Terms and conditions for application of the
Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
for the award of contracts for services and work
January 2017

These conditions apply unless different conditions are set out in specific invitations to tender.

1. Information and address details to be included on all exterior envelopes

   All exterior envelopes must be marked and addressed as follows:

   **Bid (or request to participate as per no. 2) for: <Transaction number> <Processing number>**
   - to be opened only by OE E230 Bid opening team -

   **Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH**
   OE E230 Angebotseröffnung
   Dag-Hammarskjöld-Weg 1-5
   65760 Eschborn

2. Declarations of suitability and requests to participate

   2.1 Declarations of suitability and requests to participate in restricted procedures and in negotiated
   procedures with calls for competition must be submitted in written form in a sealed envelope as described
   in section 1.

   2.2 Declarations of suitability in open procedures must be submitted in written form separate from the
   technical and price bids.

3. Two-envelope procedure for bids

   3.1 The technical bid and the price bid must be produced separately and submitted separately in written form.
   The price bid must be placed in a separate sealed envelope. This envelope must then be marked with the
   bidder’s details and the following information:

   **Price bid submitted by ....**

   - to be opened only by OE E230 Bid opening team -

   The technical bid (including a text file on CD-ROM) and the sealed envelope containing the price bid must
   be placed together in a second envelope, which must also be sealed. The technical bid on the CD-ROM
   must not contain any information about the price bid.

   3.2 The cover letter to the bid, completed and signed, shall be attached to each bid.
4. **Timely submission**

Your request to participate and your bid must be received either by GIZ Postal Services, Building 2 (Room ED 20077), GIZ Eschborn, or if this is closed at the reception desk in Building 1, GIZ Eschborn, by the submission date. GIZ Postal Services is open from Monday to Thursday from 7:30 to 17:00 and on Fridays from 7:30 to 16:00. It is closed on public holidays. The reception desk in Building 1, GIZ Eschborn, is open around-the-clock. The date of GIZ's receipt stamp shall determine whether the bid has been received on time.

5. **Subsequent amendments**

Any corrections or amendments to requests to participate or to bids must be submitted in the same format as the original request to participate/bid. The front of the envelope must be clearly marked:

Correction/amendment to bid (or Correction/amendment to request to participate)

for <Transaction number> <Processing number>

- to be opened only by OE E230 Bid opening team -

6. **No remuneration or reimbursement of costs**

GIZ will not provide any remuneration or reimbursement to cover participation in presentations or the preparation of requests to participate or bids.

7. **General terms and conditions of contract**

Bids are subject to the General Terms and Conditions of Contract ('Terms and Conditions') for supplying services and work on behalf of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH. These will form part of the contract at the point when the contract is awarded to the selected bidder. The bidder's general terms and conditions of business or payment do not apply.

8. **Bidding and service delivery consortia**

Bidding consortia must designate a lead member and authorise this member to represent the consortium and receive payments for all members in discharge of GIZ's liability. A formal agreement to this effect must be signed by each member of the consortium and attached to the request to participate or (if the open procurement procedure is used) the bid. This can be done using the specimen supplied by GIZ.

9. **Contents of the technical bid**

9.1. The technical bid must contain a detailed working concept that can be subjected to technical evaluation in terms of the objective of the measure and that takes account of the requirements shown under no. 10 below for the implementation of programmes/components. Bidding consortia must specify in the bid how they plan to distribute the work.

9.2. The technical bid shall not contain more than 40 pages (excluding annexes) and must be structured in line with the technical assessment grid for of offers.

9.3. It should outline the backstopping arrangements for the project, with a description of the working groups, departments or other units involved (if possible in the form of an organisation chart) and details of the allocation of staff to these units and of their individual qualifications and experience.

9.4. CVs for the proposed experts must be submitted in the standard EU format (Europass or EuropeAid):


or

https://www.giz.de/en/workingwithgiz/4065.html
The proposed experts’ CVs can also be submitted in the local language of the country of assignment.

9.5. GIZ welcomes bids from local businesses and experts with the appropriate qualifications. The bid must contain details of plans to include local businesses or experts on a sub-contracting basis complete with references and CVs for all sub-contractors, as well as details of their experience of working with development cooperation organisations. An explanation must be provided if the bidder does not intend to work with local businesses or experts.

9.6. If any of the proposed experts has an existing work contract or development service contract with GIZ or an existing subsidy agreement as an integrated expert, the bid must specify the contract/agreement end date.

10. Content of the price bid

10.1 The bid must be priced in euros and structured in accordance with the price sheet and GIZ’s General Terms and Conditions of Contract (Terms and Conditions); all items must be costed in accordance with the established bid pricing rules.

10.2 The price bid is to contain the specification of inputs as required in the terms of reference (number of experts and number of corresponding expert days/expert months).

11. If the bid is for implementing programmes or components, it must include the following additional information:

11.1. a description of your planned work/services and working methods with due regard for Capacity WORKS, GIZ’s management model;¹

11.2. possible alternative concepts together with details of their potential impact on the schedule and personnel requirements (in line with the success factor ‘Strategy’ in Capacity WORKS);

11.3. your implementation methodology: in order to maintain a coherent overall approach, the bid should take into account aspects such as cooperation, steering structure, processes, and learning and innovation in line with overall objectives and with the Capacity WORKS success factors;

11.4. the monitoring and evaluation strategy;

11.5. a schedule (in diagram form) for the individual measures that you would be required to implement;

11.6. a personnel assignment plan (with alternatives if necessary) showing details of personnel and the duration of their assignments in the individual fields of work (including planned leave during the assignment period, see section 2.5 of Terms and Conditions) and the position of each expert within the project;

11.7. a description of the work to be performed by your home country office in the context of the measure (backstopping, possibly taking account of knowledge of Capacity WORKS at your own home country office);

11.8. details of the designated contact for the measure at your home country office (with CV);

11.9. where applicable, details of planned training measures for partner experts or in-house personnel during the assignment preparation stage.

12. Presentation

GIZ reserves the right to require bidders to give a presentation outlining the bid and the proposed personnel. This presentation must include information showing that the concept and proposed long-term experts provide sufficient guarantee of the successful implementation of the measure for which the invitation to tender has been issued.

¹ For more information see: https://www.giz.de/en/mediacenter/29260.html
13. **Other provisions**

If the list of proposed experts includes GIZ employees or former GIZ employees who were involved in drawing up the contract award documentation, the bidder must draw attention to this fact in the bid.

14. **Storage and processing of personal data**

The bidder shall agree to the storage and processing of personal data by GIZ. GIZ will process personal data only to the extent required for the contract award procedure and to meet its statutory record-keeping and storage obligations. This personal data comprises in particular the name, address, performance profile, qualifications, assignment area/measure, evaluation of results and contracts to be entered into with the bidder, including terms and conditions.

15. **Evaluation of requests to participate**

Requests to participate will be checked for compliance with the minimum requirements and to ensure that there are no grounds for exclusion. If a limit has been placed on the number of applicants, submissions will be rated in accordance with the grid for assessing the eligibility of consulting firms specified in the contract award documentation.

16. **Evaluation of bids**

Bids are first rated on their technical merits in accordance with the technical assessment grid for offers specified in the contract award documentation.

Once the bids have been evaluated in this way, only technical bids awarded more than 500 points will be included in the evaluation of price bids. Technical bids that fail to reach this cut-off point will be regarded as unsuitable. The technical bid is weighted at T: 70% [amend percentage as required], the price bid at F: 30% [amend percentage as required]. Weighting is based on the formula:

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\text{Bidder price} = \frac{\text{Technical assessment of bidder} \times 70 + \text{Lowest price bid} \times 30}{\text{Assessment of best technical bid}}
\]

17. **Procedural questions**

Bidders must direct any questions they may have on commercial, technical or procedural matters in written form solely to the contract manager designated in the covering letter sent with the invitation to tender documentation. In the case of open procurement procedures, any such questions and answers that are of general interest will be made available in anonymous form to all bidders on GIZ’s procurement platform at https://www.giz.de/en/workingwithgiz/help_and_faq.html. Applicants/bidders are solely responsible for checking the website during the tender procedure to find any information they may require together with details of any changes. In the case of procedures involving a prior call for competition (pre-qualification), questions and answers will be published on the procurement platform only up to the deadline for submitting requests to participate. Thereafter GIZ will only communicate directly with those applicants invited to submit a formal bid.