends, etc.

1.2. Requirements to the System

- The system should be flexible, operating on the basis of keywords provided by the Central Bank of the Republic of Armenia; the list of the keywords must be changed by the Central Bank of Armenia.
- The system should make sure it receives information as filtered as possible, free of junk information. For example, items containing words “lion king”, “royal family” and similar words must be excluded from exporting information with the word ARCA (“king” in Armenian).
- The system should update the information every 15 minutes.
- By using pre-assigned keywords (a narrower list should be considered), the system should make sure it receives the needed items via e-mail, up to 15 minutes.
- The system should enable the collected information to be archived.
- The system should enable the filtered information to be searchable.
- The system incorporating analytical tools that will enable visualization of digital data is desirable.
- The system being able to classify information according to “sentiment analysis” is desirable.

1.3. Requirements to Service

The winner organization must provide and carry out:

- initial launch of the software
- uninterrupted operation of the software

- required security updates
- software improvements
- Training of employees working with the software.

Annex 2.

Of the Notice for Pre-qualification procedure

Code CBA-2022-031

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-2022-031 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-2022-031***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 the

Bidder's name

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

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