

giz Indonesia, ASEAN

To: All Tenderers

Invitation to submit a tender

Tender No : 10019532
Project No : G-010998-007 / 18.0128.1-007.80
Project Name : Sustainability and Value Added in Agricultural
Supply Chains in Indonesia (SASCI+)
Country : Indonesia
Tender Procedure : Negotiated

Service tendered:

**Field facilitators for coffee robusta in Tanggamus District, Lampung
Province**

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. GIZ supports the German government, particularly the German Federal Ministry of Economic Cooperation and Development (BMZ) in reaching its objectives in international cooperation. For further information, please visit <http://www.giz.de/indonesia>

The Sustainability and Value Added in Agricultural Supply Chains in Indonesia (SASCI+) is a project conducted on behalf of the BMZ as a part of the special initiative "Transformation of Agricultural and Food Systems" and the Global Project "Sustainability and Value-Added in Agricultural Supply Chains". SASCI+ is currently seeking a company/consulting firm to produce an animated educational video of regenerative agriculture for four themes (regenerative agriculture practices & climate resilience, soil health, integrated farming & good financial management, biodiversity & farmer as an actor). The details of the services are outlined in the Terms of Reference (Annex 1).

Should you be interested in providing this service, please send your proposal to id_quotation@giz.de on **18.05.2026 at 23:59 Jakarta local time** at the latest (proposals sent after this date will be automatically disqualified).

Tender requirements :

Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH

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Chairperson of the Supervisory Board
Niels Annen, State Secretary

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

Commerzbank AG Frankfurt am Main
BIC (SWIFT): COBADE33XXX
IBAN: DE45 5004 0000 0588 9555 00

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

Bids must be sent in separate PDF files (duly identified as technical proposal and financial proposal). Price information shall not appear in any part of the technical proposal. Financial proposal (should be password-protected). We will request the password if your proposal is deemed technically compliant. Bidders are not allowed to change the password after the submission deadline.

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 tender no. :

10019532 Field facilitators for coffee robusta in Tanggamus – (company name).

1. Content of the Technical and Financial Proposal

The technical proposal should consist 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 the TOR)
- Company profile including relevant experiences
- Self-declaration of eligibility (Annex 4)
- Formal Declaration of GIZ GTC Acceptance (Annex 8)
- Declaration of Acceptance VAT (Annex 9)
- Company Data Sheet (Annex 10)
- Legal documents: copy of business license, Taxpayer Registration Number (NPWP), including PKP/Non-PKP letter

The financial proposal should consist of:

- Financial offer shall refer to the detailed costs in Price Schedule (Annex 5) must be signed and stamped as approved by the bidder
- Bank account information
- All prices must be inclusive of income tax (PPh 23) as GIZ is obliged to withhold the income tax
- All prices must be exclusive of Value Added Tax (VAT). Please provide a taxable or non-taxable letter (PKP or Non-PKP)
- The currency of the financial proposal shall be in IDR

2. Value Added Tax

All prices quoted must be exclusive of all taxes, since GIZ including its subsidiary organs, is exempted from taxes, according to the PMK No. 215/PMK 03/2008 and KMK No. 17/KMK 010/Year 2021. The Value Added Tax shall be exempted by BADORA (code 080). The process of tax exemption shall take around 2 – 3 months.

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 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).

$$\frac{\text{Technical evaluation of bid} \times 70\%}{\text{Technical evaluation of best bid}} + \frac{\text{most economical bid} \times 30\%}{\text{price of bid}}$$

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.

"Adjustment to 10019532 Field facilitators for coffee robusta in Tanggamus"

6. General Terms and Conditions for Contract

GIZ General Terms and Conditions for the contract as Annex 7 of this document.

7. Contract Award / Adjudication of Proposals

The contract will be awarded to the bidder who offers the most responsive evaluated proposal and whose services are both commercially and technically acceptable (best overall value). If necessary, GIZ will negotiate only with the highest-ranking bidder.

Please raise any commercial, technical, or procedural questions before 15.05.2026. All questions should be submitted in writing to the email address contract-procurement-id@giz.de. The questions will be answered without identifying the sender. Both questions and answers will be forwarded to all bidders involved in the bidding process.

Thank you for your attention, and we look forward to hearing from you.

Yours faithfully,

**GIZ Office Indonesia
Contract and Procurement Unit**

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Annexes:

01. Terms of Reference
02. Technical Assessment Grid
03. Eligibility Assessment Grid
04. Self-Declaration of Eligibility
05. Price Schedule
06. Bidder's questions
07. General Terms and Conditions of Contract
08. Formal Declaration of Acceptance GIZ General Terms and Conditions
09. Declaration of Acceptance VAT
10. Company Data Sheet
11. Tender Timeframe