giz Indonesia, ASEAN, Timor Leste

To

All invited bidders

Invitation to tender – RFP No. 83464168

Project no.:	**18.0128.1-307.04**
Project title:	**The Sustainability and Value Added in Agricultural Supply Chains in Indonesia (SASCI+)**
Country:	**Indonesia**

Service Tendered:
Tracer Study for Sustainable Landscape Initiative in Kutai Timur (SUSTAIN Kutim)

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 Sustainability and Value Added in Agricultural Supply Chains in Indonesia (SASCI+) is a five-year project conducted on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ) as a part of the “Special Initiative Transformation of Agricultural and Food Systems” (AGER). The program promotes the sustainability of selected agricultural supply chains in partner countries and is implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

Sustainable Landscape Initiative in Kutai Timur (SUSTAIN) is a multi-actor initiative to strengthen the capacity of the East Kutai District Government, local communities, smallholders, workers, and plantation companies in transforming Kutai Timur to be a sustainable region in agriculture (with a focus on palm oil and rubber) production.

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GIZ has started support to the smallholders by implementing the first phase of the farmer field school attended by around 1.500 farmers and potentially establishing 9 cooperatives in targeted sub-districts, that cover around 23 villages. GIZ also gave a training of trainers for around 16 persons to be field facilitators for the farmer and facilitated the process of the farmer field school to increase the income and employment situation for smallholders by producing commodities sustainably (e.g. without causing deforestation) for the global market.

GIZ SASCI+ is seeking a consulting company/organization to conduct Tracer Study for Sustainable Landscape Initiative in Kutai Timur (SUSTAIN Kutim). The details of services are set forth in the attached Term of Reference and other annexes.

Should you be interested in participating in this tender, please submit the proposal on **12 May 2024 at 23.59 p.m. (local time, WIB) at the latest.** Any proposal arriving after the deadline will not be considered.

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 maximum size of each email should not exceed 10 MB.

The subject line of the email will include the reference **RFP No. 83464168 – Tracer Study for SUSTAIN Kutim** 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
- Company Profile of the bidding company/institution include company NIB, company NPWP, SPPKP (Surat Pengukuhan Pengusaha Kena Pajak).
- Curriculum Vitae of 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 23). GIZ obliged to withhold the income tax.
- All prices/rates quoted must be exclusive of Value Added Tax (VAT).
  Align with the additional VAT mention in the price schedule, the SPPKP (Surat Pengukuhan Pengusaha Kena Pajak) letter from tax office shall be provided.
- 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)**.
PKP/Non-PKP letter (SPPKP letter) shall be provide.

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. 83464168 – Tracer Study for SUSTAIN Kutim"

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

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.jata@giz.de within the period **26.04.2024 – 08.05.2024.** The queries will be answered by E-mail, both queries and answers will be forwarded to all companies involved in the bidding process.

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
   1.a . Project Outcome and Output
2. Technical Assessment Grid
3. Price Schedule Form
4. General Terms & Conditions
5. Declaration of Acceptance GIZ GTC
6. Bidding Q & A
7. Vendor Data Profile
8. Timeframe