

**German Development Cooperation  
GIZ Office Yerevan**

**Transaction number:** 83449996  
**Processing no.:** 19.2204.6-002.00  
**Project title:** Review and Analysis of Territorial and Administrative Reform in Armenia (TARA): Benefits, Effects, and Promises for Future Reforms  
**Country:** Armenia

59 Hanrapetutyán Street  
0010 Yerevan, Armenia  
T +374 10 51 00 60  
E GIZ-Armenia@giz.de

Your reference  
Our reference

06 October 2023

Dear Sir/Madam,

We intend to award contract to a local company for Review and Analysis of Territorial and Administrative Reform in Armenia (TARA): Benefits, Effects, and Promises for Future Reforms. 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 21.10.2023, 17:00 (date of receipt at GIZ). Proposals received after the deadline will not be considered.

Your bid shall be submitted as hardcopy.

**Submission of hardcopy**

Your bid, comprising the technical offer (company's background, relevant experience, CVs of involved experts etc.) and the price offer (signed document, calculation based on the expert days (including the number of working days of each expert) must be clearly marked as such, and submitted as a package containing **two envelopes**.

The **technical offer** must always be separate from the price offer and placed in a separate envelope.

**The technical offer should be in English language.**

The envelope containing the technical offer must be sealed and be labelled as follows:

**Technical offer from [please note sender] for:  
"GGLD" project, 83449996, PN: 19.2204.6-002.00  
– to be opened by Contracting department –**

Deutsche Gesellschaft für  
Internationale Zusammenarbeit (GIZ)  
GmbH

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Registered at  
Local court (Amtsgericht)  
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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

The **price offer** must always be separate from the technical offer and placed in a separate envelope. The envelope containing the price offer must be sealed and be labelled as follows:

**Price offer from [please note sender] for:**

**“GGLD” project, 83449996, PN: 19.2204.6-002.00**

**– to be opened by Contracting department –**

The **outer package** must be labelled as:

**Bidding documents for [please note sender]:**

**“GGLD” project, 83449996, PN: 19.2204.6-002.00**

**– to be opened by Contracting department –**

And be addressed to:

**Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ)**

**GmbH**

**Country Office Armenia**

**59 Hanrapetutyan str., 8th floor, 0010 Yerevan, Armenia**

**Don't forget to specify contact person and details of your company on the outer envelope!**

#### **Price offer**

The proposal package is to be submitted in AMD.

The payment will be done in local currency. According to the RA government decree Nr. 1091-N, GIZ is exempted from VAT and custom duties. Privileges in terms of tax and customs fees are applied to this purchase, according to the RA government decision 1091-N.

These privileges should be considered in the submitted offers.

#### **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