

giz Office Yerevan

**German Development Cooperation
GIZ Armenia**

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Your reference
Our reference

April 10, 2025

Deutsche Gesellschaft für
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Registered at
Local court (Amtsgericht)
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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: 83486507, Lot-1
83486508, Lot-2
83486509, Lot-3
83486511, Lot-4

Processing no.: 23.2131.3-005.00
23.2132.1-001.00

Project name: **Integrated Municipal Development in
Armenia
Private Sector Development and
Technical Vocational Education
and Training (PSD TVET) in
Armenia**

Contract title: **Jury members for evaluating applications
submitted under the Local Development Fund**

Country: Republic of Armenia

Dear Sir/Madam,



Գերմանական
համագործակցություն
DEUTSCHE ZUSAMMENARBEIT

We intend to award a contract to a local appraiser (individual expert) for **Evaluation applications submitted under the Local Development Fund as jury 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 participating in the tender for the subsequent phase of the project.. 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 tenderers is ensured.

Submission deadline

If you are interested in performing this assignment please submit a tender in accordance with the GIZ bidding conditions described below till **25.04.2025, 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 (motivation letter, relevant experience, CV, etc.) and the financial offer (signed document, including the number of working days) 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:

83486507, Lot-1, Technical Offer

83486508, Lot-2, Technical Offer

83486509, Lot-3, Technical Offer

83486511, Lot-4, Technical Offer

- For financial offer with the subject line:

83486507, Lot-1, Financial Offer

83486508, Lot-2, Financial Offer

83486509, Lot-3, Financial Offer

83486511, Lot-4, 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:

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