

giz Indonesia, ASEAN, Timor Leste

To

All invited bidders

Invitation to tender – RFP No. 0010016152

Project no.: G-012534-001
Project title: COuntry Office Indonesia
Country: Indonesia
Tender Procedure: Negotiated Tender

Service Tendered:
Car Rental for Country Office Indonesia (Jakarta Based)

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 Federal Ministry for Economic Cooperation and Development (BMZ), also within the ASEAN region. Together with the local government, private sectors and other stakeholders, GIZ provides projects/programs in many aspects, such as climate change, energy, forestry, inclusive growth, and good governance. Located in Central Jakarta, GIZ Indonesia ASEAN has its country office share the premises together with several project.

In order to support project activities such events, meeting, workshops may take place in Jabodetabek. Therefore, the team would need means of transportation that could support them to implement the work plan.

Should you be interested in participating in this tender, please submit the proposal at latest by **Wednesday, 13 May 2026 at 12.00 p.m. Jakarta Local time**. Any proposal arriving after the deadline will not be considered.

The tender requirement :

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

Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH

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Commerzbank AG Frankfurt am Main
BIC (SWIFT): COBADEFFXXX
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Proposal must be signed by the bidding consulting/company using the **Price of Schedule Form** provided as **Annex 3 of this Invitation**.

Proposal should be submitted in English and must be sent by email to : ID_Quotation@giz.de (Only) no later the date and time indicated in section 2 above.

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

Please submit your technical and financial proposal in two-files, technical and financial (PDF format). Price information shall not appear in any part of technical proposal.

To secure your financial proposal (pdf and excel file) please set up a password which will be used at later stage once the evaluation of the technical proposal is completed. The proposers who achieve the technical score will be requested to provide a password.

Please make sure to save the password. Bidders are not allowed to change the password after the deadline of submission.

The maximum size of each email should not exceed 10 MB.

The subject line of the email will include the reference **RFP No. 0010016152 Car Rental for Country Office Indonesia (Jakarta Based)** and the name of the submitting company.

Content of Technical and Financial Proposal as follow :

Technical Proposal should consist of:

- Technical Specification
- Vehicle registration documents; STNK, BPKB
- Proof of insurance for vehicle (all risk)
- Company profile including relevant experiences
- Legal documents: copy of business license, Taxpayer Registration Number (NPWP), including PKP/Non-PKP letter
- Filled Declaration of Acceptance GTC (Sign and Stamp)
- Filled Vendor Data Profile

Financial Proposal:

- Financial Proposal with Price Schedule form as Annex 3, it must be signed and stamp by company
- All prices/rates must be inclusive of income tax (PPH 21/PPH 23) GIZ obliged to withhold the income tax.
- All prices/rates quoted must be exclusive of Value Added Tax (VAT). Please provide the Taxable or Non-taxable letter (PKP or Non PKP)
- The currency of the financial proposal shall in IDR
- **Financial Proposal shall be protected by password.**

2. Value Added Tax

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All prices/rates quoted must be exclusive of all taxes, since GIZ, including its subsidiary organs, is exempt 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 considerations (see the attached **Technical Evaluation Grid as Annex 2**).

The technical proposals will be evaluated based on the criteria and weighting as Annex 2.

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.

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.

Proposers are requested to indicate the validity period of their proposals.

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 subject to the requirements for sending in the bid (section 3 herein).

**"Adjustment to RFP No. 0010016152 Car Rental for Country Office
Indonesia (Jakarta Based)"**

6. GIZ General Terms and Conditions for the contract.

GIZ General Terms and Conditions for the contract as Annex 6 of this document.

7. Contract Award / Adjudication of Proposals

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The Contract will be awarded to the bidders offering the most responsive evaluated proposal and whose services are commercially and technically acceptable (best overall value).

If you have any further questions in this respect, please send an email to : contract-procurement-id@giz.de within the period **27 April-08 May 2026** The queries will be answered by E-mail, both queries and answers will be forwarded to all companies involved in the bidding process.

Thank you very much for your kind attention. Kindly looking forward to hearing from you.

Yours truly,

Contract and Procurement Unit
GIZ Country Office Indonesia and ASEAN

Annexes

0. Invitation to Tender Rev
1. Terms of Reference
2. Technical Assessment Grid
3. Price Schedule
4. Declaration Of Acceptance GTC
5. Bidding Question Form
6. General Terms & Conditions
7. Vendor Data Profile
8. Timeframe Rev