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Dear Sir/Madam,

**Danish Refugee Council (DRC) Representation in South Caucasus** under the Project *Increased livelihoods opportunities and improved resilience for returnees and host communities in South East Abkhazia through sustainable, innovative and effective partnerships* implemented with the support of **UNHCR** (United Nations High Commissioner for Refugees) invites all legally registered companies in Georgia to participate in tendering for the supply of the Services - **Online Platform/Content Development** **- to facilitate the upgrading of existing online web-site and produce 15 educational videos.**

Please submit your bid(s) for the supply of the above-mentioned services as per the attached Invitation to Bid (ITB) package in compliance with the Instructions and Conditions stipulated thereafter.

This ITB package contains the following:

\*\* Annex A ITB Invitation to Bid - Instructions and Conditions for Invitation to Bid

\*\* Annex A 1. Technical Bid form (proposal if deemed necessary)

\*\* Annex A 2. Financial Bid form (in addition detailed Budget)

\*\* Annex B Tender and Contract Award Acknowledgment Certificate

\*\* Annex C Supplier Profile Registration Form

\*\* Annex D Supplier Code of Conduct

\*\* Annex E DRC General Conditions for Service Contracts

\*\* Annex F Statement of Work (SoW)

The Bid(s) must be submitted by mail on in hand delivery in a sealed envelope (the envelope must show the title of the company submitting the bid(s) and the ITB Number: **GEO-TBS-001- Online Platform/Content Development.**

**The deadline for receipt of the bid(s) ;19th April 2019, 18:00**

**The address where bids need to be delivered: Ilia Chavchavadze Avenue, 37D, Block III, I floor Tbilisi, Georgia**

**Any Bids received with delay will not be considered**.

If you have any questions related specifically to ITB, you can submit your questions by e-mail only to [procurement@drc-sc.org](mailto:procurement@drc-sc.org) before **15th April 2019, 18:00**

Please see attached ITB package.

No phone calls please.