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Email angelika.sahakyan@giz.de Date 06.02.2018

Transaction number:

Processing no.: 13.2144.7-010.00

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

Country: Armenia

Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH

Registered offices
Bonn and Eschborn, Germany

Friedrich-Ebert-Allee 36+40
53113 Bonn, Germany
T +49 228 44 60-0
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Dear Sir/Madam,

The GIZ SMEDA Programme is going to award contract for Production of marketing package for Hannover Messe 2018 participation. The detailed description of tasks you can find in the attached Terms of Reference.

Dag-Hammarskjöld-Weg 1-5
65760 Eschborn, Germany
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I www.giz.de

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 to the GIZ Country office/ Reception in accordance with the GIZ bidding conditions till 16.02.2018, 16:30 (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 COMPANY NAME for: SMEDA CoV 02/18

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 02/18

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 02/18

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 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
- Evaluation scheme for technical offers