

giz GIZ Office Pretoria, P.O. Box 28102, Sunnyside 0002, Pretoria, South Africa

German Development Cooperation

**To whom it may concern**

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Your reference  
Our reference 83501843  
Email: [procurement.pretoria@giz.de](mailto:procurement.pretoria@giz.de)  
Date: 28.11.2025

**Reference no.: 83501843**  
**Processing no.: 96.9250.1-001.99**  
**Project title: GIZ Country Office**  
**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: **Provision of Microsoft Office training for GIZ Office Pretoria tender 83501843.**

Should you be interested in implementing the abovementioned measure, please submit your bid **only to [ZA\\_Quotation@giz.de](mailto:ZA_Quotation@giz.de) in PDF ONLY by the 23 January 2026.**

The bids are to be **separated in 5 pdf folders/files containing:** 1) Tender form, 2) Tax clearance 3) Technical proposal, 4) Financial proposal in the budget template provided and 5) CV & qualifications **in one e-mail as attachments.**

Your bid should be clearly marked with the following text:

**Bidding documents for <83501843><96.9250.0-001.99>  
- 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 **12.12.2025**, and addressed **strictly and only** to:

Procurement Department  
Email: [procurement.pretoria@giz.de](mailto:procurement.pretoria@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 **20.01.2026**.

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 **01.02.2026**. Your offer is binding until this date.

Yours truly  
Procurement and Contracting Unit

Annexes:

1. Bidding Conditions (local)
2. Terms of Reference
3. General Conditions of Contracts (local)
4. Assessment Grid for the Technical Evaluation of Bid
5. Budget Allocation Template
6. Tender Form