

To whom it may concern

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Your reference
Our reference 83464562
Email: betty.madingwaneng@giz.de
Date: 03.05.2024

Reference no.: 83464562
Processing no.: 96.9250.0-001.00
Project title: GIZ Office Pretoria
Country: The Republic of South Africa

Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH

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Registered at
Local court (Amtsgericht)
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Registration no. HRB 18384
Local court (Amtsgericht)
Frankfurt am Main, Germany
Registration no. HRB 12394

Chairman of the Supervisory Board
Jochen Flasbarth, State Secretary

Management Board
Thorsten Schäfer-Gümbel (Chair)
Ingrid-Gabriela Hoven
Anna Sophie Herken

Dear Sir/Madam,

The German Federal Ministry for Economic Cooperation (BMZ) has commissioned us with the implementation of the aforementioned project.

The project is concerned with: **To provide consulting fee grid tender #83464562.**

Should you be interested in implementing the abovementioned measure, please submit your proposal (technical and price proposal) to ZA_Quotation@giz.de in PDF ONLY by the **02 June 2024**.

The bids are to be **separated in two folders/files**. One containing technical proposal only and the other one price quotation only in the budget template provided **in one e-mail as attachments**.

Your bid should be clearly marked with the following text:

Bidding documents for <83464562><96.9250.0-001.00>
- to be opened by the Procurement Department only –

Detailed instructions on what information your bid should contain and how it should be presented as well as on the quantities required are provided in the attached terms of reference.

Your technical bid may not contain any details of prices.

Queries of a commercial, technical or procedural nature must be made in writing only, reaching GIZ not later than **17.05.2024**, and addressed to:

Betty Madingwaneng: Procurement Department
Email: betty.madingwaneng@giz.de

Non-compliance may result in your bid not being considered.

Any queries reaching us beyond that date cannot be answered.

Note: Queries and responses will be put on the website.

We will evaluate the bids received in light of both technical and price considerations (see attached Technical Assessment Grid).

When the technical evaluation has been completed, the price quotations of those bidders which are eligible from the technical point of view (more than 500 points) will be opened and evaluated by the officer responsible. Technical offers below 500 points will be considered as technically not acceptable. The technical bid and price quotation are weighted at a ratio of 70:30 respectively.

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

It is anticipated that the evaluation of the bids submitted will be completed by **21.06.2024**.

For procedural reasons, no content-related information on the progress of the evaluation will be given until a decision has been made as to the award of the contract. We would therefore be grateful if you could refrain from making inquiries in this regard. We will notify you in writing if your bid is not under consideration.

Work is scheduled to commence in **01.07.2024**. Your offer is binding until this date.

Yours truly
Betty Madingwaneng

Annexes:

1. Bidding Conditions (local)
2. Terms of Reference
3. General Conditions of Contracts (local)
4. Assessment Grid for the Technical Evaluation of Bids
5. Assessment grid for checking eligibility of candidate/ tenderers
6. Budget Allocation Template
7. Tender Form