giz Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

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To: All Bidders

Your reference		Telephone	+251-11 518 02 68
Our reference	83454985	Fax	+251-11 554 07 64
Email		Date	06.12.2023

Deutsche Gesellschaft für
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Chairman of the Supervisory Board
Jochen Flasbarth, State Secretary

Management Board
Tanja Gönner (Chair)
Ingrid-Gabriela Hoven
Thorsten Schäfer-Gümbel

Commerzbank AG Frankfurt am Main
BIC (SWIFT): COBADEFFXXX
IBAN: DE45 5004 0000 0588 9555 00

Project title: GIZ Country Office
Project N°: 94.9064.0-001.00
CoSoft N°: 83454985
Country: Ethiopia

Ladies and Gentlemen,

We intend to award a contract for the following project activity commissioned by the German Federal Ministry for Economic Cooperation (BMZ):

The objective of this assignment is to capture, edit and deliver in an organised manner promotional, project and decorative photos based on specific Terms of Reference, requirements and assignment definitions to support the Communication & PR Unit and other administrative units of the GIZ Country Office, as well as programmes and projects within the portfolio of GIZ in Ethiopia and Djibouti (IGAD), and the GIZ liaison office to the African Union.

Submission deadline

Should you be interested in implementing the tasks according to the attached Terms of Reference, we kindly ask you to submit your bid to the GIZ by **December 25, 2023 @ 02:00pm.**

Please address your bid to:

German Development Cooperation
GIZ- Office, Addis Ababa
Kazanchis, next to ECA,
Reception Desk

If you have any further questions in the connection with the tender, please only contact via email address ET_Contract_Quotation@giz.de at the GIZ Office until **December 20, 2023.**

Technical offer for bid

Project title: **GIZ Country Office**
Project N°: **94.9064.0-001.00**
CoSoft N°: **83454985**

Price offer for bid

Project title: **GIZ Country Office**
Project N°: **94.9064.0-001.00**
CoSoft N°: **83454985**

The sealed Technical and Financial offer is to be placed inside one envelope.

The outer package/envelope must be labelled as:

Bidding documents

Project title: **GIZ Country Office**
Project N°: **94.9064.0-001.00**
CoSoft N°: **83454985**

Form and Costs

All of the bids must be submitted in written form. No remuneration will be paid by GIZ for preparing the bid.

Subsequent corrections or modifications to the bid can be submitted until the deadline for submission and must be made in the same form as the bid.

The bid must be based on the General Terms and Conditions of Contract ('Terms and Conditions local', Annex 4) for supplying services and work on behalf of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH. In the event of an award of contract, they will become an integral part of the contract. The bidder's general terms and conditions of business or payment do not apply.

If you are forming a bidding consortium or association, the bid must show who the members are and how the work is divided between them. Specifically, all members must name the lead member and authorize this member to represent the association and to receive payments on behalf of the other members. The members must also acknowledge joint and several liabilities for performing the contract. A corresponding written authorization must be attached to the bid.

Content of the technical offer

The technical offer submitted must contain a detailed methodological concept in accordance with the terms of reference which allows technical evaluation in terms of the objective of the measure.

Furthermore, the technical offer must contain the Curricula vitae for the experts proposed for the project. CVs should include information on:

- name, title, nationality, date and place of birth, education and professional training,
- professional experience showing length of employment, countries of assignment, positions held, projects and programs and responsibilities and management experience,
- Special knowledge, language skills showing fluency.

The offer shall be submitted in the language of the tender documents.

The technical offer may not include any price information. Non-compliance may result in your bid not being considered.

Content of the price offer

The price offer must contain the fee per expert, the travel costs (flight costs etc.) and other costs if necessary in the specified currency according to Annex 3 (price schedule). Please see the attached Terms of Reference and price sheet for details of the quantities required.

Please calculate your prices on a net basis. Taxes should be indicated separately.

Evaluation of Offer

After the final technical evaluation (cf. Assessment Grid for the Technical Evaluation of Bids, Annex 2), only the price offers of bids with at least 501 points will be opened and evaluated. Technical offers below 501 points will be considered as technical not acceptable. The technical offer has a weighting of 70%, the price offer 30%.

The evaluation of the bids is scheduled to be completed by **15.01.2024**.

The final result is an overall ranking, headed by the most cost-effective bid. Contract negotiations will be initiated on the basis of this overall ranking.

Commencement of work

The work is scheduled to commence on **01.02.2024**. Your bid is binding until that date. If you do not receive an order in writing until that date, your bid has not been accepted. You shall not receive separate notice to this effect.

Following receipt of this letter, we ask you to confirm with the above-mentioned contact person whether or not you intend to submit a bid.

Yours truly,

Head, Procurement Unit	Procurement and Contract Specialist

Annexes:

1. Terms of Reference (ToR)
2. Assessment Grid for the Technical Evaluation of Bids
3. Price Sheet
4. General Terms and Conditions of Contracts