giz Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

giz Indonesia, ASEAN

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 (Vice-Chair)
Anna Sophie Herken

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

Invitation to submit a tender:
RFP No. 83464238

Service tendered: Facilitating the ASEAN Climate Leadership Programme (ACLP) - Promoting the Climate-Smart Agriculture (CSA) practices to enhance the Nationally Determined Contributions (NDCs) and National Adaptation Plans (NAPs)

Project Name: The ASEAN-German Climate Action Programme (CAP)
Project No: 20.2023.8-003.00
Country of Assignment: Indonesia and ASEAN region countries

Dear Sir/Madam,

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is an international cooperation enterprise for sustainable development with worldwide operations. Its corporate objective is to improve people's living conditions on a sustainable basis. GIZ has been working in Indonesia since 1975 on behalf of the German Government. For further information, please visit http://www.giz.de/indonesia

To enhance regional capacity and climate change policy, ASEAN has been collaborating with two projects within the GIZ ASEAN Cluster, namely the ASEAN EU-German Climate Action Programme (CAP) and Promotion of Sustainable Agricultural Value Chains in ASEAN (ASEAN AgriTrade) project. In 2020 and 2021, the Climate-Smart Land Use (CSLU) project in collaboration with the ASEAN Climate Resilience Network (ASEAN-CRN), designed and implemented two cohorts of the regional leadership courses called the ASEAN Climate Leadership Programme (ACLP).

Currently, the projects are seeking a company/consulting firm to facilitate and manage the ASEAN Climate Leadership Programme (ACLP) - Promoting the Climate-Smart Agriculture (CSA) practices to enhance the Nationally Determined Contributions (NDCs) and National Adaptation Plans (NAPs). The details of the services are set forth in the attached Terms of Reference and the annexes.

Should you be interested in providing this service, please send your proposal to id_quotation@giz.de on 17 May 2024 at 13.00 PM Jakarta local time at the latest (proposal sent after this date will be automatically disqualified).

The tender requirements :

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

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

Please submit your technical and financial proposal in two-files, (*must be sent in separate PDF files*). Price information shall not appear in any part of technical proposal. To secure your financial proposal (pdf or excel file) please set up a password which will be used at later stage once the evaluation of the technical proposal is completed. The bidders who pass the technical evaluation will be requested to provide a password. Please save the password. Bidders are not allowed to change the password after the deadline of submission proposal.

The default size of e-mails is limited to 10 MB. Above that, GIZ's email servers refuse the message and its attachments. If necessary, send more than one e-mail.

The subject line of the email must include the reference no. :
83464238 Facilitating the ASEAN Climate Leadership Programme (ACLP) – and the name of the bidder.

Content of Technical and Financial Proposal is as follows (*must be sent in separate files)*:

Technical Proposal consists of:

- Technical-methodological concept; how the objectives defined in TOR are to be achieved (see Chapter 3 in TOR)
- CV of assigned experts including position in the team (see Chapter 4 in TOR)
- Company Profile including relevant experiences/projects
- Copy of business license, Taxpayer Registration Number (NPWP) including PKP/Non-PKP letter
- Formal Declaration of GIZ GTC Acceptance (Annex 7)

Financial Proposal consists of:

- Financial offer shall refer to the detailed costs in Price Schedule (Annex 3)
- Bank account information
- All prices/rates must be inclusive of income tax (PPh 23) as GIZ obliged to withhold the income tax.
- All prices/rates must be exclusive of Value Added Tax (VAT)

2. Value Added Tax

The Value Added Tax will be paid by GIZ (code 010)

3. Technical and Financial Assessment or Evaluation

We will evaluate the bids received in the light of both technical and price consideration.

The technical proposal will be evaluated based on the criteria and weighting (Annex 2 Technical Assessment Grid).

All financial factors will be analysed and compared to ensure that the price of each item are reasonable and comparable. Financial proposal may be corrected in the following cases, inconsistencies/ discrepancies, calculation errors, unjustified additions and omissions. GIZ will inform each bidder of the changes and for the bidders to either accept the corrections or reject. All corrected financial proposals rejected by the bidders will be rejected. Only the financial proposals that satisfies all the requirements at the preliminary examinations stage will be qualified for the detailed financial evaluation stage.

When the technical evaluation has completed, the financial proposal of the 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 Proposer X divided by the best number of points) x 70 % + 30 % x (Lowest price divided by the price of Proposer 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.

If necessary, GIZ has the right to invite bidders for presentation proposal as it is part of technical evaluation process.

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. Bidders are requested to indicate the validity period of their proposal.

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 subjected to the requirements for sending in the bid (section 3 herein).

"Adjustment to 83464238 Facilitating the ASEAN Climate Leadership Programme (ACLP)"

6. General Terms and Conditions for Contract

GIZ General Terms and Conditions for the contract as Annex 6 of this document.

7. Contract Award / Adjudication of Proposals

The contract will be awarded to the bidder offers the most responsive evaluated proposal and whose services are commercially and technically acceptable (best overall value).

Please raise any commercial, technical, or procedural questions before 16 May 2024.
All questions should be submitted in writing to the email address to cp-indonesia@giz.de cc vera.agnosti@giz.de. The questions will be answered (without identifying the sender); questions and answers will be forwarded to all bidders involved in the bidding process.

Thank you for your attention and we look forward to receiving your response.

Yours faithfully,

Contract and Procurement Unit

Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH

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

Annexes:

00. Invitation to Tender
01. Terms of Reference
02. Technical Assessment Grid
03. Price Schedule
04. Bidder's questions
05. Tender Timeframe

Deutsche Gesellschaft
für Internationale
Zusammenarbeit (GIZ) GmbH

06. General Terms and Condition of Contract
07. Formal Declaration of GIZ GTC Acceptance