



PUBLIC NOTICE

Announcement of Tender

The text of this Notice has been approved by the Tender Committee of the Central Bank of Armenia's Protocol No. 51 dated November 21, 2024.

The Central Bank of Armenia announces a Tender, the terms of which are presented in the attached Invitation.

Issued on:	Thursday, 21th of November, 2024
Purchaser:	Central Bank of Armenia 6 Vazgen Sargsyan St., Yerevan, 0010, Armenia
Procedure Reference Number:	CBA-2024-059
Purpose of Procedure:	<u>PROVISION OF SERVICES FOR THE DEVELOPMENT AND DELIVERY OF A POLICY DESIGN AND EVALUATION WORKSHOP FOR THE CENTRAL BANK AND PUBLIC SECTOR PROFESSIONALS</u>
Publication place:	https://www.cba.am/en/SitePages/tenders.aspx
Deadline for Submission of Proposals:	Friday, the 20th of December, 2024, not later than 3:30 p.m. (GMT+4)
Submission method:	In electronic form, by sending an e-mail to the following address: CBA-2024-059@cba.am
Deadline for Requests for Clarifications of the Invitation:	Friday, the 13th of December, 2024, not later than 4:00 p.m. (GMT+4)
Date of Opening of Proposals:	Friday, the 20th of December, 2024, at 4:00 p.m. (GMT+4)
Notification of Award:	Thursday, the 26th of December, 2024, at 4:00 p.m. (GMT+4)
Tender Organized By:	Central Bank of Armenia, Procurement Coordination Service
Communication method:	In written form only: E-mail: procurement@cba.am

The Bidder selected through this procedure will be offered a contract for the provision of services for the development and delivery of a policy design and evaluation workshop for Central Bank and Public Sector Professionals.



ՀՐԱՊԱՐԱԿԱՅԻՆ ԾԱՆՈՒՑՈՒՄ մրցույթ կազմակերպելու վերաբերյալ

Ծանուցման սույն տեքստը հաստատված է ՀՀ ԿԲ մրցութային հանձնաժողովի
2024թ.-ի նոյեմբերի 21-ի թիվ 51 արձանագրությամբ

Հայաստանի Հանրապետության կենտրոնական բանկը հայտարարում է մրցույթ, որի պայմանները ներկայացված են կից Հրավերում:

Հրապարակման ամսաթիվ՝	Հինգշաբթի, 21 նոյեմբերի, 2024թ.
Պատվիրատու՝	ՀՀ կենտրոնական բանկ Վազգեն Սարգսյան փ. 6, ք. Երևան, 0010, Հայաստան
Ընթացակարգի ծածկագիրը՝	CBA-2024-059
Ընթացակարգի նպատակը՝	<u>ԿԵՆՏՐՈՆԱԿԱՆ ԲԱՆԿԻ և ՀԱՆՐԱՅԻՆ ՀԱՏՎԱԾԻ ՄԱՍՆԱԳԵՏՆԵՐԻ ՀԱՄԱՐ ՔԱՂԱՔԱԿԱՆՈՒԹՅԱՆ ՄՇԱԿՄԱՆ ԵՎ ԳՆԱՀԱՏՄԱՆ ԱՇԽԱՏԱԺՈՂՈՎԻ ՄՇԱԿՄԱՆ ԵՎ ԿԱԶՄԱԿԵՐՊՄԱՆ ԾԱՌԱՅՈՒԹՅՈՒՆՆԵՐԻ ՄԱՏՈՒՑՈՒՄ</u>
Հրապարակման վայրը/Տեղեկագիր՝	https://www.cba.am/am/SitePages/tenders.aspx
Հայտերի ընդունման վերջնաժամկետը՝	մինչև 2024թ. դեկտեմբերի 20-ը (ուրբաթ օր), ոչ ուշ, քան ժամը՝ 15:30 (GMT+4)
Հայտերի ներկայացման եղանակը՝	Էլեկտրոնային, ուղարկել CBA-2024-059@cba.am էլ. հասցեին
Հրավերի պարզաբանման հարցման վերջնաժամկետ՝	մինչև 2024թ.-ի դեկտեմբերի 13-ը (Ուրբաթ օր), ոչ ուշ, քան ժամը՝ 16:00-ը (GMT+4)
Հայտերի բացման նիստ՝	2024թ.-ի դեկտեմբերի 20 (Ուրբաթ օր), ժամը՝ 16:00 (GMT+4)
Հայտերի ամփոփման նիստ՝	2024թ.-ի դեկտեմբերի 26 (Հինգշաբթի օր), ժամը՝ 16:00 (GMT+4)
Մրցույթի կազմակերպիչ՝	ՀՀ Կենտրոնական բանկ, Գնումների համակարգման ծառայություն
Հաղորդակցման եղանակ՝	Միայն գրավոր, էլ. փոստ՝ procurement@cba.am

Սույն ընթացակարգի արդյունքում ընտրված մասնակցին կառաջարկվի կնքել՝ Կենտրոնական բանկի և հանրային հատվածի մասնագետների համար քաղաքականության մշակման և գնահատման աշխատաժողովի մշակման և կազմակերպման ծառայությունների մատուցման պայմանագիր:



Central Bank of the Republic of Armenia

INVITATION TO A PUBLIC TENDER

**FOR PROVISION OF SERVICES FOR THE DEVELOPMENT AND DELIVERY OF A POLICY
DESIGN AND EVALUATION WORKSHOP FOR THE CENTRAL BANK AND PUBLIC
SECTOR PROFESSIONALS**

CENTRAL BANK OF ARMENIA

6 Vazgen Sargsyan St., Yerevan, 0010, Armenia
Tel.: +374 10 592 592, www.cba.am



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This invitation is provided in addition to the Notice of Tender (hereinafter also referred to as the “procedure”) to be conducted under reference number CBA-2024-059.

The invitation was prepared in compliance with the requirements of the laws of the Republic of Armenia, and other relevant legal acts of the Central Bank of the Republic of Armenia.

All persons, including foreign individuals or organizations and stateless persons, may submit Proposals.

Relations relating to this procedure shall be governed by the laws of the Republic of Armenia. Disputes in relation to this procedure shall be examined and resolved in the courts of the Republic of Armenia.

The e-mail address of the Secretary of the Tender Committee is: siran.yeganyan@cba.am.



1. DESCRIPTION OF SUBJECT OF PROCUREMENT

- 1.1. The subject of the procurement is the provision of services for the development and delivery of a policy design and evaluation Workshop for Central Bank and Public Sector Professionals (hereinafter referred to as the “Service”), for the needs of the Central Bank of the Republic of Armenia (hereinafter referred to as the “Bank” or the “Purchaser”).
- 1.2. In accordance with this procedure, the purchase shall be carried out in a total of 1 (one) Lot.
- 1.3. The Terms of Reference for the advisory services, which form an integral part of the contract, are provided in Appendix 1 attached to this invitation.

2. BIDDER PARTICIPATION REQUIREMENTS AND QUALIFICATION CRITERIA

- 2.1. The following persons may not be eligible to participate in this procedure:
- 1) persons who have been declared bankrupt by a court as of the date of submission of the proposal;
 - 2) persons who, or a representative of whose executive body, during the five years preceding the date of submission of the proposal, have been convicted of terrorism financing, crimes involving child exploitation or human trafficking, creating or participating in a criminal partnership, receiving bribes, giving or brokering bribes, or crimes against economic activity provided for by law, with the exception of cases in which the conviction has been removed or extinguished in accordance with a procedure established by law;
 - 3) persons in respect of whom an administrative act establishing liability for an anti-competitive agreement, abuse of dominant position, or unfair competition in the field of procurement became non-appealable within the three years preceding the date of submission of the proposal or was left unchanged in the event of an appeal;
 - 4) persons who, as of the date of submission of the proposal, are included in the list of bidders who may not participate in the procurement process, published in accordance with the procurement laws of the member states of the Eurasian Economic Union. The condition stipulated in this clause does not apply to



procurement processes to be carried out with funds provided by international agreements;

- 5) persons who, as of the date of submission of the proposal, are included in the list of bidders who may not participate in the procurement process;

At the same time, if a bidder becomes included in a list provided for in sub-clauses 4 and 5 of this clause after the date of submission of the proposal, then the proposal is not subject to rejection.

A bidder is included in the specified list if the bidder:

- violated an obligation stipulated by contract or assumed within the framework of the procurement process, which led to the unilateral termination of the contract by the Purchaser or the termination of the bidder's right to further participation in the procurement process, or the bidder did not pay the prepayment, contract execution and/or qualification security amount within the period specified by the invitation and/or contract;
- refused or was deprived of the right to execute a contract as a selected bidder.

2.2. For an evaluation of a bidder's right to participate, the bidder must submit with the proposal a written statement approved by the bidder in accordance with clause 2.1 of part 2 of this invitation. Aside from the statement stipulated in this clause, no other documents or justifications may be required from the bidder, including from a selected bidder, for the assessment of the right to participate. The authenticity of the bidder's statement is evaluated by the Tender Committee (hereinafter referred to as the "Committee") under the conditions set forth in this invitation.

2.3. The inclusion of a bidder in the list provided for in sub-clause 5 of clause 2.1 of part 2 of this invitation automatically leads to the restriction of the right of persons affiliated with the bidder to participate in the procurement process during the time period of the bidder's inclusion in the list.

2.4. The simultaneous participation in this procedure of affiliated persons as defined by this clause and/or organizations founded by the same person(s) or with more than fifty percent ownership by the same person(s) is prohibited, except in cases of participation in the procurement process by organizations founded by the state or municipalities and/or through a joint venture (JV) (consortium).



2.5. A bidder who becomes a selected bidder shall submit a contract execution and/or qualification security in the manner and amount specified in this invitation.

A contract and/or qualification security shall not be provided if the selected bidder, or the organization providing services under this procedure as an official representative of the latter, as of the day of opening of proposals, has a credit rating assigned by reputable international organizations (Fitch, Moody's, Standard & Poor's) equal to or higher than the sovereign credit rating assigned to the Republic of Armenia.

2.6. Bidders can participate in this procedure as joint ventures (consortium). In such cases,

- 1) parties to the joint venture cannot submit separate proposals for the same procedure. In the event of non-compliance with the requirements of this clause, both the proposal submitted by the joint venture and proposals submitted individually will be rejected during the proposal opening session.
- 2) bidders are jointly and severally liable. At the same time, in the event of withdrawal of a consortium member from the consortium, the contract signed by the Purchaser with the consortium shall be unilaterally terminated and the liability measures provided for in the contract shall be applied to the members of the consortium.

2.7. The bidder must have the necessary qualifications to fulfill the obligations stipulated in the agreement, including:

- 1) Professional experience
- 2) Human resources

2.7.1. The criterion of "Professional experience" will be evaluated as follows:

The bidder must have over 7 (seven) years of experience in developing and delivering training courses for policymakers.

2.7.2. The criterion of "Human resources" will be evaluated as follows:

The bidder's proposed instructors must have demonstrated expertise in policy design and evaluation, supported by examples of past projects and/or publications.

Proposals meeting minimum qualification requirements stipulated within the Terms of Reference will be shortlisted for non-financial (technical) evaluation.

Bidders who could not meet the minimum qualification requirements will be disqualified.



3. PROPOSAL SUBMISSION PROCEDURE

- 3.1. To participate in this procedure, a bidder must submit a proposal to the Committee. A proposal is an offer submitted by the bidder based on this Invitation.
- 3.2. Bidders can submit proposals for each Lot, as well as for several or all Lots.
- 3.3. Bidders may not submit more than one proposal for the same procedure, except when submitting amendments to the proposal provided for in clauses 3.10 and 5.6 of this Invitation.
- 3.4. Proposals for the procedure must be submitted to the Committee no later than the proposals submission deadline specified in the notice of this procedure.
- 3.5. Bidders must submit proposals for the procedure to the Committee electronically by sending them to CBA-2024-059@cba.am.

The documents must be submitted either in printed (scanned) format or in PDF format with electronic digital signatures.

- 3.6. Proposals for this procedure may be submitted in Armenian, Russian or English.
- 3.7. When submitting a proposal electronically, the following rules must be followed:
- The Reference Number “CBA-2024-059” should be entered in the field “Subject-line” of the e-mail.
 - the proposal should be attached in **PDF format** only as one complete document, by keeping the order of the documents according to the clause 3.11 of this Invitation.
 - The attached file should not be sent as a Google Drive link, .rar etc or in similar link format.
 - All electronic proposal submissions, including attachments, must adhere to a size limit of 25 megabytes (MB) per email. Bidders are responsible for ensuring that their electronic submissions comply with this limitation.
 - In the event that a single email exceeds the specified file size limit, Bidders have the option to divide their submission into multiple separate emails, each clearly labeled and organized for easy reference. Each email must contain a portion of the proposal content, and the subject line of each email should include a sequential reference (**e.g., 'Part 1 of 3,' 'Part 2 of 3,' etc.**).
 - The attached file should be checked with antivirus software prior to sending.
 - The e-mail body should contain only plain text and shouldn't include any link.



- It is recommended to submit the proposals at least one hour before the submission deadline specified in this invitation, in order to avoid technical problems.

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 Purchaser's email address. The Purchaser accepts no responsibility in such cases.

Non-adherence to these rules may lead to the proposal being deemed non-compliant and consequently ineligible for the evaluation process.

An automatic reply e-mail will be sent to the bidder as confirmation of receipt of the proposal.

3.8. The Purchaser is not responsible for the receipt of e-mailed proposals after the deadline.

3.9. Proposals that do not meet the requirements of part 3 of this Invitation will be rejected by the Committee at the proposal opening session.

3.10. Bidders may amend or withdraw proposals before the proposal submission deadline.

- If there is a change to the proposal, the new amended proposal should be sent to the e-mail address specified in clause 3.5, in accordance with the procedure set forth in this part, adding the word "Amendment to Proposal" in the subject line of the e-mail.
- To withdraw a proposal, a notice of cancellation of the proposal should be sent to procurement@cba.am.

3.11. The bidder must submit the following with the proposal:

- 1) **Application-statement** approved by the bidder in accordance with Appendix 2 attached to this Invitation, which includes:
 - a) a certification of compliance of information about bidder and related persons with the participation requirements established by this Invitation,
 - b) a statement confirming the absence of unfair competition, abuse of a dominant position, and anti-competitive agreements within the scope of this procedure,
 - c) a statement confirming the lack of separate participation in the procedure by any persons affiliated with the bidder and/or organizations founded by or with more than fifty percent ownership (equity) held by the bidder,
 - d) a declaration regarding the actual beneficiaries, in accordance with Appendix 2.1 attached to this Invitation. A declaration shall not be submitted if the bidder is an individual entrepreneur or natural person.



- 2) **Document confirming bid security for participation in the tender.**
- 3) **Financial Proposal:** Detailed fee structure, including personnel costs (researchers, teaching assistants), course development expenses, travel costs and operational expenses (e.g., overhead, if applicable) in accordance with Appendix 3 attached to this Invitation.
- 4) **Technical Proposal:** A detailed description of your proposed approach to developing and delivering a Policy Design and Evaluation Course for Central Bank and Public Sector Professionals, including methodologies, tools, techniques, a detailed curriculum with session descriptions, a timeline for course development and delivery, key milestones and deliverables, in accordance with Appendix 4 attached to this Invitation.
- 5) **Company Profile:** Brief introduction to your firm, highlighting relevant experience and expertise in developing and delivering practical training courses for policymakers. Proof of experience in developing and delivering practical training courses for policymakers within 3 (three) years in accordance with Appendix 5 attached to this Invitation.

Provide at least one reference letter for similar services provided within the past 3 (three) years, including client contact information.

- 6) **Competency of the Team/Team qualifications:** Portfolios and resumes (CVs) of the instructors that would be assigned to the project highlighting their expertise in policy design and evaluation, supported by examples of past projects and/or publications. Educational qualifications should be submitted in accordance with Appendix 6 attached to this Invitation.

4. PRICE PROPOSAL

4.1. The proposed price for the services must include all applicable fees, costs, and expenses necessary to complete the scope of work as detailed in the Terms of Reference. This includes, but is not limited to, labor, materials, travel, accommodation, administrative expenses, and any other ancillary costs. The quoted price must be all-inclusive and final.

4.2. The bidder must submit the price proposal in the form of a calculation consisting of the cost (the sum of the cost price and the projected profit) and the value-added tax for each Lot. If the bidder has to pay value-added tax to the state budget of the Republic of Armenia for the given transaction, then the submitted price proposal should provide the amount to be paid for that type of tax in a separate line. But if a Bidder is a non-resident in the Purchaser's country,



it shall quote and enter prices without including taxes which are liable to pay in the Purchaser's country. In such case, the Bidder shall clearly mark, in all parts where the prices are entered, that the prices are not including taxes liable to pay in the Purchaser's country.

4.3. The bidder must attach to the price proposal a detailed breakdown of the price of each Service included in a given component.

4.4. The evaluation and comparison of bidders' price proposals will be carried out without calculating the amount of the tax mentioned in this clause. Moreover, the bidder's proposal is not subject to rejection if:

- a. the "Cost" and "VAT" columns of the price proposal contain numbers only, while the "Total Price" column contains both words and numbers or only words;
- b. there is a discrepancy between the amounts indicated in words or numbers in the "Cost" and "VAT" columns of the price proposal, but the sum of any of the amounts indicated in words or numbers corresponds to the amount indicated in words in the "Total Price" column;
- c. the component number is indicated incorrectly in the price proposal but the name of the purchase item is filled in correctly;
- d. the fractional monetary units of the amounts indicated in words or numbers in the "Cost," "VAT," and "Total Price" columns of the price proposal are rounded down to a whole number when below five-tenths and up to a whole number when at five-tenths or above;
- e. the amounts in the "Cost" and "VAT" columns of the price proposal are filled in with both numbers and words and correspond to one another, while the amount written in words in the "Total Price" column has extra words filled in, resulting in a number that does not exist. Moreover, in the case described in this paragraph, the evaluating Committee will take as a basis the sum of the amounts filled in with words in the "Cost" and "VAT" columns when evaluating the bid.
- f. within the columns of the price proposal, the fractional monetary units of amounts written in words are indicated with numbers.

4.5. Any other errors in the price proposal document will render the proposal subject to rejection.

4.6. The price proposal document is not subject to correction.



4.7. Prices shall be quoted by the Bidder in Armenian Dram if the Bidder is a resident of the Purchaser's country. However, the Bidder must express the Financial Proposal in Euros for if the Bidder is a non-resident.

4.8. The currency of payments shall be Euros (unless otherwise agreed in the contract) if the Bidder is a non-resident. However, if the successful bidder is a resident, the Purchaser shall make payments only in Armenian Dram.

4.9. The currency stated in the Financial Proposal will be converted to Armenian Dram (AMD) using the exchange rate published on the CBA's official website (www.cba.am) as of the Proposal opening date, for evaluation and comparison purposes.

4.10. The profit tax rate is twenty (20) percent of the Financial Proposal. The profit tax rate may be adjusted under a relevant Treaty for the Avoidance of Double Taxation between the Purchaser's country and the Bidder's country, provided that the Bidder submits a certificate of residency issued by the Tax Authority in its country.

4.11. If the successful Bidder is non-resident, a Certificate of Residency should be provided to the Purchaser within ten (10) days of contract signature.

5. CLARIFICATION OF INVITATION AND PROCEDURE FOR MAKING CHANGES TO THE INVITATION

5.1. Bidders have the right to request clarifications about the Invitation from the Committee in writing at least 5 (five) calendar days before the deadline for submission of the proposals by sending a request to procurement@cba.am.

5.2. Clarifications are provided to bidders who have made a request in writing within 2 (two) calendar days following the date of receipt of the request.

5.3. On the day when the clarification is provided, the content of the request and clarification shall also be published on the official website "www.cba.am" under the "Tenders" section, without disclosing the identity of the participant who made the request.

5.4. Clarification will not be provided if the request was made in violation of the time limit specified in this section, the request is outside the scope of the content of the Invitation, or clarification of the request would involve the risk of publishing a state secret. Invitation

5.5. Changes to the Invitation can be made up to five calendar days before the proposal submission deadline. Within three calendar days after the change is made, the announcement detailing the changes and their terms will be published on the official website "www.cba.am",



under the “Tenders” section. Additionally, in case of changes to the Invitation, the proposal submission deadline will be recalculated based on the date the notice regarding these changes is issued

5.6. If a change is made to the Invitation, bidders have the right to amend their proposals in accordance with the procedure set forth in this Invitation. The Purchaser does not bear the risk of losses incurred by bidders in the event of changes in the terms of the Invitation.

6. OPENING, EVALUATION OF PROPOSALS AND NOTIFICATION OF AWARD

6.1. The Committee’s proposal opening session is convened at the Central Bank of the Republic of Armenia, 6 Vazgen Sargsyan St., Yerevan, on the date and time of the proposal opening session specified in the Notice.

6.2. At the proposal opening session, the Committee evaluates:

- compliance with the procedure established by this Invitation for electronic preparation and submission of proposals,
- the presence of the documents required (provided) in each proposal and their compliance with the requisites stipulated by the Invitation.

6.3. The Secretary of the Committee announces the price proposals of the bidders who submitted proposals, expressed in a single number, based on the amount written in words.

6.4. The session for reviewing the results of the proposal evaluation is convened at the Central Bank of the Republic of Armenia, located at 6 Vazgen Sargsyan St., Yerevan, on the date and time specified in the Notice.

6.5. The Committee may change the date and time of the notification of award by notifying the bidders.

6.6. Proposals are evaluated in accordance with this Invitation.

6.7. Proposals that meet the conditions set forth in this Invitation are deemed satisfactory; otherwise, proposals are deemed unsatisfactory and rejected. Moreover, the Committee rejects proposals for which a price proposal or bid security (if required by the Invitation) is missing or presented inconsistently with the requirements of the Invitation.

6.8. In addition to the financial proposal, the non-financial criteria will also be considered during the evaluation of proposals. **This evaluation methodology assigns a weight of 70% to the non-financial criteria and 30% to the financial proposal.** The contract will be awarded based on the highest combined score of technical and financial proposals.



6.9. After conclusion of non-financial valuation, candidates who have obtained a minimum of 70 points out of 100 points will be considered for the financial evaluation.

6.10. The Total Technical Score assigned to each Proposal will be determined by adding and weighting the scores assigned by the Tender Committee in accordance with the criteria set forth below.

Criteria	Weight %	Max. Points
Non-financial criteria	70	
Appropriateness of suggested technical proposal and timeliness		50
A detailed description of proposed approach to developing and delivering a Policy Design and Evaluation Workshop for Central Bank and Public Sector Professionals, including methodologies, tools, techniques as per the TOR.		30
Quality, comprehensiveness, and practical focus of the proposed detailed curriculum with session descriptions, a timeline for Workshop development and delivery, key milestones, and deliverables, as per the TOR.		20
Past experience of the company		10
Proof of experience in developing and delivering practical training courses for policymakers within 3 (three) years		8
Provided at least one reference letter within the past 3 (three) years		2
Competency of the Team/Team qualifications		40
Professional experience (Portfolio), Expertise in policy design and evaluation, supported by examples of past projects and/or publications.		40
Total points for technical		100

6.11. The maximum number of points assigned to the financial proposal is allocated to the lowest price proposal. All other price proposals receive points in inverse proportion. A formula is as follows:

$$p = y (\mu/z)$$



Where:

- p=points for the financial proposal being evaluated
- y = maximum number of points for the financial proposal
- μ = price of the lowest priced proposal
- z = price of the proposal being evaluated.

6.12. In addition, the evaluation and comparison of the Financial Proposal of the Bidders are carried out without calculating the amount of VAT.

6.13. The Committee determines and announces which bidder has been selected and which have not from among the bidders who submitted applications that were deemed to satisfy the requirements of the Invitation. In the event there are equal minimum proposal prices,

- a. simultaneous negotiations are conducted with the bidders who submitted equal prices in order to determine who will be selected and who will not,
- b. the Secretary of the Committee simultaneously and electronically notifies the bidders who submitted equal prices about the terms, duration, day, time, and place of simultaneous negotiations on price reductions,
- c. in accordance with the prices presented by the bidders during negotiations, the selected and non-selected bidders are determined and announced. If the negotiations result in the prices presented by the bidders remaining equal, the procurement procedure is declared invalid.

6.14. If the prices proposed by the bidders who submitted proposals satisfying the requirements of the Invitation exceed the estimated cost, the Committee may either declare the procurement procedure invalid or declare the bidder who submitted the lowest price proposal the selected bidder, provided that the rights and obligations of the parties stipulated in the contract executed with the selected bidder come into force only in the event that additional financial resources exceeding the purchase price are allocated and an agreement is executed between the parties on that basis. Moreover, the agreement shall be executed within 5 (five) working days following the provision of additional financial resources, extending the timelines for provision of the services by the period of time from the date of execution of the contract to the date of execution of the agreement. The contract executed in accordance with this clause will terminate if additional financial resources are not allocated within 60 (sixty) calendar days following its execution.



6.15. If the evaluation of a proposal reveals inconsistencies in the proposal with respect to the requirements of the Invitation, the Secretary of the Committee shall notify the bidder electronically and offer the bidder the opportunity to correct the discrepancy.

6.16. If the bidder corrects the discrepancy within one day, the latter's proposal will be considered satisfactory. Otherwise, the given proposal will be assessed as insufficient and rejected.

6.17. A Committee member or secretary cannot participate in the work of the Committee if, in the course of the Committee's activity, it becomes evident that an organization founded by the Committee member or secretary or in which they have a share, or a person related to them by close kinship or in-law relationship (parent, spouse, child, sibling, grandparent, or grandchild, as well as spouse's parent, child, sibling, grandparent, or grandchild) or an organization founded or owned by that person has submitted a proposal to participate in this procedure. If the condition provided for in this clause is met, the Committee member or secretary having a conflict of interest in relation to the procedure shall immediately withdraw from the procedure.

6.18. After the applications are opened and finalized, a protocol is drawn up according to the established procedure. The protocol is signed by the members of the Committee present at the session.

6.19. The Participants may request copies of the commission's meeting minutes, which will be provided within one working day. Participants or their representatives may attend the proposal opening and award notification committee meetings by emailing the Procurement Coordination Service at procurement@cba.am at least one day in advance, including their name, surname, and organization name. Participants must bring an identity document, and representatives must have a valid power of attorney. Copies of the commission's meeting minutes can be requested and will be provided within one working day.

6.20. The proposals are evaluated and selected bidder chosen, per individual Lot.

6.21. In the event that the selected bidder does not sign (refuses) the contract or becomes ineligible to execute the contract, the next ranked bidder is recognized as the selected bidder by decision of the Committee.

6.22. The bidder can submit other additional documents, information, and materials in order to demonstrate compliance with presented requirements.

6.23. The Committee can verify the authenticity of the information submitted by the bidder using data obtained from official sources or by receiving a written opinion in this regard from the relevant authorities. In the event of such a request, the relevant state and local self-



government bodies provide a written conclusion within two working days following the date of receipt of the request. If, as a result of checking the authenticity of the information submitted by the bidder, the information is qualified as untrue, the given bidder's proposal is rejected.

6.24. Before executing the contract, the Purchaser shall notify all bidders in the tender about the decision to execute the contract, no later than on the first working day following the adoption of the decision on the selected bidder. The decision on executing a contract shall contain summary information about the evaluation of proposals and the reasons justifying the choice of the selected bidder, as well as a statement about the period of inactivity.

7. BID SECURITY

7.1. When specified in the Invitation, bidders shall submit a bid security amount of not less than 5 (five) percent of the proposed price.

7.2. The Bid security shall be a demand guarantee in any of the following forms at the Bidder's option, issued by an international financial institution for non-resident Bidders, or any Armenian financial institution for resident Bidders:

- an unconditional guarantee issued by a bank or financial institution, which must be valid for at least 30 working days, or
- deposit in the Purchaser. Bid security in the form of deposit should be transferred to the Central Bank's bank account **(indicating the purpose of the tender: Bid security, Reference Nr. CBA-2024-059 of Invitation)**.

For AMD: N 103001702119,

For USD: Beneficiary's Bank: JPMorgan Chase Bank, NY

SWIFT code: CHASUS33

Beneficiary: Acc. No:001-1-010782

Central Bank of the Republic of Armenia

SWIFT (BIC) code: CBRAAM22

7.3. In the case of a bank guarantee, the Bid security shall be submitted in a format approved by the Purchaser prior to Proposal submission.

7.4. The bid security made in the form of bank guarantees shall be presented in the form of printed (scanned) versions of the original guarantee, provided that the bidder submits the



original to the Purchaser within one working day following the deadline for submission of proposals.

7.5. The bid security shall be returned within 5 (five) working days following the date of signature of the contract. If the procurement procedure is declared invalid, the bid security shall be returned within 5 (five) working days following the expiration of the period of inactivity.

If the payment has been made through a bank guarantee, the Purchaser shall inform the bank that issued the guarantee in writing about the return of the bid security within the timeline provided by this clause.

The Purchaser can give its consent to release the Guarantor Bank from obligations if the Purchaser receives the authenticated SWIFT confirming the issue of the Guarantee. Banks can arrange the exchange of these messages using third correspondent banks.

7.6. The bidder shall pay the bid security (meaning the bid security shall not be returned to the bidder) if the bidder:

- 1) is chosen as a selected bidder but refuses or is deprived of the right to execute a contract;
- 2) violates an obligation undertaken within the framework of the procurement process, which leads to the termination of the bidder's further participation in the process.

7.7. The Purchaser shall submit the request for prepayment to the bank that issued the guarantee in writing within 5 (five) working days following the day on which the basis for the payment of the prepayment arises.

8. CONTRACT EXECUTION AND/OR QUALIFICATION SECURITIES, ADVANCE PAYMENT SECURITY

8.1 Based on the requirement to provide contract security, **within 5 working days** from the date of its receipt, the selected bidder is obliged to provide contract security.

8.2 The amount of contract security is **10 (ten) percent** of the price of the contract to be executed. The contract security shall be provided:

- in the form of cash, if the price of the contract to be executed is more than 20 million AMD, or in the form of a bank guarantee, which must be valid at least until the 100th day after the last day of full performance of the obligations defined by the contract to be executed.



Contract security provided in cash should be transferred to the Central Bank's bank account **(The Procedure Reference Number should be indicated in the "Purpose" field.)**

For AMD: N 103001702119

For USD: Beneficiary's Bank: JPMorgan Chase Bank, NY

SWIFT code: CHASUS33

Beneficiary: Acc. No:001-1-010782

Central Bank of the Republic of Armenia

SWIFT (BIC) code:CBRAAM22

In the case of a bank guarantee, the Contract execution security shall be submitted in a format approved by the Purchaser prior to Contract signature.

The Purchaser can give its consent to release the Guarantor Bank from obligations if the Purchaser receives the authenticated SWIFT confirming the issue of the Guarantee. Banks can arrange the exchange of these messages using third correspondent banks.

8.3 Based on the requirement to provide qualification security, **within 5 working days** from the date of its receipt, the selected bidder is obliged to provide qualification security as well.

Qualification security is not required for this procedure.

8.4 The qualification security shall be provided:

- in the amount of 15 percent of the price of the contract to be executed, in the form of a unilaterally approved declaration in the form of a penalty, if the price of the contract to be executed does not exceed 20 million AMD, which must be valid at least until the 20th working day, inclusive, following the last day of full performance of the obligations defined by the contract to be executed,
- in the amount of 20 percent of the price of the contract to be executed, in the form of cash if the price of the contract to be executed is more than 20 million AMD but does not exceed 80 million AMD, or in the form of a bank guarantee, which must be valid at least until the 90th working day, inclusive, after the last day of full performance of the obligations defined by the contract to be executed,
- in the amount of 30 percent of the price of the contract to be executed, in the form of cash if the price of the contract to be executed exceeds 80 million AMD, or in the



form of a bank guarantee, which must be valid at least until the 90th working day, inclusive, following the last day of full performance of the obligations defined by the contract to be executed.

8.5 If the security is presented in the form of a bank guarantee, then the time period provided for in clauses 9.1 and 9.3 becomes 10 (ten) working days. A contract is executed with the selected bidder, if the latter submits contract security and/or qualification security.

8.6 In the event the contract stipulates the provision of an advance payment by the Purchaser, the selected bidder shall also provide the Purchaser with advance payment security in the amount of the advance payment, in the form of a bank guarantee, which must be valid at least until the 30th day, inclusive, after the date of complete performance of the obligations defined by the contract.

The Purchaser shall notify the bank that issued the guarantee about the return of the advance payment security in writing within 5 (five) working days following the day on which the grounds for the return of the security arise.

The procedure for repayment of the advance payment is defined by the contract.

8.7 If a contract executed within the framework of a multi-component procurement procedure is terminated due to non-performance or improper performance of any individual component(s), then the qualification and/or contract security shall be paid only in the amount calculated for that component or components.

8.8 The Purchaser shall submit the request for the payment of the contract and/or qualification security to the bank in writing within five working days following the day on which the basis for payment of the security arises. If the request for payment of the security is rejected by the bank on the basis of incomplete submission of the request or accompanying documents, the Purchaser shall submit a new request in writing within 2 (two) working days following receipt of the rejection.

8.9 The Purchaser shall make the following notifications in writing with regard to the return of a contract and/or qualification security:

- in the case of a security presented in the form of a bank guarantee, to the bank that issued the guarantee, within 5 (five) working days following the day on which the basis for return of the security arises,
- in the case of a security presented in the form of a penalty, to the bidder who presented it, within 5 (five) working days following the day on which the basis for return of the security arises.



9. EXECUTION OF THE CONTRACT

9.1. The contract shall be executed by the Purchaser on the basis of the decision of the Committee.

9.2. The period of inactivity for this procedure is 5 (five) calendar days. The period of inactivity shall not apply if only one bidder submits a proposal and a contract is executed with that bidder.

9.3. On the fourth working day following the expiration of the period of inactivity defined in clause 9.2 of this Invitation, the Purchaser shall notify the selected bidder by electronically submitting a proposal to execute a contract and the draft of the contract, which shall include a complete description of the Service as set forth in the selected bidder's proposal. Moreover, the contract can be executed no earlier than on the fourth working day following the expiry of the period of inactivity specified in clause 9.2 of this Invitation.

9.4. If, after receiving the notice of award and draft contract, the selected bidder does not approve the contract and submit the contract and/or qualification security to the Purchaser within the period stipulated in clauses 8.1 and 8.3 of this Invitation, the bidder shall be deprived of the right to sign the contract.

Moreover, the contract draft approved by the selected bidder shall be submitted to the Purchaser in writing. The contract draft shall be approved by the Purchaser within 2 (two) working days following the arising of this right, and, on the following working day, it shall be provided to the selected bidder for signing. The selected bidder shall provide the contract signed by bidder to the Purchaser within the following 1 (one) working day. The Purchaser shall sign the contract within the following 2 (two) working days and shall provide the bidder with the bidder's copy.

9.5. Before the expiration of the period provided for in clause 9.4 of this Invitation, with the agreement of the parties, changes may be made to the draft contract. However, such changes may not involve changes to the descriptions of the subject of procurement or an increase in the amount of advance payment or the price proposed by the selected bidder.

9.6. The Purchaser shall execute the contract if no bidder appeals the decision to execute the contract within the period of inactivity provided for in this clause. The contract is invalid if executed before the expiration of the period of inactivity or without executing a contract or with a notice declaring the procurement procedure to be invalid.



10. DECLARING THE PROCEDURE INVALID

10.1. The Committee shall declare the procedure to be invalid if:

- no proposals are submitted,
- none of the proposals meets the requirements of the Invitation,
- the procurement needs cease to exist,
- no contract is executed.

10.2. The Purchaser shall notify all bidders participating in the tender about the reason for declaring the procurement procedure invalid.

11. BIDDERS' APPEAL RIGHTS

11.1. All interested persons have the right to appeal the actions (or inactions) and decisions of the Purchaser and the Committee, in accordance with the procedure established by the Civil Procedure Code of the Republic of Armenia (hereinafter referred to as the “Code”).

All persons have the right to appeal the descriptions of the subject of procurement or the requirements of the Invitation before the deadline for submission of proposals, in accordance with the procedure established by the Code.

11.2. Relations related to this procedure are not administrative relations and are governed by the laws of the Republic of Armenia regulating civil law relations.



TERMS OF REFERENCE (TOR)

Lot	Purchase Item	Technical specification	Unit of measurement	Quantity	Price estimate (EUR)	Project Timeline	Other notes
1.	PROVISION OF SERVICES FOR THE DEVELOPMENT AND DELIVERY OF A POLICY DESIGN AND EVALUATION WORKSHOP FOR THE CENTRAL BANK AND PUBLIC SECTOR PROFESSIONALS	*A detailed description is provided below.	AMD	1	55,000	Requiring at least 200 instructor hours, from April 7-11, 2025.	

***Project Title:** Development and Delivery of a Policy Design and Evaluation Workshop for Central Bank and Public Sector Professionals

Client: Dilijan Training and Research Center of the Central Bank of Armenia

1. Background

The Dilijan Training and Research Center (DTRC) of the Central Bank of Armenia (CBA) is dedicated to equipping policymakers from Armenia and neighboring countries with the skills and knowledge to design, implement, and evaluate impactful policies. This document outlines the requirements for developing and delivering a training Workshop on Policy Design and Evaluation, aligning with DTRC's vision of supporting high-quality, evidence-based policymaking for public well-being.



2. Workshop Objectives

- Enhance participants' understanding of key concepts in impact evaluation methodologies, including randomized controlled trials and quasi-experimental approaches,
- Develop participants' skills in designing, implementing, and interpreting policy evaluations,
- Equip participants with the ability to understand cost-benefit analyses to ensure informed resource allocation decisions.

3. Target Audience

This workshop is designed for policymakers and mid-level professionals from the CBA and public agencies in Armenia and neighboring countries. Ideal participants will possess a strong foundation in both policymaking principles and quantitative methods.

4. Workshop Content and Methodology

The workshop should combine lectures, case studies, interactive exercises, and group work, with key topics including:

- Introduction to impact evaluation
- Randomized controlled trials (RCTs)
- Quasi-experimental approaches
- Theory of change and measurement
- Practical considerations for evaluations
- Sample size and power analysis
- Threats to validity and mitigation strategies
- Cost-benefit analysis for policymakers



5. Deliverables

- A comprehensive workshop curriculum with detailed session descriptions and learning objectives,
- High-quality training materials, including lecture slides, case studies, and exercises,
- Delivery of the workshop by qualified instructors with expertise in policy design and evaluation,
- Facilitation of interactive sessions and group work activities,
- Provision of individual feedback and guidance to participants on their project proposals,
- Pre-post surveys to measure participant performance and knowledge retention after the workshop.

6. Number of Participants and Project Timeline

The workshop is designed for a group of 25-30 participants and will be delivered over one week, requiring at least 200 instructor hours, from April 7-11, 2025.

7. Contact Information

For any inquiries regarding this TOR, please contact Siran.Yeganyan@cba.am and procurement@cba.am.

In case of changes in the proposed team members, each change must be agreed and approved by the Purchaser.



№	LIST OF DOCUMENTS	
1.	Application-statement approved by the bidder in accordance with Appendix 2	☐
2.	Document confirming bid security for participation in the tender	☐
3.	Financial Proposal	☐
4.	Technical Proposal	☐
5.	Company Profile	☐
6.	At least one reference letter for similar services provided within the past 3 (three) years, including client contact information.	☐
7.	Team qualifications/Team qualifications	☐



APPLICATION-STATEMENT

Participation in Tender

_____ [Name of Bidder] wishes to participate in Lot(s) _____ of the Tender with Reference Number CBA-2024-059 announced by the Central Bank of Armenia and submits a proposal in accordance with the requirements of the Invitation.

We, the undersigned, declare and certify that:

1. We have reviewed the Invitation documents and have no reservations.
2. As of the date of submission of the bid, we meet the eligibility requirements set forth in the Invitation and, in accordance with clause 2.1 of the Invitation,
 - a) We have not been declared bankrupt by a court and are not in the process of liquidation.
 - b) During the previous five years, we have not been convicted of a crime involving the financing of terrorism, child exploitation or human trafficking, creating or participating in a criminal partnership, receiving a bribe, giving or brokering a bribe, or crimes against economic activity as prescribed by law, except in cases in which the conviction has been removed or extinguished in a manner prescribed by law.
 - c) We have not allowed and/or will not allow anti-competitive agreements, unfair competition, or abuse of dominant position in the Workshop of our participation in this procedure.
 - d) There is no simultaneous participation of any affiliated persons as defined in the Invitation and/or organizations founded by us or in which we hold more than a fifty percent share.

Moreover, the declaration regarding actual beneficiaries is submitted in accordance with Appendix 2.1.

- e) We are not included in the list of bidders who are not eligible to participate in the procurement process published in accordance with the procurement laws of member states of the Eurasian Economic Union.



- f) We are not included in the list of bidders who are not eligible to participate in the procurement process.
3. Our proposal takes effect from the date of the deadline for submission of proposals specified in the notice and is valid until the event specified in clause 9.4 of the Invitation.
 4. If we become a selected bidder, we undertake to provide contract security in accordance with the Invitation and to deliver the services in accordance with the timeframes for provision of the Services specified in the Technical Task.
 5. In accordance with clause 3.3 of this Invitation, as a bidder, we are not submitting more than one proposal to this tender process.
 6. We understand that this bid, if selected, is a binding contract between us until a formal contract is prepared and executed.

1) Name of Bidder:	
2) Legal Address:	
3) Business Address (if different):	
4) Taxpayer Identification Number:	
5) Phone Numbers:	
6) E-mail Address:	
7) Website:	
8) First Name and Last Name, Position, and Contact Information for Authorized Representative of Bidder:	
Copies of the following original documents are attached: ☐ Organization Registration Documents ☐ In the case of a joint venture, the JV agreement	

First Name and Last Name of Bidder's Principal:	
Position of Bidder's Principal:	



Central Bank of Armenia

Signature of Above-Named Person	
Signing Date:	



DECLARATION REGARDING ACTUAL BENEFICIARIES

Information About Organization		
1.	Name	
2.	Registered/Legal Address	
3.	Business Address (if different)	
4.	Phone Number	
5.	E-mail Address	
6.	Website	
7.	First Name, Last Name, Position, Phone Number, and E-mail Address of Person Submitting the Declaration	
8.	First Name, Last Name, Position, Phone Number, and E-mail Address of Head(s) of Executive Body (with authority to sign in accordance with bidder's formation (charter) documents)	
9.	As of the date of submission of the bid, is the organization included in the list of persons not entitled to participate in the procurement process?	Yes ☐ No ☐
OWNERSHIP TYPE AND COMPOSITION OF OWNERS		
10.	Co-Founded	Yes ☐ No ☐
	If yes, provide details, including information about shareholders holding 20% or more of the shares.	



	First Name, Last Name/Name	Citizenship/Country of Registration	Date of Birth/ Date of State Registration	Passport Series, Number/ State Registration Number	Amount of Share Ownership
	Private		Yes ☐ No ☐		
	If yes, provide information about shareholders holding 20% or more of the shares.				
	First Name, Last Name/Name	Citizenship/Country of Registration	Date of Birth/ Date of State Registration	Passport Series, Number/ State Registration Number	Amount of Share Ownership
INFORMATION ABOUT EXECUTIVE BODY					
	Provide information about the members of the organization's executive body.				
11.	First Name, Last Name	Citizenship	Date of Birth	Passport Series, Number	Position
PERSONS WITH POLITICAL INFLUENCE*					
12.	Are there any persons with political influence among the owners or the executive body of the organization?		Yes ☐ No ☐		
	If yes, provide additional information:				

* The definition of "persons with political influence" is provided in point 25 of part 1 of Article 3 of the RA Law on Combating Money Laundering and Terrorism Financing.



	First Name, Last Name	Citizenship	Date of Birth	Passport Series, Number	Position

DECLARATION REGARDING AFFILIATIONS[†]

13.	Are there any persons affiliated with any employee(s) of the Central Bank of Armenia among the owners or the executive body of the organization?	Yes ☐ No ☐			
	If yes, provide additional information:				
	First Name, Last Name	Citizenship	Date of Birth	Passport Series, Number	Position

DECLARATION REGARDING ACTUAL BENEFICIARIES

14	1. I, _____, as the _____ of _____ (first name, father's name, last name) (status)	
	_____, declare that the actual beneficiary of the mentioned legal entity is: (name of organization)	
	_____ : (first name, last name)	
	a) _____ _____ (date of birth)	c) _____ (citizenship)

[†] Family members and persons closely related to them are considered “affiliated persons.” “Family members” are blood relatives, spouses, or persons cohabitating in civil marriage. “Closely related” persons are persons who have social or professional ties with the person in question (e.g. friend, colleague, etc.).



b) _____

(passport series/number)

2. The person listed in part 1 of the declaration is the actual beneficiary on the following basis/bases:

- ☐ the person is in fact acting on behalf of or for the benefit of the legal entity, or
- ☐ the person exercises actual (real) control over business relations between the legal entity and the Central Bank, or
- ☐ the person owns 20 or more percent of the voting shares (stakes) of the given legal entity or has a privileged opportunity to predetermine the legal entity's decisions by virtue of the person's participation or a contract executed with the legal entity, or is a member of the management and/or governing body of the legal entity, or acts in concordance with the legal entity based on common economic interests.
- ☐ Is there any affiliation between the actual beneficiary and any employee of the Central Bank of Armenia?

QUESTIONNAIRE ON THE ORGANIZATION'S PROCEDURES FOR COMPLIANCE WITH INTERNATIONAL SANCTIONS

	Does the organization have a compliance practice?	Yes ☐ No ☐
	If yes, please provide contact information:	
1.	First Name, Last Name Position Tel. E-mail	
2	Does the organization have procedures aimed at complying with the requirements set forth in AML/CFT-related international sanctions lists?	Yes ☐ No ☐
3	Which international AML/CFT lists are used by the organization?	
4	How are compliance checks performed with regard to the lists mentioned in point 3 of this questionnaire?	Automatically ☐ Not automatically ☐
5	Does the organization, including branches or representative offices and subsidiaries, operate in	



	countries considered high-risk from the point of view of ML/TF? [‡]	
6	Has the organization had a business relationship with any individual or legal entity included in AML/CFT-related international sanctions lists?	Yes ☐ No ☐
	If yes, please provide detailed information on the nature of the business relationship, including the profits received and the types of transactions.	

I certify that the information provided in this declaration is true and correct.

First Name and Last Name:	
Signature:	
Signing Date:	

[‡] The list of high-risk countries published by the FATF should be reviewed for a determination of which countries are considered high-risk in this sphere.



FINANCIAL PROPOSAL

Having examined the Tender Invitation with Reference Number CBA-2024-059, [Name of Bidder] offers to fulfill the contract at the total prices noted below.

[Prices shall be quoted by the Bidder in Armenian Dram if the Bidder is a resident of the Purchaser's country. However, the Bidder must express the Financial Proposal in Euros for if the Bidder is a non-resident.]

If a Bidder is a non-resident in the Purchaser's country, it shall quote and enter prices without including taxes which are liable to pay in the Purchaser's country. In such case, the Bidder shall clearly mark, in all parts where the prices are entered, that the prices are not including taxes liable to pay in the Purchaser's country.]

Lot	Purchase Item	Price AMD/EUR (In words and numbers)	VAT AMD (In words and numbers)	Total Price AMD/EUR (In words and numbers)
1	2	3	4	5=3+4
1.				

Payment Terms and Conditions: _____

Name of Bidder (position, first name and last name)

Signature

K.T



BREAKDOWN OF FINANCIAL PROPOSAL

Component Number	Name of Service	Unit of Measurement	Quantity	Unit Price, Including VAT (in AMD)	Total Price AMD/EUR
1	2	3	4	5	6=4x5
1.	Personnel costs (researchers, teaching assistants)				
2.	Workshop development expenses				
3.	Travel expenses				
4.	Operational expenses (e.g., overhead, if applicable)				
	Total				



Technical Proposal

[Name of Bidder] presents below a comprehensive description of the Service proposed by bidder within the framework of the Tender with Reference Number CBA-2024-059, broken down by component.

[Detailed description of your proposed approach to developing and delivering a Policy Design and Evaluation Workshop for Central Bank and Public Sector Professionals, including methodologies, tools, techniques, a detailed curriculum with session descriptions, a timeline for Workshop development and delivery, key milestones, and deliverables.

Quality, comprehensiveness, and practical focus of the proposed detailed curriculum with session descriptions, a timeline for Workshop development and delivery, key milestones, and deliverables]



INFORMATION

About the participant's "Professional experience"

[Company profile, brief introduction to your firm, highlighting relevant experience and expertise in developing and delivering practical training courses for policymakers. The bidder should have over 7 (seven) years of experience in developing and delivering training courses for policymakers.]

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The bidder should provide the proof of experience in developing and delivering practical training courses for policymakers within 3 (three) years]

Nº	Name of Partner Organization	Subject of Contract / Brief Description	Starting and Ending Month/Year	Approximate value of the contract /AMD or EUR/	Contacts of the Partner Organization
1.					Contact person: Position: Address: Email: Telephone:
2.					Contact person: Position: Address: Email: Telephone:
3.					

The bidder must at least one reference letter for similar services provided within the past 3 (three) years, including client contact information.



INFORMATION

About the participant's "Team members"

[The bidder must provide a list of key personnel. Portfolios and resumes (CVs) of the instructors that would be assigned to the project highlighting their expertise in policy design and evaluation.

The data on their experience should be supplied on separate sheets using one form for each candidate.]

Key Personnel						
Nr.	Name	Role/Position	Main functions	Educational Background	Total Experience (in Years)	Number of years with the Current Organization
1						
2						
3						



Key Personnel Details

Position		Candidate ☐ Prime ☐ Alternate	
Personnel information	Name		Date of birth
	Educational Background, Professional qualifications, Training / Certification including institutions, specialization areas etc.		
	Degree/Certificates etc.	Year of Award	University/other
Present employment	Name of Employer		
	Address of Employer		
	Telephone, E-mail		
	Years with present Employer		

Summarize professional experience over the last five - ten years, in reverse chronological order.

From	To	Company / Project / Position / Relevant technical and management experience