

**German Development Cooperation  
GIZ Office Yerevan**

**Transaction number: 83462629**  
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**Project:** GIZ ECOserve Programme  
**Country:** Armenia

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Your reference [REDACTED]  
Our reference [REDACTED]

05 April 2024

Dear Sir/Madam,

We intend to award a contract to a local company for Organization of the Closing Event and Preparation of Communication Materials for ECOserve Programme. The detailed Terms of Reference (ToR) 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 19.04.2024, 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](mailto:AM_Quotation@giz.de) with the following subject line:

- For technical offer with the subject line: **83462629 Technical Offer**
- For financial offer with the subject line: **83462629 Financial Offer**

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

**Price offer**

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

Deutsche Gesellschaft für  
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GmbH

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Registered at  
Local court (Amtsgericht)  
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Registration no. HRB 18384  
Local court (Amtsgericht)  
Frankfurt am Main, Germany  
Registration no. HRB 12394

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](mailto: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