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Our ref.  
Email angelika.sahakyan@giz.de Date 19.12.17

**Transaction number:**

**Processing no.:** 17.2023.4-002.00  
**Project title:** Public Financial Management in the South Caucasus  
**Country:** Armenia

Deutsche Gesellschaft für  
Internationale Zusammenarbeit (GIZ) GmbH

Registered offices  
Bonn and Eschborn, Germany

Friedrich-Ebert-Allee 36+40  
53113 Bonn, Germany  
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Dear Sir/Madam,

We intend to award contracts for Assistance to the Ministry of Finance in further implementation of activities under “Strategy on Full-fledged Introduction of Programme Budgeting in Republic of Armenia” – PACKAGE 2: REVIEW OF BUDGET PROGRAMMES – GOVERNANCE SECTOR. The detailed ToR of the assignment in English and Armenian languages is attached to this Call for Proposals.

Dag-Hammarskjöld-Weg 1-5  
65760 Eschborn, Germany  
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E info@giz.de  
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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.

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

**Submission deadline**

If you are interested in performing this work, please submit a bid in accordance with the GIZ bidding conditions till 28.12.2017, 17:30 (date of receipt at GIZ).

Chairman of the Supervisory Board  
Dr Friedrich Kitschelt, State Secretary

**Labelling of offer**

Your bid, comprising the technical offer 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:

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

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 [please note sender] for: PFM CoV 36/17**

**PN: 17.2023.4-002.00**

**– 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 [please note sender] for: PFM CoV 36/17**

**PN: 17.2023.4-002.00**

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

The outer package must be labelled as:

**Bidding documents for [please note sender]: PFM CoV 36/17**

**PN: 17.2023.4-002.00**

**– 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 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). Based on the Decision of the RA Governance Nr. 10-91-Ն of 13.07.2006 the GIZ is VAT exempted. The financial offer should be submitted without VAT.

### **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 in Armenian and English
- Assessment grid