Call for Proposal

March 22, 2023,– Tbilisi

The Austrian Development Agency (ADA) is implementing 4-year project “Green Economy: Sustainable Mountain Tourism & Organic Agriculture” (GRETA) with the financial support of European Commission, Sweden and Austrian Development Cooperation.

The GRETA project focuses on the support to Georgian small and medium enterprises in the fields of organic agriculture and sustainable mountain tourism to professionalize and scale up their services. The action also aims at facilitating an improvement of the business environment and the creation of new income opportunities in the two growth sectors.

The Austrian Development Agency (ADA) within the GRETA project is announcing **CFP-DMO Web and Content Development Agency.** The services to be performed and the results/outputs to be achieved under this service contract are summarized in the attached Terms of Reference.

Should you/your organization/company be interested in this assignment, we would invite you to provide us with your offer in English language. Your offer should contain:

* The **TECHNICAL PROPOSAL** should include **ALL** below requested documentation:
  + Institutional Capacity and Past Performance: Company profile with a list of services offered
  + List of previous joint venture arrangements with other suppliers (i.e., production houses, research agencies, PR agencies, media agencies, etc.)
  + Detailed Management/Implementing Plan including Timeframe (per task)
  + CV(s) of the Personnel(s);
  + At least three signed references that are independent from each other;
* The **Financial Proposal** in EURO Gross excluding VAT:
  + Budget template is attached;
  + Organization Identification Number.

**\*For Financial Proposal Submission, please use attached budget Template file. (1.2 Financial Proposal - Web & Content development – DMO)**

\*You can check the VAT exemption status effective within Georgia at RS.GE (ID: 205305560)

**Questions for clarification** can be addressed to [**greta@ada.gv.at**](mailto:greta@ada.gv.at) before **27.03.2023 09:00**. The response to submitted questions will be supplied no later than **24.03.2023 17:00.**

Non-binding offer free of charge in the English language should be submitted via Email to [**greta@ada.gv.at**](mailto:greta@ada.gv.at) before **27.03.2023 09:00** in the form of two separate, signed, documents in pdf format. One document clearly marked TECHNICAL PROPOSAL and one document clearly marked FINANCIAL proposal. Please indicate “**CFP-DMO Web and Content Development Agency”** in the subject line.

The GRETA project/ADA, its donors and implementing company reserve the right to reject all proposals and cancel, reschedule and/or stop the call for Expression of Interest and/or Tender at any time.

**Processing of personal data**

During initiation and performance of contracts, ADA may process personal data of natural persons that are collected by ADA or transferred or disclosed to ADA by prospective contractors or third parties under their instruction, e.g., personal data of employees, legal representatives, agents or other partners of the prospective contractors or such third parties.

By submitting information to ADA, you, as a prospective contractor, acknowledge:

* + to have taken note of ADA’s Privacy Notice <https://www.entwicklung.at/en/media-centre/privacy-notice> (’ADA Privacy Notice’);
  + to ensure that each direct or indirect transfer or disclosure of personal data to ADA during the initiation or performance of a contract is lawful pursuant to applicable data protection law;
  + to ensure that all persons, whose personal data are transferred or disclosed to ADA, were promptly and demonstrably provided the ADA Privacy Notice; and
  + that if a contract is concluded and in accordance with its terms, ADA publishes, in particular on the ADA website, information about the contract and the contracting parties.