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To GIZ contractors and bidders

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Ihr Zeichen
Unser Zeichen IG

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Impending switch to fully electronic tender procedure for GIZ

Dear Sir/Madam,

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is required to implement electronic award procedures for EU-wide tender procedures (EU Directive 2014/24/EU on Public Procurement) and, on a gradual basis, for award procedures under the EU thresholds (currently EUR 221,000 for contracts for services and supplies and EUR 5,548,000 for construction contracts). Accordingly, GIZ plans to launch a fully electronic process for communications related to award procedures in **July 2018** gradually.

You will then be able to participate in future electronic tender procedures through our website at <https://ausschreibungen.giz.de>.

We recommend that you register for the GIZ eProcurement Tender Platform as soon as possible. You can register, search for tender procedures and participate in tender procedures free of charge.

Once you register, we can also use the platform to directly invite you/your company to submit bids in future restricted tenders and negotiated award procedures.

Further guidelines and tips for registration and use as well as data protection are provided below.

We look forward to continuing our successful cooperation with you on our new fully electronic platform.

Yours sincerely,

Procurement and Contracting Division

Immanuel Gebhardt
Director of Division

Nicole Weiß
Head of Section

Deutsche Gesellschaft für
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Eintragungs-Nr. HRB 12394
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Vorsitzender des Aufsichtsrats
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Tanja Gönner (Vorstandssprecherin)
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Guidelines for registering on the GIZ eProcurement Tender Platform

All the information you need – including these guidelines – is available on the eProcurement Tender Platform and in the tender documents provided. Electronic submission is only to be used if the tender procedures published on the platform, and the tender documents, specify this form of submission.

What you need to know about registration

As a general rule, registration, searches and participation in GIZ tender procedures are and will remain **free of charge**.

The **registration process that you will need to complete in order to submit bids electronically on the GIZ eProcurement Tender Platform** takes about five minutes and **works as follows**:

1. Go to <https://ausschreibungen.giz.de>.
2. Choose **Registration**. This link will take you to the site *Deutsches Vergabeportal*.
3. Click **Registration** under the **free basic option**. This version is perfectly adequate for participation in the contract award process.
4. Enter the required details on the registration form (English version available) and then submit the completed form.
5. Wait for email confirmation to arrive. This will take a few minutes to allow for checking. It will include your user name and password for logging in to the system.
6. Complete the registration process (simply by logging in for the first time).

Support and additional guidelines

Detailed guidelines for using the platform are available in the Service & Support Centre operated by Cosinex, our system provider. Cosinex is responsible for providing technical and process support.

You can also request support from the *Deutsches Vergabeportal* product support team for bidders at bieter@dtvp.de or by phone (+ 49 221 97668 240).

Please contact the Cosinex Support Team should you have any **technical** queries:

- Email support@cosinex.de (recommended form of contact)
- Service hotline: +49 (0)900-1-267463 (EUR 1.49/minute from German landlines, mobile rates vary)
- Monday to Friday, 08:00 to 18:00.

System requirements for submitting bids electronically

GIZ eProcurement Tender Platform <https://ausschreibungen.giz.de>:

- PC with standard web browsers (Internet Explorer version 7 or higher, Firefox 3.6 or higher, Google Chrome, Apple Safari v5 or higher)
- JavaScript and temporary cookies must be enabled.

Bidder tool (available Tender Platform; required in order to submit bids and requests)

- Current Java runtime environment
- Administrator rights on the PC are required for installation.
- The Java runtime environment can be used free of charge.

How do I know if my system meets the requirements for submitting electronic bids (where necessary, after installing Java)?

1. Log in to <https://ausschreibungen.giz.de> with your user ID and password (click the **Login** button).
2. Open the test tender procedure.
3. Within this procedure, click the button **Participate/Participate now**.
4. In the menu, choose **Bids** (on the left).
5. Click **Start bidder tool**.
6. The bidder tool should now open, and you should be able to view the contract award documents. If this is not the case, please refer to **Support and additional guidelines** (see above).

Tips for companies that wish to register several employees (e.g. bigger companies and consortia)

Recommendations

- First register your company as described under <https://ausschreibungen.giz.de> (= 'Company account').
- You can create more users under 'My projects'/'Administration' > 'Users'.
- These users should generally be 'standard' users but may also have administrator rights (and can then create more users).

Practical tips

- If your company is invited to submit a bid, all your registered users will automatically receive an email.
- The first user to participate in the procedure (by clicking 'Participate') coordinates the procedure. In other words, he/she can submit bids for this procedure and communicate electronically with the contracting authority.

Recommendations for consortia

- Submit bids via the account of the company that represents the consortium (i.e. do not create another account for this purpose).
- In the electronic bid, enter the name of the consortium (use the designated area in the bidder tool: 'General information/Contact persons').
- And, of course, don't forget to attach the required consortium documents to your bid.

Data Protection

Data processing is the responsibility of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

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Contact: info@giz.de

Contact details of the data protection officer: datenschutzbeauftragter@giz.de

General

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is a public-benefit federal enterprise for international cooperation. We work as a federal enterprise under private law. Our aim is to achieve the development-policy objective of improving the living conditions of people worldwide and conserving the natural resources on which livelihoods depend.

Website Analytics by use of the GIZ-Website

The GIZ website draws on the services of etracker GmbH from Hamburg, Germany (www.etracker.com) to analyse usage data. No other use is made of the data, and the data are not passed on to third parties. The following information is stored for each page you view and each file you download:

- Technical details of the browser used
- Anonymous IP address
- Date and time
- Page opened/name of the file downloaded
- Quantity of data transferred
- Notification of whether viewing or download was successful

Temporary session cookies are used each time you view an individual page, to make navigation easier. Cookies are small text files that are stored locally in your browser cache. Session cookies do not include any personal data and expire at the end of each session, or after the completion of a user survey, which is conducted as a rule every two years.

We do not use methods such as Java applets or ActiveX controls that make it possible to track your browsing behaviour.

Data is processed based on Art. 6 paragraph 1 f) of the EU General Data Protection Regulation (GDPR) with the legitimate interest of analysing usage to improve the company's website. Users have the option of objecting to use of their data to analyse their behaviour. You can prevent the collection of your user data via the link below.

You may at any time lodge an objection to the storage of your anonymously collected visitor data, so that these will no longer be collected in future. Please click on the link at the bottom of this page to be excluded from counting.

Notes regarding objection

For this purpose, a cookie is stored on the device, preventing user data from being collected when the user visits this website. In order for the objection to take effect, the cookie must be stored on every device used. As the cookie is stored in specific browsers (internet programs), the cookie

must be stored in every browser if several browsers are used on one device (e.g. Internet Explorer, Chrome, Mozilla Firefox). Please also note that, if you delete all cookies, the objection cookie will also be deleted and will need to be stored again.

Contact forms

When you use the contact form, we process your title, first and last names, email address and, where appropriate, your postal address. The data is processed based on Art. 6 paragraph 1 b) of the EU GDPR for the purpose of receiving the query formulated in the contact form.

Data is transmitted to GIZ using an SSL-encrypted connection, which makes it significantly more difficult for unauthorised persons to intercept it. Similarly to queries sent to GIZ by email, queries transmitted using the contact form are deleted following a 12-month retention period.

Other inquiries

After entering your address, you will receive an email link where you can confirm that your address and your order are genuine. You can revoke the order at any time. If you cancel the subscription, all your personal data will be deleted from our database.

Other web-based services

When you use other web-based services that require the submission of more extensive personal data, such as procurement-management-system included bidding data and suppliers data, the data protection declarations adapted to those services will also apply.

Other web pages

The GIZ- website uses cookies, i.e. small files containing short texts for technical processing. Without cookies – in other words, for example, when cookies have been deactivated in the browser – full use of this website is not possible.

- Temporary tracker cookies: These session cookies are used for user analysis (see above). They do not contain any personal data and expire at the end of the session, or at the end of a user survey, which is generally carried out every two years.

Recipients of personal data

- Data are not passed on to third parties.
- As a general principle, data will not be transmitted to third states

Duration of data retention

Personal data are regularly deleted when

- they are no longer needed for contractual purposes (e.g. for employment, top-ups, rental, sale or service contracts)
- when the individuals concerned have not given any separate authorisation
- when statutory data storage obligations and periods have expired.

Reference to user rights

You are entitled to:

- to object to data processing,
- enquire about your personal data and its processing
- to have this corrected if necessary, or to request restriction of processing or the erasure of the data

The data will then be erased.