

Please do not use this document as a standard text but as a guide. The intention is to avoid giving the letter the character of a form with numerous alternative choices (intend to award/has awarded, appraisal/implementation etc.).



**giz** Postfach 5180 • 65726 Eschborn

Your ref. Phone +374 10 58 93 37  
Our ref.  
Email angelika.sahakyan@giz.de Date 29.05.2017

**Transaction number:** CoV 11/17  
**Processing no.:** 13.2144.7-010.00  
**Project title:** Private Sector Development South Caucasus: EU-Co-financing SMEDA  
**Country:** Armenia

Deutsche Gesellschaft für  
Internationale Zusammenarbeit (GIZ) GmbH

Registered offices  
Bonn and Eschborn, Germany

Friedrich-Ebert-Allee 36+40  
53113 Bonn, Germany  
T +49 228 44 60-0  
F +49 228 44 60-17 66

Dear Sir/Madam,

The "Support to SME development in Armenia" (SMEDA) GIZ project invites highly qualified and professional designing companies for cooperation for a period of one year (June 15, 2017- May 31, 2018).

Dag-Hammarskjöld-Weg 1-5  
65760 Eschborn, Germany  
T +49 61 96 79-0  
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E info@giz.de  
I www.giz.de

**The objective** is to provide high quality design services to the SMEDA project supporting the projects key messages and approaches with different design elements and products for items such as: design print material, design visibility material, design conference material/ packages, design graphical, provide graphic recording elements. For the detailed description please see the Terms of Reference attached to this Call.

Registered at  
Local court (Amtsgericht)  
Bonn, Germany  
Registration no. HRB 18384  
Local court (Amtsgericht)  
Frankfurt am Main, Germany  
Registration no. HRB 12394  
VAT no. DE 113891176  
Tax no. 040 250 56973

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.

Chairman of the Supervisory Board  
Dr Friedrich Kitschelt, State Secretary

### Submission deadline

If you are interested in performing this work, please submit a bid to the GIZ Country office/ Reception in accordance with the GIZ bidding conditions till 08.06.2017, 17:30 (date of receipt at GIZ).

Management Board  
Tanja Gönner (Chair)  
Dr Christoph Beier (Vice-Chair)  
Dr Hans-Joachim Preuß  
Cornelia Richter

### Labelling of offer

Your bid, comprising the technical offer (including company portfolio and CV's of experts) and the price offer, must be clearly marked as such and submitted as a package containing two envelopes. 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:

Commerzbank AG Frankfurt am Main  
Bank code: 500 400 00  
Account: 58 89 555 00  
BIC (SWIFT): COBADEFFXXX  
IBAN: DE45 5004 0000 0588 9555 00

**Price offer from COMPANY NAME for: SMEDA CoV 11/17**

**PN: 13.2144.7-010.00**

– to be opened by Contracting department –

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

**Technical offer from COMPANY NAME for: CoV 11/17**

**PN: 13.2144.7-010.00**

– to be opened by Contracting department –

The outer package must be labelled as:

**Bidding documents from COMPANY NAME for: CoV 11/17**

**PN: 13.2144.7-010.00**

– to be opened by Contracting department –

and be addressed to:

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

**Country Office Armenia**

**4/1 Baghramyan ave., Yerevan, Armenia**

Please don't forget to mention the Contact person and contact details (address, phone number, e-mail) on the outer envelope!

Please do not use GIZ and EU logos on your proposals!

Please see the enclosed Terms of Reference for details of the content of your bid and the required quantities.

### **Price offer**

The price offer must be submitted *in AMD* Personnel costs should be shown on the basis of days (generally working days).

### **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 have to be raised *in writing by email only* to:

**Mrs Angelika Sahakyan**

**email: [angelika.sahakyan@giz.de](mailto:angelika.sahakyan@giz.de)**

Non-compliance may result in your bid 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

Angelika Sahakyan  
Contract Management  
(electronically mailed without signature)

### **Annexes**

- Terms of Reference