

Price offer for Procurement Specialist

I, _____,
hereby submit this price offer to provide the following services at the International Center for
Agribusiness Research and Education Foundation (ICARE):

- Responsible for all procurement operations within the framework of the Project, to be carried out in accordance with both ICARE Foundation and GIZ procurement policies.
- Develop technical specifications for equipment to be procured based on ICARE Foundation's procurement policies, announce open tenders, and review received applications and documents, including evaluation of technical and financial proposals for goods and services.
- Coordinate the company's contacts and relationships with suppliers.
- Conduct negotiations with suppliers to secure mutually beneficial cooperation terms for the company.
- Prepare and regulate pre-contractual documents, and conclude contracts with suppliers and Project beneficiaries.
- Coordinate and monitor the timely fulfillment of contractual obligations with suppliers.
- Verify the accuracy of purchase orders before approving invoices.
- Coordinate and monitor the process of timely receipt of all required documents from suppliers.
- When necessary, travel to project beneficiary sites to supervise the delivery of purchased goods and ensure the quality of acquired items.
- Work with the Project Manager, Project Coordinator, and Financial Manager to identify purchase orders that may require modification or cancellation due to financial or administrative inconsistencies.
- Ensure that the entire procurement process complies with both Foundation and GIZ regulations.

For the defined work, I am submitting my price offer for the duration of the program implementation, including taxes as defined by the legislation of the Republic of Armenia:

_____ (amount in words) AMD.

I am attaching my CV to this price offer.

I hereby acknowledge that I understand the Foundation is under no obligation to accept my offer, and that if accepted, the proposed services may be subject to change depending on the project's developments.

Name,
Surname

Signature, Date

Phone number

Electronic mail