giz Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

giz Indonesia, ASEAN

To

All invited bidders

Invitation to tender – RFP No 83459278

Project no.:	**12.9097.2-135.02**
Project title:	**INDOBUS**
Country:	**Indonesia**

Service Tendered:

Seeking a company/consulting firm to **Developing Policy Document and Support on Legal and Economic Justification for Mass Public Transport Local Regulation in Batam City**.

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.

The Sustainable Urban Transport Programme Indonesia (SUTRI), a Nationally Appropriate Mitigation Action (NAMA) registered with the UNFCCC, aims to tackle the challenges of growing urban traffic congestion and increasing urban transport-related greenhouse gas emissions by transforming urban transport in Indonesia with a mix of technical advisory services, capacity-building and investment provided through a national sustainable urban transport program. The implementation of SUTRI NAMA commenced in December 2017 funded by the Mitigation Action Facility (formerly known as NAMA Facility) and concluded in December 2022.

A technical assistance component, Indonesia Bus Rapid Transit Corridor Development Project (INDOBUS), is designed to particularly support the Bus Rapid Transit (BRT)-corridors in selected pilot cities of Indonesia and improve national framework conditions for BRT. It addresses sub-national

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

and national levels through planning, project management, operations management, and funding plans as well as reform of the private minibus sector. The INDOBUS component is financed by the State Secretariat of Economic Affairs of Switzerland (SECO). The programme donors have appointed GIZ as the implementing agency in close partnership with the Ministry of Transportation (MoT) as the appointed counterpart by the Government of Indonesia. The project is scheduled to be completed in December 2024.

GIZ INDOBUS project is currently Seeking a company/consulting firm to **Developing Policy Document and Support on Legal and Economic Justification for Mass Public Transport Local Regulation in Batam City**

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, February 26, 2024, at 09.00 a.m. Jakarta tocal time. Any proposal arriving after the deadline will not be considered (disqualified).**

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 Fo**rm 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 bidder may send the proposal partially with the maximum size of each email should not exceed 10 MB.

The subject line of the email will include the reference **RFP No. 83459278 – INDOBUS- Developing Policy Document and Support on Legal and Economic Justification in Batam City** and the name of the submitting company.

Content of Technical and Financial Proposal as follow :

Technical Proposal should consist of:

- Proposal with requirement details as set forth in the Term of Reference
- Copy of registration or incorporation letter - The applicant must be an incorporated legal entity in Indonesia
- Company Profile - Presentation of the bidding company/institution include organization chart.
- Curriculum Vitae of 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 21/PPh 23) GIZ obliged to withhold the income tax.
- All prices/rates quoted must be exclusive of Value Added Tax (VAT). Please provide the Taxable or Non-taxable letter (PKP or Non PKP)
- 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.

GIZ shall have the right to invite the bidder for a presentation as part of the technical evaluation, if deemed necessary.

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. 83459278 – INDOBUS- Developing Policy Document and Support on Legal and Economic Justification in Batam City"

6. GIZ General Terms and Conditions for the contract

The General Terms and Conditions of the contract are attached as Annex 4. Additionally, the bidder is required to sign the Formal Declaration Acceptance of GIZ GTC, which is provided as Annex 5.

7. 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 CP-Indonesia@giz.de and cc to lidya.rahayu@giz.de email within the period **09.02.204 to 22.02.2024.** 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

1. Terms of Reference
2. Technical Assessment Grid
3. Price Schedule or Commercial Form
4. General Terms & Conditions (GTC)
5. Declaration of Acceptance GIZ GTC
6. Bidding Q & A
7. Timeframe