

giz Indonesia, ASEAN

To: All Bidders

Invitation to submit a tender : RFP No. 83489594

Project No : 23.9036.7-001.04
Project Name : (BioClima in Indonesia (Clarity Work Packages)
Country : Indonesia

Service tendered:
Development of Indonesia's National Adaptation Plan

Dear Sir/Madam,

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is an international cooperation enterprise for sustainable development with worldwide operations. Its corporate objective is to improve people's living conditions on a sustainable basis. GIZ has been working in Indonesia since 1975 on behalf of the German Government. For further information, please visit <http://www.giz.de/indonesia>

The Federal Ministry for the Environment, Nature Conservation, Nuclear Safety and Consumer Protection (BMUV) has launched the support project on Implementation Instruments of the Global Biodiversity Framework and the Paris Climate Agreement (BioClima). In line with this initiative, the Climate and Biodiversity Hub Indonesia project seeks to assist the Government of Indonesia in strengthening the mainstreaming and implementation of its climate and biodiversity policies. The project, implemented by GIZ, comprises two components: (1) the Climate Impact Response and Biodiversity Management Planning in Indonesia (ClimB) component, which supports the Ministry of National Development Planning (BAPPENAS); and (2) the Climate and Biodiversity (CLARITY) component, which works in close coordination with the Ministry of Environment and Forestry (KLHK).

CLARITY Project is currently seeking a company/consulting firm to conduct study of Development of Indonesia's National Adaptation Plan. The details of the services are set forth in the attached Terms of Reference and the annexes.

Should you be interested in providing this service, please send your proposal to id_quotation@giz.de on **16 June 2025 at 23.59 PM Jakarta local time** at the latest (proposal sent after this date will be automatically disqualified).

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

Tender requirements :

Bids are to be submitted using the two-files procedure.

Bids must be sent in separate PDF files (duly identified as technical proposal and financial proposal). Price information shall not appear in any part of technical proposal. Financial proposal (should be password-protected). We will request the password if your proposal is deemed technically compliant. Bidders are not allowed to change the password after the deadline of submission.

The default size of e-mails is limited to 10 MB. Above that, GIZ's email servers refuse the message and its attachments. If necessary, send more than one e-mail.

The subject line of the email must include the reference RFP No. :
83489594 Development of Indonesia National Adaptation Plan – (company name).

1. Content of the Technical and Financial Proposal

Technical Proposal should 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
- Copy of business license, Taxpayer Registration Number (NPWP) including taxable or non-taxable letter (PKP or Non-PKP)
- Self-declaration of eligibility (Annex 4)
- Formal Declaration of GIZ GTC Acceptance (Annex 8)
- Contractor Data Profile (Annex 9)

Financial Proposal should consist of:

- Financial offer shall refer to the detailed costs in Price Schedule (Annex 5) must be signed and stamped as approved by the bidder
- Bank account information
- All prices must be inclusive of income tax (PPH 23) as GIZ is obliged to withhold the income tax
- All prices must be exclusive of Value Added Tax (VAT)
- The currency of the financial proposal shall be in IDR

2. Value Added Tax

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 consideration. The technical proposal will be evaluated based on the criteria and weighting (Annex 2 Technical Assessment Grid).

All financial factors will be analysed and compared to ensure that the price of each item are reasonable and comparable. Financial proposal may be corrected in the following cases, inconsistencies/ discrepancies, calculation errors, unjustified additions and omissions. GIZ will inform each bidder of the changes and for the bidders to either accept the corrections or reject. All corrected financial proposals rejected by the bidders will be rejected. Only the financial proposals that satisfies all the requirements at the preliminary examinations stage will be qualified for the detailed financial evaluation stage.

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).

$$\frac{\text{Technical evaluation of bid} \times 70\%}{\text{Technical evaluation of best bid}} + \frac{\text{most economical bid} \times 30\%}{\text{price of bid}}$$

An overall order of rank is thus established, with the most cost-effective bid at the top.

If necessary, GIZ has the right to invite bidders for presentation proposal as it is part of 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. Bidders are requested to indicate the validity period of their proposal.

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 subjected to the requirements for sending in the bid.

" Adjustment to 83489594 Development of Indonesia's National Adaptation Plan"

6. General Terms and Conditions for Contract

GIZ General Terms and Conditions for the contract as Annex 7 of this document.

7. Contract Award / Adjudication of Proposals

The contract will be awarded to the bidder offers the most responsive evaluated proposal and whose services are commercially and technically acceptable (best overall value).

Please raise any commercial, technical, or procedural questions before 13.06.2025.
All questions should be submitted in writing to the email address cp-indonesia@giz.de
The questions will be answered without identifying the sender. Both questions and answers will be forwarded to all bidders involved in the bidding process.

Thank you for your attention and we look forward to hearing from you.

Yours faithfully,

GIZ Office Indonesia
Contract and Procurement Unit

Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH
Menara BCA, 46th floor
Jl. M.H. Thamrin No. 1
Jakarta 10310 - Indonesia
T: + 6221 - 2358 7111
F: + 6221 - 2358 7110
<http://www.giz.de>

Annexes:

01. Terms of Reference
02. Technical Assessment Grid
03. Eligibility Assessment Grid
04. Self-Declaration of Eligibility
05. Price Schedule
06. Bidder's questions
07. General Terms and Condition of Contract
08. Formal Declaration of Acceptance GIZ General Terms and Conditions
09. Contractor Data Profile
10. Tender Timeframe