giz Indonesia, ASEAN

To
All invited bidders (Southeast Asia Based)

Invitation to tender – RFP No. 83461044

Project no.:	**21.2002.0-001.00**
Project title:	**ASEAN PROTECT II**
Country:	**Indonesia**

Service Tendered:

Advisory Service on the Development of Post-2025 ASEAN Strategic Action Plan on Consumer Protection (ASAPCP)

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 regional project "Consumer Protection in ASEAN" (PROTECT II) is funded by the Federal Ministry for Economic Cooperation and Development (BMZ) and implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, with a current term until 01/2026. The project supports stakeholders in the ASEAN region in the implementation of consumer protection policies and actions, with a special focus on online and cross-border trade:

GIZ PROTECT II project is currently seeking a Contractor for **Advisory Service on the Development of Post-2025 ASEAN Strategic Action Plan on Consumer Protection (ASAPCP).**

This public invitation only open for Southeast Asia Based

The details of services is set forth in the attached Term of Reference and other annexes.

Deutsche Gesellschaft für
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Chairperson of the Supervisory Board
Jochen Flasbarth, State Secretary

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

Should you be interested in participating in this tender, please submit the proposal at the latest by **Wednesday, 24 April 2024 at 15.00 p.m. Jakarta local 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**

The proposal must be stamped 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 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 the technical proposal.

To secure your financial proposal (pdf and excel file) please set up a password which will be used at a later stage after 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. 83461044– Contractor for Advisory Service on the Development of Post-2025 ASEAN Strategic Action Plan on Consumer Protection (ASAPCP)** and the name of the submitting company.

Content of Technical and Financial Proposal as follow:

Technical Proposal should be consist 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
- Copy of Taxpayer Identification Number (for Indonesian company is NPWP)
- Formal Declaration of GIZ GTC Acceptance (Annex 7)

Financial Proposal:

- Financial Proposal with Price Schedule form as Annex 3, it must be signed and stamped by company.
- Bank Account Information
- All prices/rates must be inclusive of income tax (for Indonesian company is PPh 23) GIZ obliged to withhold the income tax.
- All prices/rates quoted must be exclusive of Value Added Tax (VAT)
- It is Mandatory to present Taxable Entrepreneur Confirmation Letter on VAT (for Indonesian Company is SPKP)
- The currency of the financial proposal shall in **IDR.**
- **Financial Proposal shall be protected by password.**

2. Value Added Tax

The Value Added Tax shall 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 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. 500 point is the minimum obtained score for passing technical evaluation.

If necessary, GIZ has the right to invite bidders for presentation proposal as it is part of the 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. 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. 83461044–Contractor for Advisory Services on the Deliveries and Implementation of Selected ASEAN Strategic Action Plan on Consumer Protection (ASAPCP) 2025.

GIZ General Terms and Conditions for the contract as Annex 4 of this document.

6. Contract Award / Adjudication of Proposals

The Contract will be awarded to the bidders 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 joko.wibowo@giz.de within the period **01-22 April 2024**.

Note: 08 until 12 April 2024. There is Eid Al-Fitr Holiday in Indonesia.

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 Tender
01. Terms of Reference
02. Technical Assessment Grid
03. Price Schedule or Commercial Form
04. General Terms & Conditions
05. Bidding Q & A
06. Assessment Checking Eligibility
06a. Self-declaration form of eligibility
07. Formal Declaration of Acceptance GIZ General Terms and Conditions