giz Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

giz Indonesia, ASEAN

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Invitation to submit a tender:
RFP No. 83462491

Service tendered: Event Management Service for ASEAN-German Climate Action Programme Events

Project Name: The ASEAN-German Climate Action Programme (CAP)
Project No: 20.2023.8-003.00
Country of Assignment: Indonesia

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 ASEAN-German Climate Action Programme (CAP) is implemented by cooperating closely with the ASEAN Secretariat and the ASEAN Working Group on Climate Change (AWGCC). It focuses on strengthening ASEAN structures and processes to make climate policy more effective and contributes to anchoring climate policy issues more systematically, enhancing visibility in the international dialogue on climate policy, and linking regional and national climate policies.

Currently, ASEAN-CAP project is seeking a consulting firm/company to conduct, organize, and manage ASEAN-CAP events, possibly in hybrid (face-to-face and online) format. The detailed 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 28 April 2024 at 23.59PM Jakarta local time at the latest (proposal sent after this date will be automatically disqualified).

The tender requirements :

1. Requirement and the Content of The Technical and Financial Proposal

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

Please submit your technical and financial proposal in two-files, (*must be sent in separate PDF files*). Price information shall not appear in any part of technical proposal. To secure your financial proposal (pdf or excel file) please set up a password which will be used at later stage once the evaluation of the technical proposal is completed. The bidders who pass the technical evaluation will be requested to provide a password. Please save the password. Bidders are not allowed to change the password after the deadline of submission proposal.

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 no. :
83462491 Event Management Service for ASEAN CAP Events – (and the name of the company).

Content of Technical and Financial Proposal is as follows (*must be sent in separate files)*:

Technical Proposal consists 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/projects
- Copy of business license, Taxpayer Registration Number (NPWP) including PKP/ Non-PKP letter
- Formal Declaration of GIZ GTC Acceptance (Annex 7)

Financial Proposal consists of:

- Financial offer shall refer to the details cost in Price Schedule (Annex 3)
- Bank account information
- All prices/rates must be inclusive of income tax (PPh 23) as GIZ is obliged to withhold the income tax
- All prices/rates must be exclusive of Value Added Tax (VAT). Please provide a taxable or non-taxable letter (PKP or Non-PKP)

2. Value Added Tax

The Value Added Tax will be paid by GIZ (code 010).

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 completed, the financial proposal of the 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 Proposer X divided by the best number of points) x 70 % + 30 % x (Lowest price divided by the price of Proposer 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.

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 (section 3 herein).

"Adjustment to 83462491 Event Management Service for ASEAN-CAP Events”

6. General Terms and Conditions for Contract

GIZ General Terms and Conditions for the contract as Annex 6 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 26 April 2024. All questions should be submitted in writing to the email address to cp-indonesia@giz.de cc vera.agnosti@giz.de. The questions will be answered (without identifying the sender); questions and answers will be forwarded to all bidders involved in the bidding process.

Thank you for your attention and we look forward to receiving your response.

Yours faithfully,

Contract and Procurement Unit

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Annexes:

00. Invitation to Tender
01. Terms of Reference
02. Technical Assessment Grid
03. Price Schedule
04. Bidder's questions
05. Tender Timeframe
06. General Terms and Condition of Contract
07. Formal Declaration of Acceptance GIZ General Terms and Conditions