|  |
| --- |
| *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.).* |

|  |  |
| --- | --- |
| Your ref.  Our ref.  Email ellada.martirosyan@giz.de | Phone +374 10 58 93 37  Date 01.08.2017 |

Transaction number: CoV 18/17

Processing no.: 13.2144.7-010.00

Project title: Private Sector Development South Caucasus: EU-Co-financing SMEDA

Country: Armenia

Dear Sir/Madam,

The “Support to SME development in Armenia” (SMEDA) GIZ project invites highly qualified organisations for cooperation for a period of August 10, 2017- September 08, 2017.

**The objective of this assignment** is production of a short film (max. 10 minutes) about each of the 15 startups participating in “Armenian Startup Academy Berlin” (ASAB) and the Armenian Startup and Innovation ecosystem and Armenia in general.

For the detailed description please see the Terms of Reference attached to this Call.

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 to the GIZ **Country office/ Reception** in accordance with the GIZ bidding conditions till 08.08.2017, 18:00 (date of receipt at GIZ).

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:

Price offer from COMPANY NAME for: SMEDA CoV 18/17

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 18/17

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 18/17

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 Ellada Martirosyan  
  
email: ellada.martirosyan@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:

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

Ellada Martirosyan

Contract Management

(electronically mailed without signature)

Annexes

* Terms of Reference