COMMERCIAL REQUIREMENTS AND TECHNICAL SPECIFICATIONS FOR THE PURCHASE

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| **N** | **List of the main requirements** | **Tasks for implementation** |
| 1 | Subject of the purchase (name of works/services etc.) | Selection of a designer for service centers within the scope of the redesign/ relocation project. |
| 2. | Place of implementation of works/ services | Service Centers of “Viva Armenia” CJSC |
| 3. | Procurement method | During supplier selection the following evaluation criteria will be applied: technical criterion with 30% weight and financial/commercial criterion with 70% weight. |
| 4. | Technical Specifications | The designer is selected to present an interior design concept and to implement design author supervision over the process of construction and reconstruction of service centers within the scope of redesign/ relocation  projects. |
| 5. | Requester | “Viva Armenia” CJSC |
| 6. | Requirements for the participants | **List of required documents:**   * Background information (brief history, achievements, etc of the organization) * Portfolio; * At least 3 years of work experience; * Customer list comprised of the names of customers for past 3 years; * Separate the top 3 (three) works/concepts from the portfolio which are the most successful according to the participants; * CVs of the team members; * The applicant’s task is presented in the attached technical specifications. |
| 7. | Objective of works | To present new interior design concepts and to implement design author supervision over the process of redesign/ relocation  projects. |
| 8. | Features | Ensure new design concepts as per technical specifications |
| 9. | Deadlines for works/ services provision or goods delivery | A contract with the selected supplier may be concluded for up to three years, depending on the additional discounts proposed to Viva Armenia.  After the order is placed (the Requester notifies the applicant on the order by letter and the time frame is calculated as of this moment), the initial planning shall be presented within one week and after the approval of the final planning, the final design album shall be submitted within another week. |
| 10. | Quantity (volume) | As per the request of the Requester |
| 11. | Conditions for works/ services provision or goods delivery | Works are implemented in compliance with the present Technical Specifications and the Contract terms.   * Scope of works may be altered in the process of implementation. |
| 12. | Technical Requirements | The selected supplier should design the interior and perform author supervision within the framework of each project. The designer should cooperate closely with all the parties involved in this project (builder, electrician, IT specialist, furniture maker, etc.) |
| 13. | Requirements to the associated works/ services/ goods delivery | *n/a* |
| 14. | Requirements to the content and scope of works/ services /goods delivery | The initially presented design-project is subject to change as per the Working Group comments, until it fully complies with the specified requirements. |
| 15. | Requirements to the cost estimate and documentation | * At any time, the designer shall ensure the implementation of author supervision over capital construction, construction of facilities, reconstruction, overhaul.   Applicants registered in the RA should submit proposals in AMD, VAT excluded. Unless the Applicant is a VAT payer Company, the proposed prices should include all the expenses and taxes.  - The Applicant should indicate the time frames of offered works/ services delivery (by working days). |
| 16. | Payment terms | 100% post-payment within 30 (thirty) calendar days after delivery of services (after presentation of the final design album) based on the submitted invoice and bilaterally signed delivery-acceptance act. |
| 17. | Procedure for payment of bank expenses (in international agreements) | Priority  BEN: (At the expense of the Seller) All the bank charges on money transfer within the territory of the Buyer as well as, others, outside the territory of the Buyer, are to be made at expense of the Seller.  Alternative  SHA(Shared): All the bank charges on money transfer within the territory of the Buyer are to be made at expense of the Buyer, and the others, outside the territory of the Buyer, are to be made at expense of the Seller. |
| 18. | Penalties | For infringing the supply time frames stipulated by the Contract the Supplier, at the discretion of the Buyer, shall pay a fine in the amount of 0.13 (zero point thirteen) percent of the non-delivered Goods/Services for each overdue working day, but not more than 10 (ten) percent.  For infringing the payment terms stipulated by the Contract the Buyer, at the discretion of the Supplier, shall pay a fine in the amount of 0.13 (zero point thirteen) percent of the outstanding amount for each overdue banking day, but not more than maximum 10 (ten) percent. |