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Your reference
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Registered at
Local court (Amtsgericht)
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Jochen Flasbarth, State Secretary

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Commerzbank AG Frankfurt am Main
BIC (SWIFT): COBADEFXXX
IBAN: DE45 5004 0000 0588 9655 00

Transaction number: 83488492
Processing no.: 23.2131.3-005.00
Project name: Integrated Municipal
Development in Armenia

Contract title: Development of the draft of the
model/exemplary decision of Municipal
Council on "Establishing the procedure for
conducting monitoring of the use of
immovable property owned by the
municipality" and the accompanying
justification for its adoption

Country: Republic of Armenia

Dear Sir/Madam,

We intend to award a contract to a local company for **Development of the draft of the model/exemplary decision of Municipal Council on "Establishing the procedure for conducting monitoring of the use of immovable property owned by the municipality" and the accompanying justification for its adoption**. 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 **26.05.2025, 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: **83488492 Technical Offer**
- For financial offer with the subject line: **83488492 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

