

Rustaveli Av. 42/Griboedov Str. 31a
0108 Tbilisi, Georgia
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Your reference
Our reference

01.11.2024

Invitation to submit a tender

Project Name: **Sustainable Urban Development in Georgia (SUD)**

Project Number: **21.2140.8-001.00**

Procedure type: **Open procedure**

Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH

Registered offices
Bonn and Eschborn, Germany

Friedrich-Ebert-Allee 32 + 36
53113 Bonn, Germany
T +49 228 4460-0
F +49 228 4460-1766

Dear Sir/Madam,

Thank you for your interest in this procurement procedure.

Dag-Hammarskjöld-Weg 1 - 5
65760 Eschborn, Germany
T +49 6196 79-0
F +49 6196 79-1115

The German Federal Ministry for Economic Cooperation and Development (BMZ) GCF and SDC has commissioned us to implement the above project.

E info@giz.de
I www.giz.de

We intend to award a contract to a **locally registered company or consortium** for the following service:
Provision of Integrated Urban Development Documents for Batumi Urban Lab. Please see the attached Terms of Reference (Annex 1) for detailed information.

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

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.

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

Please consider that, since May 2013 according to the Art. 172, para. 5 of the Tax Code of Georgia GIZ enjoys tax exemption. (VAT, excise duty, import tax). Thus, the offered price should not include the given taxes, and this should be indicated in the offer

Please submit your tender no later than **28.11.2024 17:00 o'clock** to the following address:

GIZ Tbilisi Office, Rustaveli 42 / Griboedov 31a 0108 Tbilisi, III floor. The Bid(s) must reach the specified address, before expiry of the submission deadline.

Details of our submission requirements are explained in this letter and in the requirements for application included with the procurement documents. Please note that this is an 'open procedure' and that there will therefore be no negotiations.

Bids are to be submitted using the two-envelope procedure; i.e. we request that you submit the prices offer and technical offer (including Proof of eligibility) in two separate, **sealed envelopes**. Bids must be duly signed and stamped (if available).

The envelope containing the technical offer must be labelled as follows:

1. Technical Offer

From: [please note name, address, phone, e-mail of the Bidder]

For: Provision of Integrated Urban Development Documents for Batumi Urban Lab

Tender Number: **83475294**

PN: **21.2140.8-001.00**

„**confidential**”

Addressed to: GIZ Tbilisi Office, Rustaveli 42 / Griboedov 31a 0108
Tbilisi

The envelope containing the price offer must be labelled as follows:

2. Price Offer

From: [please note name, address, phone, e-mail of the Bidder]

For: Provision of Integrated Urban Development Documents for Batumi Urban Lab

Tender Number: **83475294**

PN: **21.2140.8-001.00**

„**confidential**”

Addressed to: GIZ Tbilisi Office, Rustaveli 42 / Griboedov 31a 0108
Tbilisi

Questions

Deadline for submission of questions: 26.11.2024 23:59

Please raise any commercial, technical or procedural questions promptly, and no later than the deadline for submission of queries specified on above. Questions can only be submitted electronically, using tender platforms either *tenders.ge* or *etenders.ge*. The Questions & Answers module is available to all interested parties. Non-compliance may result in your tender not being considered.

Our requirements for application and other procurement documents, which are listed in the annex below, also apply.

Yours sincerely,

Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH
GIZ Office Tiflis

Procurement and Contracting Unit

(sent electronically without signature)

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

The evaluation of the offers is scheduled to be completed by 06.12.2024. 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.

➤ **Grid for assessing the eligibility of consulting firms**

The Company/consortium must provide proof of average annual turnover for the last three financial years; average number of staff; and proof of reference project according to the provided annex (See Annex 5)

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
5. Grid for assessing the eligibility of consulting firms

Additional Annexes providing available information for bidders:

- Memorandum of Understanding – Batumi Urban Lab

- Draft ToR of Batumi Urban Lab
- Matrix of Available Information
- Walkability Concept, Analysis report – Feb. 2022 GIZ
- Walkability Concept, Final report - Dec. 2022 GIZ
- Old Batumi District - Map of Physical Environment