

giz Office Yerevan

**German Development Cooperation
GIZ Office Yerevan**

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Your reference
Our reference

12 June 2024

Transaction number: 83442254
Processing no.: 23.9232.2-001.00
Contract title: Medical insurance for national staff members
Country: Republic of Armenia

Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH

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Chairperson of the Supervisory Board
Jochen Flasbarth, State Secretary in the Federal
Ministry for Economic Cooperation and Development

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

Dear Sir/Madam,

We intend to award a contract to a local company for the provision of **Medical insurance for GIZ national staff members**. 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 will not be 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 assignment, please submit a bid in accordance with the GIZ bidding conditions described below till **03.07.2024, 12:00** (date of receipt at GIZ). Proposals received after the deadline will not be considered.

Submission of hardcopy

Your bid, comprising the technical offer (company's background, relevant experience, CVs of involved experts etc.) and the financial offer must be clearly marked and submitted as **two separate sealed envelopes**. The original of the Package Proposal shall be placed inside a sealed envelope clearly marked:



Գերմանական
համագործակցություն
DEUTSCHE ZUSAMMENARBEIT

-Transaction number: 83442254 (Medical insurance for national staff members)

-Processing no.: 23.9232.2-001.00

-[name of the Contractor]

-to be opened by Opening Team –

And be addressed to:

**Deutsche Gesellschaft für Internationale Zusammenarbeit
(GIZ) GmbH
Country Office Armenia
59 Hanrapetutyán str., 8th floor, 0010 Yerevan, Armenia**

The **technical offer** must always be separate from the **financial offer**.

The Original Technical Proposal shall be placed inside of a separate sealed envelope clearly marked “**TECHNICAL PROPOSAL**”, “[Name of the Assignment]”, [reference number], [name and address of the Contractor], and

The Original Financial Proposal shall be placed inside of a separate sealed envelope clearly marked “**FINANCIAL PROPOSAL**” “[Name of the Assignment]”, [reference number], [name and address of the Contractor]”.

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 (0-VAT). Please take this into consideration while preparing your company’s offer.

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:

Mrs. Kristine Ghambaryan

email: kristine.ghambaryan@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
4. Assessment Grid for Eligibility