

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.).



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Our ref.
Email angelika.sahakyan@giz.de Date 06.03.2017

Transaction number:

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Project title: Private Sector Development South Caucasus: "Economic Integration of Syrian Refugees in Armenia"

Country: Armenia

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Dear Sir/Madam,

We intend to award contracts for the **Pre-study on Creative Employment Opportunities in Armenia**. The detailed ToR of the assignment is 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 to the GIZ Country office/ Reception in accordance with the GIZ bidding conditions till 21.03.2017, 17:00 (time of receipt at GIZ).

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:

Price offer from COMPANY NAME for: EISRA CoV 03/17

PN: 13.2144.7-007.00

– 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: EISRA CoV 03/17

PN: 13.2144.7-007.00

– to be opened by Contracting department –

The outer package must be labelled as:

Bidding documents from COMPANY NAME for: EISRA CoV 03/17

PN: 13.2144.7-007.00

– 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).

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

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

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