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Your reference
Our reference

20.08.2024

Public invitation to tender

Project Name: **SUD**

Project Number: **21.2140.8-001.00**

Ladies and Gentlemen,

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

Advisory services on financing of urban development projects.

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

Should you be interested in implementing the tasks according to the Terms of Reference (Annex 1), we request you to submit a bid via e-mail to arrive at the GIZ no later than **03.09.2024 23:59**.

Please address your bid **exclusively** to the following E-mail:
ge_quotation@giz.de

The offer shall be submitted in **English**.

Offers submitted after the submission deadline will not be considered.

Bids must be submitted in **GEL**, bids in other currencies will not be accepted.

Financial offer shall indicate a fixed lump sum for the requested services excluded VAT.

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

- Bids must be submitted in **PDF**-format.
- The financial and technical offer must be saved in separate PDF files. The files should be named as follows: **1. Technical offer;**
2. Financial offer
- Following tender number must be indicated in the subject line of the e-mail: **83471515**. Otherwise, your bid can not be identified.

Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH

Registered offices
Bonn and Eschborn, Germany

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Registered at
Local court (Amtsgericht)
Bonn, Germany
Registration no. HRB 18384
Local court (Amtsgericht)
Frankfurt am Main, Germany
Registration no. HRB 12394

Chairperson of the Supervisory Board
Jochen Flasbarth, State Secretary

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

- Any bids that are submitted to other 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 website: <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 must be indicated in the offer:

- Company name
- Address
- Project number: **21.2140.8-001.00**
- Tender Number: **83471515**
- Addressed to: GIZ Office Tbilisi
42, Rustaveli Ave. / 31a, Griboedov Street, 0108 Tbilisi, Georgia

If you have any further questions in the connection with the tender, please send your question at least 2 days before the closing date for the submission of offers to the following e-mail: ge_quotation@giz.de , with the following subject: **83471515-Question**.

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

The evaluation of the offers is scheduled to be completed by 08.09.2024. 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