|  |
| --- |
| *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 37Date 09.11.2017 |

Transaction number:

Processing no.: 15.2101.2-002.00

Project title: Integrated Biodiversity Management, South Caucasus (IBiS)

Country: Armenia

Dear Sir/Madam,

We intend to award contract for assistance to the IBIS Programme in the implementation of activities mentioned in the ToR.

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 till 15.11.2017, 12:00 (date 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 [please note sender] for: IBIS CoV 33/17

PN: 15.2101.2-002.00

– 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: IBIS CoV 33/17

PN: 15.2101.2-002.00

– to be opened by Contracting department –

The outer package must be labelled as:

Bidding documents for: IBIS CoV 33/17

PN: 15.2101.2-002.00

– 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).

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.