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Your reference  
Our reference

14.06.2023

## Tender Announcement

Project Name: **Clusters4Development**

Project Number: **16.2179.6-007.00**

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 award a contract to a locally registered company for the following services:

**„ Creating a Cookbook of Authentic Imereti and Authentic Kakheti Tourism Clusters and their member SMEs“**

Please see the attached Terms of Reference (Annex 1) for detailed information.

Should you be interested in implementing the tasks according the Terms of Reference (Annex 1), we request you to submit a bid via email to arrive at the GIZ later than **19.06.2023 15:59** o'clock. Please address your bid to the following E-mail: [ge\\_quotation@giz.de](mailto:ge_quotation@giz.de)

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

Please submit bids in **GEL** (national currency), bids in other currencies will not be accepted.

**Offered price shall be excluding VAT.** According to the article 71 of Order N 996 of the Ministry of Finance on "Tax Management" and in compliance with international agreements on Technical Cooperation between the government of The Federal Republic of Germany and the government of Georgia dated December 19 2008, (which is previously based on international agreement dated May 11, 1998) GIZ enjoys tax exemption and will procure goods/services exclusive of VAT (issuing "0" VAT rate), using off-setting right. The relevant status may be found at the web-page <https://rs.ge/TaxPrivileges>

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Registration no. HRB 12394

Chairperson of the Supervisory Board  
Jochen Flasbarth, State Secretary

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

**You are requested to comply with the following requirements when submitting offers electronically:**

- Following tender number must be indicated in the subject line of the e-mail **83441559**. Otherwise your bid could not be considered.
- Bids must be submitted in pdf-format.
- Any bids that are submitted to personal GIZ email accounts will be excluded from the contract award procedure.
- The size of emails for quotation is limited to 20 MB. In case the offer exceeds the maximum data size, offer documents must be sent via following web-site: <https://filetransfer.giz.de/Start?2> . GIZ accepts only this specific file transfer solution for submission of documents exceeding the default mail size.
- GIZ is not responsible for the failure of electronic delivery of e-mail messages to the address provided, either for technological problems on the part of GIZ or the candidate.

**Following information should be indicated in the offer:**

- Name of the company
- Tax ID
- Contact information (Address, phone, e-mail)
- **Project number: 16.2179.6-007.00**
- **Tender Number: 83441559**

Submitted proposals should be stamped (if available) and signed by the tenderer.

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 June 20, 2023. We will then contact only the selected candidate as soon as possible.

➤ **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 the bidders who have presented acceptable technical offers 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 bidders are given a ranking number based on the evaluation results. Contract negotiations will be initiated with the candidate with the best scores. If the negotiations are unsuccessful, negotiations will be conducted with the candidate in 2nd place.

➤ **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 2).

➤ **General Conditions of Contract**

Please familiarize yourself with General Terms and Conditions of Contract (Annex 3). In the event of an award of contract, they will become an integral part of the contract.

Kind regards,  
Procurement Unit

Annexes:

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