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Chairman of the Supervisory Board
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Management Board
Tanja Gönner (Chair of the Management Board)
Ingrid-Gabriela Hoven
Thorsten Schäfer-Gümbel

Transaction number: GaV 03/21
Processing no.: 05.3506.2-045.00
Project title: "Restoration of Riparian Zones in Armenia" COVID-19
response
Country: Armenia

Dear Sir/Madam,

The GIZ Country office intends to award a contract to an individual consultant who will contribute to the reporting and documentation of the "Restoration of Riparian Zones in Armenia" COVID-19 response project implemented by GIZ jointly with the RA Ministry of Environment according to the ToR 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 in accordance with the GIZ bidding conditions described below till 12.04.2021, 18:00 (date of receipt at GIZ).

Your bid may be submitted **(A)** electronically or **(B)** as hardcopy.

A – Electronical offer

Your bid, comprising the technical offer (concept, CV, relevant experience, etc. (see also TOR)) and the price offer (signed and scanned document, calculation based on Expert days + other relevant costs if applicable), must be clearly marked as such and submitted as **two separate emails**. Please send your bid to AM_Quotation@giz.de with the following subject line:

- "Technical offer" with the subject line: GaV 03/21 Technical Offer:

- “Financial Offer” with the subject line: GaV 03/21 Financial Offer:

All documents must be submitted in PDF format. Please do not put any other recipient in copy

B – Submission of hardcopy

Your bid, comprising the technical offer (Concept, CV, relevant experience, (see also TOR) and the price offer (calculation based on Expert days + other relevant costs if applicable), 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: “Restoration of Riparian Zones in Armenia” COVID-19 response, GaV 03/21
PN: 05.3506.2-045.00
– 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: “Restoration of Riparian Zones in Armenia” COVID-19 response, GaV 03/21
PN: 05.3506.2-045.00
– to be opened by Contracting department –

The **outer package** must be labelled as:

Bidding documents for [please note sender]: “Restoration of Riparian Zones in Armenia” COVID-19 response, GaV 03/21
PN: 05.3506.2-045.00
– to be opened by Contracting department –

and be addressed to:

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
Country Office Armenia
59 Hanrapetutyan str., 8th floor, 0010 Yerevan, Armenia

Don't forget to specify contact person and details on the outer envelope!

Price offer

The price offer must be submitted *in AMD*. Based on the Decision of the RA Governance Nr. 1091-Ն of 13.07.2006 GIZ is VAT exempted. The price 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

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
- Assessment grid
- General Terms of Contract