

giz Office Yerevan

**German Development Cooperation
GIZ Armenia**

Madeleine Rauschenberger
59 Hanrapetutyan Street
0010 Yerevan, Armenia
T +374 10 51 00 60
F +374 99 29 90 10
madeleine.rauschenberger@giz.de

Your reference
Our reference

June 4, 2025

Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH

Registered offices
Bonn and Eschborn, Germany

Friedrich-Ebert-Allee 32 + 36
53113 Bonn, Germany
T +49 228 4460-0
F +49 228 4460-1766

Dag-Hammarskjöld-Weg 1 - 5
65760 Eschborn, Germany
T +49 6196 79-0
F +49 6196 79-1115

E info@giz.de
I www.giz.de

Registered at
Local court (Amtsgericht)
Bonn, Germany
Registration no. HRB 18384
Local court (Amtsgericht)
Frankfurt am Main, Germany
Registration no. HRB 12394

Chairperson of the Supervisory Board
Jochen Flasbarth, State Secretary

Management Board
Thorsten Schäfer-Gümbel (Chair)
Ingrid-Gabriela Hoven (Vice-Chair)
Anna Sophie Herken

Commerzbank AG Frankfurt am Main
BIC (SWIFT): COBADEFFXXX
IBAN: DE45 5004 0000 0588 9555 00

Transaction number: 83490369
Processing no.: 23.2131.3-001.00
Project name: Integrated Municipal Development in
Armenia

Contract title: Development of a Methodological Guide and
Model Legal Forms for the Judicial Protection
of Community Rights
Country: Republic of Armenia

Dear Sir/Madam,

We intend to award a contract to a local company for **Development of a Methodological Guide and Model Legal Forms for the Judicial Protection of Community Rights**. The detailed Terms of Reference (ToR) of the assignment in English is attached to this Call for Proposals.

If you are awarded the contract, you are not excluded from bidding for the implementation of the following project phase. However, a prerequisite for participation in a subsequent tender is that you do not

benefit from your involvement in the previous contract and that the equal treatment of all bidders is ensured.

Submission deadline

If you are interested in performing this work, please submit a bid in accordance with the GIZ bidding conditions described below till **18.06.2025, 17:00** (date of receipt at GIZ). Proposals received after the deadline will not be considered.

Your bid should be submitted electronically.

Electronical offer

Your bid, comprising the technical offer (company's background, relevant experience, CVs of involved experts etc.) and the financial offer (signed document, including the number of working days of each expert) must be clearly marked as such, and submitted as **two separate emails**. Please send your bid to AM_Quotation@giz.de with the following subject line:

- For technical offer with the subject line: **83490369 Technical Offer**
- For financial offer with the subject line: **83490369 Financial Offer**

All documents must be submitted in PDF format. Please do not put any other recipient in copy.

The **technical offer** must always be separate from the **financial offer**. **Technical and Financial offers should be submitted in English language.**

Financial offer

The proposal package is to be submitted in AMD.

The payment will be done in local currency. Tax and customs privileges shall apply to this procurement. Please take this into consideration while preparing your company's offer. **The Tax Identification Number of GIZ is: 02898241.**

Procedural questions

Please address any commercial, technical and procedural questions at an early stage. Questions will be answered if they are received at the

latest two working days before the closing of the tender. Questions must be raised *in writing by email only* to:

email: procurement.armenia@giz.de

Evaluation of Offer

We will evaluate the technical and price information in the received bids (see Assessment Grid).

After the technical evaluation, only the price offers of bids with more than 500 points will be opened and evaluated. Technical offers below 500 points will be considered as technical not acceptable. The technical offer has a weighting of T: 70%, the price offer F: 30%. The following formula will be used:

$$\frac{\text{technical evaluation of bid} \times T}{\text{technical evaluation of best bid}} + \frac{\text{most economical bid} \times F}{\text{price of bid}}$$

The final result is an overall ranking, headed by the most cost-effective bid. Contract negotiations will be initiated on the basis of this overall ranking.

Yours faithfully,

Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH

Procurement and Contracting Division
(electronically mailed without signature)

Annexes

1. General Terms of Contract
2. Terms of Reference
3. Assessment Grid