giz Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

giz Indonesia, ASEAN, Timor Leste

To

All invited bidders

Invitation to tender – RFP No. 83460374

Project no.:	**20.0121.2 - 043.00**
Project title:	**SAFE Project**
Country:	**Indonesia**

Service Tendered:
Development of Baseline Study and Monitoring Framework for "Sustainable Agriculture for Forest Ecosystems" SAFE Project in Indonesia

Dear Sir/Madam,

As a federal enterprise, the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH supports the German Government in achieving its objectives in the field of international cooperation for sustainable development.

SAFE is promoting gender-sensitive innovations that reduce the pressure of agriculture on forests and benefit local communities. By piloting a number of innovations and generating lessons for wider application, SAFE aims to develop good practice examples and to contribute to policy making. To do so, SAFE works with a number of networks of practitioners from public and private sector as well as civil society, working on sustainable, deforestation free supply chains. Relevant institutions are invited to propose innovations through the implementation of pilot projects to the SAFE Innovation Challenge. Selected innovations will be supported through (co-)finance and technical support..

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GIZ SAFE project is currently seeking a **Contractor/Company to conduct a Development of Baseline Study and Monitoring Framework for SAFE Project in Indonesia.**

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 the latest by **Tuesday, 02 April 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 5** 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: **Name of the submitting Company # RFP No. 83460374 – Development of Baseline Study and Monitoring Framework for SAFE Project in Indonesia**

Content of Technical and Financial Proposal as follow :

Technical Proposal should be consisted of:

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

Eligibility Document should be consisted of:

- **Signed and fil in the Self-Declaration Form, as Annex 4.a** (referring to the eligibility assessment grid, as Annex 4).

Financial Proposal:

- **Financial Proposal with Price Schedule form as Annex 5** 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

- **Bilateral Project and ASEAN Project**

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).

$$\frac{\text{Technical evaluation of bid x 70\%}}{\text{Technical evaluation of best bid}} + \frac{\text{most economical bid x 30\%}}{\text{price of bid}}$$

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. 83460374 – Development of Baseline Study and Monitoring Framework for SAFE Project in Indonesia."

GIZ General Terms and Conditions for the contract as Annex 7 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 send an email to siti.amaliah@giz.de and cc to lidya.jata@giz.de within the period **13 - 29.03.2024.** 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

Annexes

00. Invitation to Tender
01. Terms of Reference
02. Technical Assessment Grid
03. Justification table
04. Eligibility Assessment Grid

4.a a Self-declaration form as part of the eligibility assessment for open tender

05. Price Schedule Form
06. Bidding Q & A
07. General Terms & Conditions