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Your reference  
Our reference

17.08.2022

## Tender Announcement

Project Name: **Enabling the Implementation of Georgia's Forest Sector Reform (ECO.Georgia)**  
Project Number: **20.2275.4-007.00**

Ladies and Gentlemen,

On behalf of the Federal Government of Germany, Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is active in the development of German-Georgian cooperation.

We intend to procure service from a **locally registered natural person**, for more details please refer to Annex 1.

Should you be interested in implementing the tasks according the Terms of Reference, we invite you herewith to send us your offer in printed form comprising the technical offer and the price offer in 2 separate envelopes no later than **30.08.2022 17:00 o'clock** to the following address:

**GIZ Tbilisi Office, Rustaveli 42 / Griboedov 31a 0108 Tbilisi, III floor**

Envelopes shall be numbered as follows:

**I - Price offer**

**II - Technical offer**

The offer shall be submitted in English. Offers submitted after the submission deadline will not be considered.

Bids must be submitted in **GEL** (national currency), bids in other currencies will not be accepted. Offered price shall include income tax and employee's part of pension contribution, in case the bidder is joined in the funded pension scheme.

The envelope containing the offer must be labelled as follows:

- Name
- Contact information (address, phone, e-mail)
- Name of the Tender: „ **Establishment of a locally accessible complaints and grievance redress mechanism**”
- Label „confidential”

Deutsche Gesellschaft für  
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Chairman of the Supervisory Board  
Jochen Flasbarth, State Secretary

Management Board  
Tanja Gönner (Chair)  
Ingrid-Gabriela Hoven  
Thorsten Schäfer-Gümbel

- Please sign on the envelope closure
- addressed to: GIZ Tbilisi Office, Rustaveli 42 / Griboedov 31a 0108 Tbilisi
- **Project number: 20.2275.4-007.00**
- **Tender Number: 83417252**

Please put your signature to the proposal.

If you have any further questions in the connection with the tender, please send your question using the Questions & Answers module on the web platforms <https://etenders.ge/> and <https://tenders.ge> no later than 2 days before the submission deadline. The Questions & Answers module is available to all interested parties.

In case of violation of the rules, your offer cannot be discussed.

The evaluation of the offers is scheduled to be completed by 02.09.2022. We will then contact only the selected candidate as soon as possible.

Kind regards,  
Procurement Unit

Annexes:

1. Terms of Reference (ToR)
2. General scheme of bid evaluation
3. Assessment Grid for the Technical Evaluation of Bids
4. General Conditions of Contract

### **Annex 1- Terms of Reference**

See attachment.

### **Annex 2 - General scheme of bid evaluation**

The offers received will be evaluated according to both prices and content.

After the technical evaluation (cf. Assessment Grid, Annex 2), the price offers of bidders will be opened and evaluated.

The expenses that are made in accordance with the Terms of Reference must be clearly and detailed shown in the price offer.

**In the final overall assessment, the technical offer has a weighting of 70%, the price offer of 30%.**

After that, the companies are given a ranking number based on the evaluation results. Contract negotiations will be initiated with the company with the best scores. If the negotiations are unsuccessful, negotiations will be conducted with the candidate in 2nd place.

### **Annex 3 - Assessment Grid for the Technical Evaluation of Bids**

The technical offers should respond to the information given in Annex 1 (Terms of Reference). The technical offer may not include any price information.

Criteria for the evaluation of technical offer are divided according to the predetermined weight coefficient. (See Annex 3).

### **Annex 4 - General Conditions of Contract**

Please familiarize yourself with General Terms and Conditions of Contract (Annex 4). In the event of an award of contract, they will become an integral part of the contract.