giz Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

giz Indonesia, ASEAN, Timor Leste

To

All invited bidders

Invitation to tender – RFP No. 83460373

Project no.:	**18.0128.1-311.00**
Project title:	**SASCI+**
Country:	**Indonesia**

Service Tendered:
Production of Communication Products for EUDR Engagement

Dear Sir/Madam,

The global program "Sustainability and Value Added in Agricultural Supply Chains" is part of the special initiative "Transformation of Agricultural and Food Systems". On behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ), the program promotes the sustainability of selected agricultural supply chains in partner countries.
The detail services is set forth in the attached of Term of Reference and other annexes.

The European Commission has commissioned GIZ together with the German Federal Ministry for Economic Cooperation and Development (BMZ) to support EU delegations in Indonesia, Laos, Malaysia, Thailand and Vietnam with dialogue and communication around the EU regulation on deforestation-free products (EUDR) through the project "Engagement with Indonesia, Malaysia, Laos, Thailand and Vietnam to raise awareness on and to promote better understanding of the EU approach to reducing EU-driven deforestation and forest degradation" (EUDR Engagement). This project is formally integrated into the Indonesia component of the global program "Sustainability and Value Added in Agricultural Supply Chains". To do so, the team for EUDR Engagement in Indonesia supports the EU Delegation in Jakarta through the provision of expertise on sustainable agricultural supply chains, engagement with key stakeholders in Indonesia as well as communication support to improve understanding of the elements and the expected impact of the EUDR.

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Agricultural commodities like coffee, cocoa, natural rubber, palm oil, or soybean play an important role in rural development in many developing and emerging countries - where they form the basis for the life of millions of households. However, their production and processing are accompanied by numerous ecological, economic, and social challenges.

To minimize its contribution to deforestation and forest degradation, biodiversity loss and greenhouse gas emissions, the European Union (EU) has initiated the EU Regulation on Deforestation-Free Products (EUDR). The EUDR requires companies placing relevant products on the EU market or exporting them to ensure through due diligence that the production of these commodities has not led to deforestation and complies with relevant legislation of the country of production. Indonesia as a major producer and exporter of related agricultural products like palm oil, natural rubber, coffee and cocoa, will be affected by the EUDR and has raised concern about the impacts on its economy, especially smallholder farmers.

The detail services is set forth in the attached of Term of Reference and other annexes.

Should you be interested in participating in this tender, please submit the proposal at latest by **Monday, 11.03.2024.** Any proposal arriving after the deadline will not be considered.

The tender requirement :

1. **Requirement and the Content of The Technical and Financial Proposal**

Proposal must be stamp and signed by an authorized representative of the bidding company using the **Price of Schedule Form** provided as **Annex 3 of this Invitation.**

Proposal should be submitted in English and must be sent by email to : **ID_Quotation@giz.de** no later the date and time indicated in section 2 above.

Bids are to be submitted using the two-files procedure.

Please submit your technical and financial proposal in two-files, technical and financial (PDF format). Price information shall not appear in any part of technical proposal.

To secure your financial proposal (pdf and excel file) please set up a password which will be used at later stage once the evaluation of the technical proposal is completed. The proposers who achieve the technical score will be requested to provide a password.

Please make sure to save the password. Bidders are not allowed to change the password after the deadline of submission.

The maximum size of each email should not exceed 10 MB.

The subject line of the email will include the reference; the name of **the submitting Company # RFP No. 83460373 – Communication Products for EUDR Engagement.**

Content of Technical and Financial Proposal as follow :

Technical Proposal should be consisted of:

- Proposal/Concept notes with requirement details as set forth in the Term of Reference
- Curriculum Vitae of proposed Key Experts as stipulated in the TOR

Financial Proposal:

- **Financial Proposal with Price Schedule form as Annex 3**, it must be signed and stamp by company
- All prices/rates must be inclusive of income tax (PPh 23). Since GIZ obliged to withhold the income tax.
- All prices/rates quoted must be exclusive of Value Added Tax (VAT11%)
- Copy of Business License (NIB)
- Tax Registration Number
- Bank account information
- **The currency of the financial proposal shall in IDR**
- **Financial Proposal shall be protected by password**

2. Value Added Tax

All prices/rates quoted must be exclusive of all taxes, since GIZ including its subsidiary organs, is exempted from taxes.

According to the PMK No. 215/PMK 03/2008 and KMK No. 17/KMK 010/Year 2021. The Value Added Tax shall be exempted by BADORA **(code 080).** The process of tax exemption shall take around 2 – 3 months.

3. Technical and Financial Assessment or Evaluation

We will evaluate the bids received in the light of both technical and price considerations (see the attached **Technical Evaluation Grid as Annex 2).**

The technical proposals will be evaluated based on the criteria and weghting as Annex 2.

When the technical evaluation has been completed, the financial proposal of those bidders which are eligible from the technical point of view will be

opened and evaluated by the commercial officer responsible. The technical and financial proposals are weighted at a ratio of 70:30 respectively. The technical bid will be weighted with 70% and the financial proposal with 30% on the basis of the following formula: (Technical points obtained by Bidders X divided by the best number of points) x 70 % + 30 % x (Lowest price divided by the price of Bidders X).

Technical evaluation of bid x 70% + most economical bid x 30%
Technical evaluation of best bid price of bid
An overall order of rank is thus established, with the most cost-effective bid at the top.

4. Validity of Proposals

Proposals should be valid for a period of not less than 100 days after proposal opening, unless otherwise specified in the Specific Terms and Conditions. Proposers are requested to indicate the validity periof of their proposals.

5. Modification/withdrawal of the bid

Adjustment to or withdrawal of bids are to be communicated in writing by post by the deadline for submission of bids.

Subsequent adjustments or modifications to the bid, which can be submitted up to the deadline for submission of bids, shall also be subject to the requirements for sending in the bid (section 3 herein).

"Adjustment to # RFP No. 83460373 – Communication Products for EUDR Engagement"

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GIZ General Terms and Conditions for the contract as Annex 5 of this document.

6. Contract Award / Adjudication of Proposals

The Contract will be awarded to the biders offering the most responsive evaluated proposal and whose services are commercially and technically acceptable (best overall value).

If you have any further questions in this respect, please to use the **Q&A Form (Annex 4)** and send it to cp-indonesia@giz.de and cc to siti.amaliah@giz.de within the period **26.02.2024 – 08.03.2024.** The queries will be answered by E-mail.

Thank you very much for your kind attention. Kindly looking forward to hearing from you.

Yours truly,
Contract and Procurement Unit
GIZ Country Office Indonesia and Timor-Leste

Annexes

1. Terms of Reference
2. Technical Assessment Grid
3. Price Schedule Form
4. Bidding Q & A
5. General Terms & Conditions