

giz Office Yerevan

**German Development Cooperation
GIZ Office Yerevan**

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Your reference
Our reference

24 September 2024

Deutsche Gesellschaft für
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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

Transaction number: 83473914
Processing no.: 23.2131.3-001.00
Project name: Integrated Municipal Development

Contract title: Decentralization Strategy Development
Country: Republic of Armenia

Dear Sir/Madam,

We intend to award a contract to a local company for **Decentralization Strategy Development**. 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 **08.10.2024, 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 (signed document, including the number of working days of each expert) 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:

**-Transaction number: 83473914
(Decentralization Strategy Development)**

-Processing no.: 23.2131.3-001.00 (Integrated Municipal Development)

-[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 Hanrapetutyan 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 privileges shall apply to this procurement (VAT-0). 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:

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