giz Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

giz Indonesia, ASEAN, Timor Leste

To

All invited bidders

Invitation to tender – RFP No. 83461564

Project no.:	**18.0128.1-311.00**
Project title:	**SASCI+ (EUDR Engagement) Project**
Country:	**Indonesia**

Service Tendered:
Facilitation of Commodity-Specific Focused Group Discussions (FGDs) on EUDR in Indonesia

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.

In 2023, the European Union together with BMZ commissioned the project "Engagement with Indonesia, Malaysia, Laos, Thailand and Vietnam to raise awareness on and to promote better understanding of the EU approach to reducing EU-driven deforestation and forest degradation (EUDR Engagement)". The project EUDR engagement will support the EU delegations in Indonesia, Laos, Malaysia, Thailand and Viet Nam with enhancing the understanding for and alleviate concerns about the EU Regulation on deforestation-free products (EUDR) in particular on its core elements (i.e. mandatory due diligence rules, traceability, benchmarking), on the EU's flanking measures to create an enabling environment for compliance by operators and the opportunities the EUDR implies.

The project is implemented by GIZ and integrated into the BMZ funded global program "Sustainability and Value Added in Agricultural Supply

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Chains", which is part of the special initiative "Transformation of Agricultural and Food Systems". On behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ), the program promotes the sustainability of selected agricultural supply chains in partner countries. The GIZ "Initiative for sustainable agricultural supply chains" (INA) is responsible for operational steering and technical coordination while GIZ projects in the five partner countries lead the implementation in the respective country.

SASCI+ (EUDR Engagement) Project is currently seeking a **Consulting Services/Company to provide Facilitation services of Commodity-Specific Focused Group Discussions (FGDs) on EUDR in Indonesia.**

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

Should you be interested in participating in this tender, please submit the proposal at the latest by **Thursday, 28 March 2024**. 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 Form 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: **Name of the submitting Company # RFP No. 83461564 – Facilitation of Commodity Specific FGDs on EUDR in Indonesia.**

Content of Technical and Financial Proposal as follow :

Technical Proposal should be consisted of:

- Proposal with requirement details as set forth in the Term of Reference
- Curriculum Vitae of proposed Key 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). Since GIZ obliged to withhold the income tax.
- All prices/rates quoted must be exclusive of Value Added Tax (VAT11%)
- Copy of Business License (NIB)
- Tax Registration Number
- Bank account information
- The currency of the financial proposal shall in IDR
- **Financial Proposal shall be protected by password**

2. Value Added Tax

-Not applicable-

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).

Technical evaluation of bid x 70% + most economical bid x 30%
Technical evaluation of best bid price of bid

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

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. 83461564 – Facilitation of Commodity Specific FGDs on EUDR in Indonesia."

GIZ General Terms and Conditions for the contract as Annex 5 of this document.

6. 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 siti.amaliah@giz.de and cc to lidya.jata@giz.de within the period **18 - 27.03.2024.** The queries will be answered by E-mail.

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 to Tender
01. Terms of Reference
02. Technical Assessment Grid
03. Price Schedule Form
04. Bidding Q & A
05. General Terms & Conditions