**Regulation of Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH,**

**Eschborn nr. Frankfurt/Main, on inventorying equipment and materials within**

**the framework of consulting contracts for projects in German Technical**

**Cooperation**

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 (GIZ Form 24-7, see annex 4 to the AVB)

# **1. General**

- It applies to GIZ contractors;

- It only applies to equipment and materials located abroad;

- It only applies to equipment and replacement parts;

The value of the equipment and replacement parts to be inventories must be more than € 1,000 for each instance; compound pieces of equipment (individual parts which form part of a whole, e.g. seating for a training room, laboratory burners and reagents) must be inventoried even if the individual parts cost less than € 1,000;

- The equipment and replacement parts must have been purchased by the GIZ or on behalf of the GIZ.

The equipment to be inventoried (which must meet all the above criteria) is broken down into three categories:

A Equipment and replacement parts supplied to the partner by the GIZ or which the contractor was commissioned to supply to the partner;

B Equipment and replacement parts which are the property of the Federal Republic of Germany and are part of the assets administered by the contractor on a trust basis;

C Equipment and replacement parts which are the property of the GIZ and are part of the assets administered by the contractor on a trust basis; Equipment and replacement parts with an individual purchase value in excess of € 1,000 must always be inventoried. In the inventory, separate lists must be kept of assets supplied by the GIZ and those supplied by the contractor.

The contractor is responsible for the use, custody and care of equipment and replacement parts to be inventories and for making and keeping the inventory listings.

# **2. Registration**

Equipment may be either

- bought and supplied by GIZ Head Office or

- bought by the contractor or

- provided to the contractor by other projects for temporary use.

If equipment arrives damaged it is inventoried with an appropriate comment. If the equipment was purchased by the GIZ, the damage must be notified to the GIZ without delay. Reporting damage and further processing are handled by the GIZ in the case of GIZ purchases. Where equipment is purchased by the contractor, the contractor is responsible for damage correction. All entries must be made on the GIZ forms for inventory listings A-C.

**Inventory listing A**

Equipment which in accordance with the government arrangement becomes the property of the partner country at the point of delivery to the partner country but which remains at the contractor’s disposal until completion of the contractor’s work and whose management is part of the contract.

**Inventory listing B**

Equipment belonging to the assets held in trust by the contractor and which remains the property of the Federal Republic of Germany even after the end of the contract, and equipment which under a special arrangement remains the property of the Federal Republic of Germany until the end of the project, after which ownership passes to the partner country.

**Inventory listing C**

Equipment belonging to the assets held in trust by the contractor and which remains the property of the GIZ even after the end of the contract.

As vouchers for entry in the inventory listings the following documents must be preserved:

Shipment documents including packing lists, delivery notes and detailed invoices from suppliers.

Vouchers and inventory listings must be carefully kept. In the framework of the GIZ Head Office annual inventory the contractor must send a copy of inventory listings B and C as at 30 September to Financial Accounting by 31 October. Exact information on retirement of assets is required in column 8.

# **3. Retiring assets**

The contractor is responsible for retiring equipment that has become unusable or been lost. These items of equipment must be identified in the relevant inventory listing. The retirement must be briefly explained in column 8 and confirmed by the dated signature of the contractor in the partner country.

# **4. Replacement purchases**

Replacement purchases may only be made after prior consultation with the GIZ.

# **5. Handover of equipment to the project executing agency at the end of a contractor’s** **assignment**

All the equipment in inventory listing A must be handed over by the contractor or its representative to the project executing agency or a designated representative at the end of the contract or some other agreed time. Inventory lists must be drawn up on the basis of inventory listing A and physical inventory (by area of activity, if necessary).

The inventory lists can be drawn up in German, English or French without special format. If other languages are used, a second version must be drawn up in German without special format, one copy of each to be sent

- to the recipient (representative of the project executing agency)

- to the responsible finance team or GIZ group 5034.

The inventory lists should be sequentially numbered and show the quantity, nature and type of equipment. Proper handover must be documented in writing on GIZ form 24-7 and signed by both parties.

The forms are available on the Internet ([www.giz.de/procurement)](http://www.giz.de/procurement)). They can also be requested from the GIZ, stating the form numbers.

Equipment which is part of the assets held in trust by the contractor (inventory listings B, C) is only handed over if this is provided for in the contract. In this case an additional copy of the handover certificate must be sent to GIZ Financial Accounting.

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| Zutreffendes ankreuzen / Mark with a cross as applicable / Marquer d'une croix la mention utile / Marcar con una cruz lo que corresponda / Marcar o justo. | | | | | | | | | | | | Bearbeitungsnummer (12-stellig) 1 | |
| A Anlagevermögen des Partners | | | B Anlagevermögen des Bundes | | | C Anlagevermögen der GIZ | | | D Verbrauchsgüter | | |  | |
| Fixed assets of partner /  Immobilisations du partenaire /  Activos fijos de la contraparte /  Ativos fixos do parceiro | | | Fixed assets of the F.R.G. /  Immobilisations de la R.F.A. /  Activos fijos de la R.F.A. /  Ativos fixos da Rep. Fed. da Alemanha | | | Fixed assets of GIZ /  Immobilisations de la GIZ /  Activos fijos de la GIZ /  Ativos fixos da GIZ | | | Expendable supplies /  Biens de consommation /  Artículos de consumo /  Bens de consumo | | | Blatt Nr.  Sheet no. / Feuille n° / Página n° / Folha n° | 1 |
| Inventarnummer | Eingangsdatum | Gegenstand | | Typ | Bestellnummer | | Posten Nr. | Standort | | Anschaffungskosten 2 | | Bemerkungen | | |
| Inventory No. / N° d'inventaire / N° de inventario / N° de inventário | Date of receipt / Date de réception / Fecha de entrada / Data de entrada | Item / Article / Artículo / Artigo | | Type / Type / Tipo / Tipo | Order no. / N° de commande / N° de pedido / N° de pedido | | Item no. / N° pos. / N° ítem / N° item | Location / Lieu / Lugar / Lugar | | Kaufpreis (o. MwSt.)  EUR | Bezugs- und Nebenkosten  EUR | Comments / Remarques / Anotaciones / Observasções | | |

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| Inventur per / Inventory as per / Inventaire au / Inventario de / Inventário de | Datum / Date / Date / Fecha / Data: | Unterschrift Auftragsverantwortliche(r) / Signature of officer responsible for the contract and cooperation / Signature du responsable du contrat et de la coopération / Firma del responsable del contrato y la cooperación / Assinatura do responsável pelo contrato e pela cooperação |

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| **1** | Processing no. (12 digits) | | N° de dossier (12 chiffres) | | N° de referencia (12 cifras) | | N° de processo (12 cifras) | |
| **2** | Acquisition cost |  | Coûts d'acquisition | | Costos de adquisición | | Custos de aquisição | |
|  | Purchase price (excl. VAT)  EUR | Delivery costs and ancillary costs  EUR | Prix d'achat (hors T.V.A.)  EUR | Frais d'acquisition et charges annexes  EUR | Precios de compra (sin IVA)  EUR | Costos adicionales y de suministro  EUR | Preço de compra (sem imp. mais-valia)  EUR | Custos de expedição e custos adicionais  EUR |

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| **Record of surrender of equipment and materials to the project executing organisation in the partner country Procès-verbal de remise de matériels et biens d'équipement a l'organisme responsable du projet dans le pays partenaire Acta de entrega de bienes de equipo y materiales a la entidad responsable del proyecto en el país contraparte Acta de entrega de bens de equipamento e materiais ao organismo responsável do projecto no pais de cooperação** | | | | | | |
| Projektnummer Project number Nº de projet  Número de proyecto Projeto n.º | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | |
| **Projektbezeichnung**  Name of project Désignation du projet Denominación del proyecto Designação do projecto | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | |
| **Die auf der beiliegenden Bestandsliste verzeichneten Sachgüter sind übergeben worden am**  The equipment and materials on the attached list of items were surrendered on Les matériels et biens d'équipement figurant sur l'inventaire joint ont été remis en date du Los bienes de equipo y materiales especificados en la lista adjunta han sido entregados el Os bens de equipamento e materiais registados na lista adjunta foram entregues em | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | |
| **von (Name und Funktion)**  by (name and position) par (nom et fonction) por (nombre y función) pelo (nome e função) | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | |
| **an den/die Vertreter/-in des Projektträgers (Name und Funktion)**  to the representative of the project executing organisation (name and position) au représentant de l'organisme responsable du projet (nom et fonction) al representante de la entidad responsable del proyecto (nombre y función) ao representante do organismo responsável do projecto (nome e função) | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | |
| **Mit dieser Übergabe sind bezüglich der aufgeführten Sachgüter alle Rechte und Pflichten auf den Projektträger übergegangen. Die Sachgüter stehen jedoch den Fachkräften für ihre Aufgaben uneingeschränkt zur Verfügung.**  Upon this surrender of equipment and materials, all rights and obligations concerning the equipment and materials listed are transferred to the project executing organisation. However, the equipment and materials shall be at the unrestricted disposal of the experts in carrying out their tasks. A la remise de ces matériels et biens, tous les droits et obligations liés aux biens d'équipement figurant sur l'inventaire passent à l'organisme responsable du projet. Cependant, les matériels et biens d'équipement seront mis à l'entière disposition des experts, dans l'exercice de leurs fonctions. Con esta entrega, todos los derechos y obligaciones en relación con los bienes de equipo y materiales citados han pasado a la entidad responsable del proyecto. No obstante, los bienes de equipo y materiales quedarán a entera disposición de los expertos para el cumplimiento de su misión. Com esta entrega todos os direitos e obrigações em relação aos bens de equipamento e materiais citados passam para o organismo responsável do projecto. Contudo, os bens de equipamento e materiais estarão à disposição irrestrita dos especialistas para o cumprimento da sua missão. | | | | | | |
| **Die Bestandsliste umfasst**  The list of items consists of L'inventaire comprend La lista contiene A lista contem |  | **Seiten und ist in**  pages and is drawn up in the pages et est rédigé en langue páginas y ha sido escrita en páginas e foi redigida em |  | | | **Sprache in zwei Exemplaren ausgefertigt.**  language, in duplicate. en deux exemplaires. y extendida en dos ejemplares. e lavrada em dois exemplares. |

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| **Ort, Datum und Unterschrift** / Place, date and signature / Lieu, date et signature / Lugar, fecha y firma / Lugar, data e assinatura | | |
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| Übergeben / Surrendered / Remis / Entregado / Entregue |  | Übernommen / Accepted / Accepté / Recibido / Recebido |