giz Indonesia, ASEAN

To

All invited bidders

Invitation to tender – RFP No 83460361

Project no.:	**2019.2340.8-001.00**
Project title:	**SDGs SSTC**
Country:	**Indonesia**

Service Tendered:
Consultancy Service for Developing A Final Report

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 project titled "Strengthening Capacities for Policy Planning for the Implementation of the 2030 Agenda in Indonesia and in the Global South" (SDGs SSTC) has been commissioned by BMZ with implementation timeline that extends until May 2024. The objective of the project is as follows "the capacity for action and cooperation between different state and non-state actors to implement the 2030 Agenda in Indonesia and in Indonesian development cooperation is strengthened."

The project's political partner is the Indonesian Ministry of National Development Planning (Bappenas), working in conjunction with the National Coordination Team of South-South Cooperation Indonesia (NCT SSC). The NCT SSC includes representatives from key ministries such as Finance, State Secretariat, Foreign Affairs, and Bappenas. Chaired by the Ministry of Foreign Affairs, the NCT SSC serves as the national focal point for delivering South-South and Triangular Cooperation (SSTC), coordinating SSTC initiatives across technical ministries, fostering partnerships with development stakeholders, overseeing, monitoring and evaluating program implementation.

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GIZ SDGs SSTC Indonesia project is currently seeking an individual for **Consultancy Service for Developing A Final Report** 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 latest by **Tuesday, 12 March 2024 17.00 p.m. Local time**. **Any proposal arriving after the deadline will not be considered (disqualified).**

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 bidder may send the proposal partially with the maximum size of each email **should not exceed 10 MB**.

The subject line of the email will include the reference **RFP No. 83460361 – Consultancy Service for Developing A Final Report** and the name of the submitting company.

Content of Technical and Financial Proposal as follow :

Technical Proposal should be consist of:

- Appropriateness of proposed concept (see Chapter-2 in TOR)
- Curriculum Vitae (CV) including relevant experiences/project
- Copy of ID Card
- Copy of Taxpayer Registration Number (NPWP)

Financial Proposal:

- Financial Proposal with Price Schedule form as Annex 3, it must be signed.
- Bank Account Information
- All prices/rates must be inclusive of income tax (PPh 21/PPh 23)
  GIZ obliged to withhold the income tax.
- The currency of the financial proposal shall in IDR
- **Financial Proposal shall be protected by password.**

2. 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.

3. 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.

4. 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. 83460361 – Consultancy Service for Developing A Final Report"

5. 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.

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 CP-Indonesia@giz.de and cc to danar.nugroho@giz.de email within the period **Monday, 4 March 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

0. Invitation to Tender
1. Terms of Reference
2. Technical Assessment Grid
3. Price Schedule or Commercial Form
4. Bidding Q & A
5. Timeframe
6. General Terms & Conditions
7. Declaration of Acceptance GIZ GTC