giz Indonesia, ASEAN, Timor Leste

To

All interested bidders

Invitation to tender IT Framework Contract
Reference# 91166455

Procurement

Project no.: **92907001.001.00**
Project title: **GIZ Country Office Indoensia**
Country: **Indonesia**

Dear Sir/Madam,

You are kindly requested to submit a quotation for supply and delivery of **IT Framework Contract** for **GIZ Country Office Indonesia**.

The detail specification is set forth in the **Technical Specification Form** as Annex 1 of this document.

Should you be interested in participating in this tender, please submit the quotation to ID_Quotation@giz.de at latest by **22.08.2023** at **13:00 Jakarta Local time**.
Any quotation arriving after the deadline will not be considered.

Please submit your quotation with subject: **91166455 IT Framework Contract for GIZ Country Office Indonesia – Company Name**

The documents submitted must be consist of:

1. **Supporting Document from Principal (Mandatory and will be Verified)**
2. **Technical Specification Form** with signature and company stamp – as **Annex 1**
3. **Bid Price Form** with signature and company stamp – as **Annex 3** (must be protected by password).
4. **Vendor Application form** with signature and company stamp – as **Annex 4**

Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH

Registered offices
Bonn and Eschborn, Germany

Friedrich-Ebert-Allee 32+36
53113 Bonn, Germany
T +49 228 4460-0
F +49 228 4460-1766

Dag-Hammarskjöld-Weg 1-5
65760 Eschborn, Germany
T +49 6196 79-0
F +49 6196 79-1115

E info@giz.de
I www.giz.de

Registered at
Local court (Amtsgericht)
Bonn, Germany
Registration no. HRB 18384
Local court (Amtsgericht)
Frankfurt am Main, Germany
Registration no. HRB 12394
VAT no. DE 113891176
Tax no. 040 250 56973

Chairperson of the Supervisory Board
Jochen Flasbarth, State Secretary

Management Board
Thorsten Schäfer-Gümbel (Chair)
Ingrid-Gabriela Hoven

Commerzbank AG Frankfurt am Main
BIC (SWIFT): COBADEFFXXX
IBAN: DE45 5004 0000 0588 9555 00

5. **Company Legal Documents (Notary Deed, Business Registration/NIB, SK Kemenhumham, Tax ID, Reference Letter, Financial Reports)**

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

If you have any further questions in this tender, please send an email to **danar.nugroho@giz.de** cc **swesty.haryanty@giz.de** **and** **siti.amaliah@giz.de** within the period **01.08.2023 – 22.08.2023**

The detail please read terms & conditions as below:

TERMS & CONDITIONS	
Delivery Address	**GIZ Country Office Indonesia** Menara BCA, 46th floor Jl. M.H. Thamrin No. 1 Jakarta 10310 – Indonesia
Delivery Date	1 month after Purchase Order Release
Payment Term	Approximately 30 days after goods and invoice received
Currency	IDR (Indonesia Rupiah)
Taxes	☒ **Bilateral Project** All prices/rates quoted must be exclusive of all taxes, since GIZ including its subsidiary organs, is exempted from taxes. According to 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. ☒ **ASEAN, Regional, Global, Business Hub and InS Project** The Value Added Tax shall be paid by GIZ **(code 010)**
Validity of Quotation	100 Days
Supporting Document from Principal	• It is mandatory from Principal that support brand proposed by bidders. • All requirement documents as mentioned above will be checked and verified.

Bid Price Form and Technical Specification Form	▪ Please fill in the Bid Price and Technical Specification and please put in your company stamp. ▪ Please make sure the documents submitted contain all the information as requested. ▪ The technical specification shall be clear, detailed and complete. ▪ The Bid Price shall be protected by password to secure your financial proposal. **Please save the password**. The change of password after the deadline of period submission, the bid will not be considered (disqualified).
The origin or source of the goods offered	GIZ reserves the right to ascertain the origin of the goods offered. This assessment will be conducted to ensure compliance with embargoes and other trade restrictions in place within the scope of GIZ's due diligence. This is particularly true of the EU sanctions against Russia, Belarus, Crimea and the affected parts of Eastern Ukraine[1] currently in place (primarily the EU Council Regulations No.: 833/2014 and 765/2006). By submitting the bid, the bidder undertakes towards GIZ the responsibility that in the event of a probable award, the bidder will provide all necessary support to enable GIZ to ensure compliance with the sanctions regime – this assurance is thus given prior to the award of any contract. This includes in particular the obligation, if so requested by GIZ, to complete a self-declaration to determine the origin of the goods offered and/or to provide GIZ with the required evidence of the origin of such goods. Should the bidder fail to meet these obligations or fail to do so within a reasonable period of time, this can result in their bid being excluded. A contract can only be awarded on completion of this assessment of the origin of the goods offered. Should this check give grounds for concern or reveal facts that constitute a contractual impediment, GIZ shall inform the bidder without delay. GIZ shall also reserve the right in such cases to award the contract to the next-ranked bidder in the competitive tender procedure. **Self – Declaration as Annex 5 shall be signed and attached with the tender document.**

[1] https://finance.ec.europa.eu/eu-and-world/sanctions-restrictive-measures/sanctions-adopted-following-russias-military-aggression-against-ukraine_en#sanctions

Prevention of the financing of terrorism and compliance with embargoes	The contractor shall not make any funds or other economic resources available, directly or indirectly, to third parties that are included on a sanctions list issued by the United Nations and/or the EU. **Declaration of Prevention of Terrorism as Annex 6 shall be signed and attached with the tender document.**
Sample of Product	As part of the evaluation process before releasing the Purchase Order, GIZ will request bidders to provide a sample of the products based on the technical specifications.
Quality Inspection	1. GIZ has the right to inspect the quality of the unit before receiving, provided that it gives notice of such intention at the latest when placing the written order. The quality inspection shall be conducted when the unit will be delivered. 2. Any defects shall be remedied by the bidder without delay at his/her/its own expense. 3. The quality inspection shall not in any way prejudice GIZ's warranty claims.
Language	All quotation documentation shall be in English
General Purchase Condition	Annex 8
Preliminary Examination – Completeness of quotation	Partial bids are not permitted. Bidders are not allowed to quote more than one item (options) with different prices for one kind of item requested. Bidders who do not comply will be disqualified from the tender evaluation.
Evaluation of Quotation and award criteria	The Evaluation Committee will examine the quotation to determine whether they are complete and whether the offer complies with the Technical Requirement. Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Bidder does not accept the correction of errors, its quotation will be rejected. If there is a discrepancy between words and figures, the amount in words will prevail. Any offers which do not meet the requirements will be rejected.

	The PO will be awarded to the bidder that offers the lowest priced and /or pass technical qualifications.
Goods Packing and Marking	1. The Seller is responsible for proper packing, taking into consideration the respective mode of shipment, and bears the burden of providing evidence for this. GIZ will cover packing costs and other incidental costs only if this has been expressly agreed upon. 2. The type of packing must be suitable for the goods being transported, taking into account the mode of shipment used; it must be as environmentally-friendly as possible, appropriate for the climatic conditions and satisfy the legal requirements in the destination and transit countries. 3. Hazardous goods must be packed and marked in accordance with the laws and regulations applicable to the means of transport in question. 4. Packages shall be marked as directed by GIZ or GIZ's forwarding agent, without specific indication of their content or the company from which they come, and must comply with the regulations of the destination and transit countries. Each package is to be marked at least on two opposite sides, in accordance with GIZ's shipping instructions, with the gross and net weights, external dimensions and, where appropriate, with symbols for fragile goods, hook attachment points, indications of Centre of gravity and potential dangers. 5. The Seller is liable for damage attributable to inadequate or defective packing or marking. 6. The forwarding agents contracted by GIZ are instructed to refuse to accept packages which do not comply with the above conditions, or to arrange for the shortcomings to be remedied at the Seller's expense.

The queries will be answered by E-mail, both queries and answers will be forwarded to all companies involved in the bidding process.

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

Yours truly,

Contract and Procurement Unit

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

GIZ Country Office Indonesia

Menara BCA, Level 46
Jl. M.H. Thamrin No. 1
Jakarta 10310 - Indonesia
T: + 6221 - 2358 7111
F: + 6221 - 2358 7110
http://www.giz.de

Annexes

1. Technical Specification Form
2. Detail Specification of IT Equipment
3. Bid Price Form
4. Vendor Application Form
5. Supplier Self-Declaration
6. Declaration of Prevention of Terrorism
7. Invoicing Instruction
8. General Terms & Conditions
9. Timeframe