

**Agreement number: 81297265**

**Project processing number: 18.2062.0-009.00**

**GIZ Program: ECOServe Armenia**

**Project: Building Resilience to Enhance Food Security: Establishment of a Circular AgroFood Model at the ANAU-Balahovit Farm in Armenia**

**Recipient: Armenian National Agrarian University Foundation (ANAU)**

## **TERMS OF REFERENCE**

### **Service of organization of coffee break**

The Armenian National Agrarian University invites qualified organizations to provide a price offer for the services presented below within the framework of the project “Introduction of a Circular Agri-food Model in Armenia” at the Teaching-Experimental Farm of Balahovit, ANAU.

The Armenian National Agrarian University (ANAU) is implementing the measure “Introduction of a Circular Agri-food Model in Armenia” in the Teaching-Experimental Farm of Balahovit of ANAU with the support of ECOserve Armenia Programme implemented by Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ).

The constituent parts of this statement are:

#### **Participation criteria and evaluation procedure:**

- Any legal entities registered in Armenia can submit an application.
- The applicant can act as a joint activity (JA), with all members being jointly responsible for the full implementation of the contract.
- The contract will be awarded based on the principle of giving preference to the bidder who has submitted the lowest price offer among the bids evaluated as satisfactory002E

#### **Content of the submitted application:**

The applicant must include in his/her application:

- The cost of the bid signed by the participant for ALL lots. The price offer should include all payments required to ensure the performance of the contract, including taxes, duties, fuel, labor calculations, etc.
- A copy of the certificate of registration in the State Register of Legal Entities.
- Documents certifying the applicant's experience in this field.

#### **Procedure for application submission**

- The application can be submitted in both paper and electronic versions until **October 27 of this year by 12:00 pm** to the Armenian National Agrarian University Foundation, located at 74

Teryan, Yerevan, RA. Alternatively, you can send the application to [hovh.anna.isyan@gmail.com](mailto:hovh.anna.isyan@gmail.com).

- The "Armenian National Agrarian University" Foundation reserves the right to accept or reject any bid and to cancel the tender process, rejecting all bids at any time before awarding the contract, without imposing any obligation on the bidder(s) or without explaining the Foundation's actions to the bidder(s).
- In case of any questions, you can contact the Program Coordinator at [hovh.anna.isyan@gmail.com](mailto:hovh.anna.isyan@gmail.com) or call +37494 48 87 85.

### Description of the service provided

Deliver a service of organizing coffee break to the Armenian National Agrarian University during training courses and meetings in the months of October-November 2023 in the scope of the “Introduction of a Circular Agri-food Model in Teaching-Experimental Farm”, including waiting, according to the table below:

N	Location	Number of participants	List of items
1.	ANAU Balahovit Teachin-experimental Farm operating in Balahovit community, Kotayq marz	170 persons, 8 meetings, 20-25 persons per meeting	Coffee, tea, assorted fruits, cookies, 3 portions per person, water, juice, napkin, disposable tableware
2.	Armenian National Agrarian University, 74 Teryan Street, Yerevan	80 persons, 4 meetings, 20 persons per meeting	Coffee, tea, assorted fruits, cookies, 3 portions per person, water, juice, napkin, disposable tableware

### Sample Form

#### of provision of price offer for service delivery (APPENDIX 1)

\_\_\_\_\_/ name, registration number, address of the organization, name and surname of the head/ with this price offer, presents its interest in providing **the full package of services** specified in the Terms of Reference of the announcement on the **service of organizing a coffee break service** to the Armenian National Agrarian University Foundation.

The price offer making AMD \_\_\_\_\_ is presented for the specified services and includes the taxes defined by the RA legislation.

Attached to the price offer, we present the organization's experience in this field and a copy of its certificate of registration.

We hereby inform you that we understand that the Armenian National Agrarian University is under no obligation to accept our offer, and in case of acceptance, the mentioned services may be changed depending on the progress in the project.

Name and surname of the head of the organization:

**Date:**

**Signature:**

**Seal:**

**Phone number:**

**Email:**