

**German Development Cooperation
GIZ Office Yerevan**

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Your reference [redacted]
Our reference [redacted]

19 October 2023

Transaction number: 83451294
Processing no.: 19.2204.6-002
Subject: Evaluation of Local-Level Participatory Budgeting Pilot
and Compilation of Lessons Learned
Country: Armenia

Dear Sir/Madam,

We intend to award contract to a local company for Evaluation of Local-Level Participatory Budgeting Pilot and Compilation of Lessons Learned. The detailed Terms of References (ToRs) of the assignment and the relevant Annexes are 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 02.11.2023, 17:00 (date of receipt at GIZ). Proposals received after the deadline will not be considered.

Your bid should be submitted electronically.

Electronical offer

1. Your bid, comprising the technical offer (company's background, relevant experience, CVs of involved experts, rough concept with a workplan and timetable, etc.) and the price offer (signed document, calculation based on expert days must be clearly marked as such, and submitted as **two separate emails**. The **technical offer** should be in **English language**. Please send your bid to AM_Quotation@giz.de with the following subject line:

- For technical offer with the subject line: **83451294 Technical Offer**
- For financial offer with the subject line: **83451294 Financial Offer**

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

Price offer

The price offer must be submitted *in AMD*. Based on the Decision of the RA Governance Nr. 1091-Ն of 13.07.2006 GIZ is VAT exempted. The price offer should be submitted without VAT.

Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ)
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Chairperson of the Supervisory Board
Jochen Flasbarth, State Secretary

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

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. Liana Nikoghosyan

email: liana.nikoghosyan@giz.de

Non-compliance may result if your bid is not being considered.

Evaluation of Offer

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

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

- Terms of Reference
- Assessment Grid
- General Terms of Contract