



GOVERNMENT OF THE REPUBLIC OF ARMENIA

DECISION

No 759-N of 29 June 2017

ON APPROVING THE PROCEDURE FOR CONFERRING QUALIFICATION  
ON PROCUREMENT CO-ORDINATORS AND CONTINUOUS  
PROFESSIONAL TRAINING THEREOF AND REPEALING DECISION  
OF THE GOVERNMENT OF THE REPUBLIC OF ARMENIA

No 99-N OF 12 FEBRUARY 2015

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Based on the requirements of point 10 of part 1 of Article 5 of the Law of the Republic of Armenia "On procurement", the Government of the Republic of Armenia hereby decides to:

1. Approve the procedure for conferring qualification on procurement co-ordinators and continuous professional training thereof pursuant to the Annex.

2. Assign the Minister of Finance of the Republic of Armenia to take the following actions for the purpose of organising the continuous professional trainings in 2017 from the day of entry into force of this Decision:

(1) approve the programmes and topics of the trainings within a period of one month;

(2) approve the schedule and groups of the training courses within a period of two months.

3. Repeal Decision of the Government of the Republic of Armenia No 99-N "On approving the procedures for conferring qualification on procurement co-ordinators and continuous professional training thereof" of 12 February 2015 upon entry into force of this Decision.

4. This Decision shall enter into force on the tenth day following the day of its official promulgation.

PRIME MINISTER  
OF THE REPUBLIC OF ARMENIA

K. KARAPETYAN

4 July 2017  
Yerevan

Annex

to Decision of the Government  
of the Republic of Armenia  
No 759-N of 29 June 2017

## PROCEDURE

### FOR CONFERRING QUALIFICATION ON PROCUREMENT CO-ORDINATORS AND CONTINUOUS PROFESSIONAL TRAINING THEREOF

#### I. GENERAL PROVISIONS

1. This Procedure shall regulate the relations pertaining to the qualification of procurement co-ordinators and their continuous professional training.
2. Qualification of a procurement co-ordinator shall be conferred on a person by the head of the authorised body or the official authorised by him or her provided that the person successfully passes the examination organised for the purpose of evaluating his or her knowledge of the legislation of the Republic of Armenia on procurement.
3. The authorised body shall register and publish in the bulletin the lists of persons having the qualification of a procurement co-ordinator and of those whose qualification has been withdrawn.

#### II. ORGANISING THE EXAMINATION FOR CONFERRING THE QUALIFICATION OF A PROCUREMENT CO-ORDINATOR

4. Qualification of a procurement co-ordinator shall be conferred on persons having successfully passed the examination under the conditions prescribed by this Procedure. The examination for conferring the qualification of a procurement

co-ordinator (hereinafter referred to as "the examination") shall be organised and held by the commission established by the authorised body (hereinafter referred to as "the Commission").

5. The composition of the Commission and its rules of procedure shall be approved by the head of the authorised body.

6. The examination shall be conducted in Armenian through testing through the electronic system.

7. The examination questionnaire shall include questions with four choices for each question, one of which shall be the only correct answer, references to the relevant legislative acts, as well as list of the legal acts having served as a basis for developing the questions. The examination questionnaire, including all its changes and/or supplements, shall be approved upon the order of the head of the authorised body and published in the bulletin within two working days following the approval.

Moreover:

(1) the question, the correct answer and the reference to the relevant article or point of the legislative act shall be published in the bulletin;

(2) where changes and/or supplements are made to the examination questionnaire, they shall, from the 60th day following the publication, be included in the electronic system for conducting the examination, except for cases provided for by sub-point 3 of this point;

(3) where amendments are made to the legislation of the Republic of Armenia on procurement, due to which questions included in the examination questionnaire become irrelevant, these questions shall be removed from the examination questionnaire within two working days following the day of entry into force of the given legal act.

8. The examination shall be held at least once every month where there is at least one application meeting the requirements of this Procedure. Information on the date, time and place of the examination shall be published in the bulletin at least three working days before the examination.

### III. PROCEDURE FOR PARTICIPATING IN THE EXAMINATION

9. Any person shall be entitled to participate in the examination where, as of the day of registration in the electronic system of participation in the examination, he or she:

- (1) has higher education;
- (2) has not been declared by court as having no active legal capacity or having limited active legal capacity;
- (3) is not convicted or has not been convicted of an intentional crime, except for cases where the conviction has not been removed or has not become spent as prescribed by law;
- (4) has not been deprived by court of the right to hold a public service position;
- (5) is not included in the list of persons whose qualification of a procurement co-ordinator has been withdrawn.

10. For the purpose of participating in the examination, the person shall submit an application to the authorised body through the electronic system of registration for examinations available at “[www.minfin.am](http://www.minfin.am)” or “[www.procurement.am](http://www.procurement.am)” and shall attach to the system the following by printing (scanning) from the original copy:

- (1) copy of the diploma of higher education;
- (2) statement signed by him or her on compliance with the conditions prescribed by sub-points 2, 3 and 4 of point 9 of this Procedure according to the Form.

11. The relevant subdivision of the authorised body (hereinafter referred to as "the subdivision") shall examine the documents provided for by point 10 of this Procedure (hereinafter referred to as "the documents") and include the person in the list of persons entitled to participate in the examination or shall reject his or her participation within three working days following the day of forwarding the documents provided for by point 10 of this Procedure to the authorised body via the electronic system.

12. In case of rejecting the participation of the person in the examination, the subdivision shall inform the applicant thereof through the electronic system of registration for examinations by the e-mail provided during the registration in the system, by indicating the grounds and legal basis for the rejection. The participation of the person in the examination shall be rejected where the submitted documents provided for by this Procedure are incomplete or the person does not meet the requirements prescribed by point 9 of this Procedure.

#### IV. CONDUCT OF EXAMINATION AND CONFERRING OF THE QUALIFICATION

13. The tests of the examination shall be drawn up immediately before the start of the examination. Moreover, the test shall comprise of 50 questions, shall be drawn up through software through random selected of questions from the examination questionnaire provided for by point 7 of this Procedure. The electronic system shall generate a separate test for each participant of the examination which the participant of the examination (hereinafter referred to as "the participant") shall pass using the computer.

14. The examination shall last 75 minutes. The results of the examination test shall be evaluated via the electronic system, i.e. automatically, immediately after

the participant finishes the test before the end of the test or immediately after the set time. Moreover, the grade of the participant shall automatically appear on the screen of the given computer immediately after the end of the examination.

15. The entry of the participant into the examination room shall be allowed only where he or she presents an identity document, i.e. an identification card or a valid passport and a social security card. The Secretary of the Commission shall verify the identity of the participant, and where the personal data of the participant are accurate, he or she shall be allowed to participate in the examination. Entry into the examination room shall be prohibited 10 minutes before the start of the examination. The participant shall be prohibited to communicate with other participants during the examination, to use a computer other than the one intended for taking the test, means of telecommunication, legal acts and other documents, professional literature, reference books, crib sheets, as well as to leave the examination room.

16. In case of violation of any of the requirements of point 15 of this Procedure, the participant shall be removed from the examination room, and a protocol thereon shall be drawn up in two copies which shall be mandatorily signed by the members of the Commission present at the examination and the Secretary. One copy of the protocol shall be forwarded to the participant. In the case provided for by this point, the work of the participant shall be considered invalid and be assigned 0 points.

17. The software assigns 1 point for each correct answer and 0 point for each wrong answer. Wrong answers shall include the cases where the wrong answer or no answer is chosen. The participant shall be considered having successfully passed the examination where he or she has given at least 45 correct answers.

18. The results of the examination shall be summarised on the day of the examination based on the protocol generated from the electronic system. The members of the Commission present at the examination shall mandatorily approve the generated protocol with a signature.

19. Data of the participant having successfully passed the examination shall be included in the list of persons conferred with the qualification of a procurement co-ordinator published in the bulletin within five working days following the day of the examination.

20. The participant shall be considered having received the qualification of a procurement co-ordinator from the day of inclusion of the data in the list referred to in point 19 of this Procedure.

21. The participant having failed to successfully pass the examination or the one having been refused the right to participate in the examination or the applicant not having attended the examination can participate in the examination on general terms in accordance with the requirements of this Procedure.

22. Relations pertaining to appealing the results of the examination shall be regulated by the Law of the Republic of Armenia "On fundamentals of administration and administrative proceedings".

23. Materials and documents relevant for the conduct of the examination shall be kept with the authorised body for five years, after which they shall be archived as prescribed by the legislation of the Republic of Armenia.

## V. WITHDRAWAL OF QUALIFICATION OF PROCUREMENT CO-ORDINATOR

24. The qualification of a procurement co-ordinator shall be withdrawn by the head of the authorised body or the official authorised by him or her, where one of the following circumstances becomes known:

- (1) submission of false documents or unreliable information for purposes of participating in the examination;



(2) failure to successfully complete the regular continuous professional training programme;

(3) number of appeals submitted to and satisfied by the Board of Appeal of Procurements as a result of improper exercise of powers reserved by the legislation of the Republic of Armenia on procurement by the given procurement co-ordinator, as a Secretary of the Evaluation Commission, of the same contracting authority during one calendar year exceeds 30% of the total number of the procurement procedures organised by the given co-ordinator.

25. Where one of the circumstances provided for by point 24 of this Procedure becomes known, the authorised body shall notify the given procurement co-ordinator thereof in writing and simultaneously publish the mentioned notification in the bulletin with the indication of the date of the publication. Where the procurement co-ordinator fails to submit a clarification within five days following the day of the publication of the mentioned notification in the bulletin or where the submitted clarification is not accepted by the authorised body, the head of the authorised body or the official authorised by him or her shall render a decision on withdrawing the qualification of the procurement co-ordinator which shall be published in the bulletin within three working days following the day of rendering the decision. The qualification of a procurement co-ordinator of the person shall be considered withdrawn from the day of publication in the bulletin of the decision referred to in this point. The decision shall include information on grounds for withdrawal of the qualification. The person shall be included in the list of persons whose qualification has been withdrawn for a period of 365 days.

26. Where the qualification of a person as a procurement co-ordinator is withdrawn, he or she shall be able to submit an application for receiving new qualification only after 365 days following the day of the withdrawal. Moreover, where the qualification of the procurement co-ordinator is withdrawn on the ground provided for by sub-point 2 of point 24 of this Procedure, the time limits prescribed by this point

shall not apply if the given person is not considered to be an employee of the contracting authority during the period of participating in the continuous professional training programme.

## VI. CONTINUOUS PROFESSIONAL TRAINING OF PROCUREMENT CO-ORDINATORS

27. Continuous professional training of procurement co-ordinators (hereinafter referred to as "the training") shall be the continuous and persistent improvement of their professional knowledge and occupational skills.

28. The procurement co-ordinator shall mandatorily undergo training every three years following the year of receiving the qualification.

29. The process of training shall be regulated, organised and co-ordinated by the authorised body out of the funds of the State Budget of the Republic of Armenia, as well as other funds not prohibited by the legislation of the Republic of Armenia.

30. The person immediately responsible for ensuring the participation of the procurement co-ordinator in the training process in the staff of the contracting authority shall be the official having the power to appoint the given co-ordinator to the position, and in the organisation providing procurement co-ordinator services — the head of the mentioned official.

31. For the period of participation in the training course, a business trip shall be organised for the procurement co-ordinator as prescribed by the legislation of the Republic of Armenia, and the co-ordinator shall be released from the performance of official duties by retaining his or her position, work record and salary.

32. The total duration of the training courses shall be at least 12 hours. Moreover, at least 30% of each topic of the training course shall comprise a practical training. By 15 March of each year, the head of the authorised body shall approve and publish in the bulletin the programmes and topics of the training.

33. The person provided for by point 30 of this Procedure shall submit the application on the procurement co-ordinators subject to training to the authorised body by 1 March of each year. The natural persons who have the qualification of a procurement co-ordinator but are not an employee of any contracting authority or an organisation providing services of a procurement co-ordinator, shall submit a written application to the authorised body for the purpose of participating in the training courses, by attaching a copy of the passport or the identification card.

34. By 1 April of each year, the head of the authorised body shall approve and publish in the bulletin the schedule and groups of the training courses.

35. Where the procurement co-ordinator has not participated in the training course on any of the topics, he or she shall be given the opportunity to participate in one of the three subsequent courses on the same topic but no later than by the end of the given year.

36. The procurement co-ordinator shall be considered not having successfully completed the training and his or her qualification shall be withdrawn where he or she fails to participate in at least 80% of the total duration of the training course.

37. A procurement co-ordinator who is subject to training but is on leave, maternity leave, parental leave, undergoes compulsory military service or is on a business trip, as well as who is temporarily incapable of work, shall be subject to training within a period of six months after returning to work. Moreover, the person referred to in point 30 of this Procedure shall, within three working days upon emergence of the grounds provided for by this point, notify the authorised body in writing.

CHIEF OF STAFF OF THE GOVERNMENT  
OF THE REPUBLIC OF ARMENIA

V. STEPANYAN

STATEMENT

I \_\_\_\_\_,  
(name, surname)

hereby declare that as of the day of registering with the electronic system for participation in the examination for receiving the qualification of a procurement co-ordinator:

- (1) I have not been declared by court as having no active legal capacity or having limited active legal capacity;
- (2) I am not convicted and have not been convicted of an intentional crime;
- (3) I have not been deprived by court of the right to hold a public service position;

Statement made by: .....  
(name, surname) (signature)