

giz Indonesia, ASEAN, Timor Leste

To:

All bidders

Invitation to tender – RFP No. 10013466

Project no.: G-011511-013
Project title: Protection and Sustainable Use of Forest
Ecosystems and Biodiversity (ProFEB)
Country: Lao PDR

Service Tendered:

**Evidence based recommendations on the update of the Decision
0279 (NTFP List) and Decision 0488 (Timber List) in Lao PDR**

Award Procedure: Negotiated procedure

Dear Sir/Madam,

The "Protection and Sustainable Use of Forest Ecosystems and Biodiversity" (ProFEB) project is co-financed by the European Union (EU) and the German Federal Ministry for Economic Cooperation and Development (BMZ) and implemented by the German Development Cooperation (GIZ). The project is part of the "Team Europe Partnership with the Lao PDR aims to foster sustainable and inclusive trade, investment, and connectivity in agriculture and forestry" (TICAF), particularly focusing on forest-based value chains. ProFEB promotes inclusive multi-stakeholder processes to use forest resources responsibly and conserve biodiversity. The project is clustered under five main outputs (Forest Policy, Biodiversity, Education, Value Chains, and Forest Landscape Restoration) working together to achieve the overarching target. The ProFEB Forest Policy Output assists the Lao government in the development, updating, and piloting of policy instruments to create an inclusive, biodiversity-friendly, and deforestation-free forestry sector.

Specific Context

Non-Timber Forest Products (NTFPs) are important for the livelihoods of forest-reliant communities and contribute significantly to biodiversity conservation and sustainable forest management. In Laos, many NTFPs are traditionally harvested for food, medicine and income, particularly in rural and upland areas. There is also increasing demand for some NTFPs for commercial-scale production of goods for export. Recognizing the importance

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of sustainable use and improved management of NTFPs, there is a growing need for technical support and expert knowledge to strengthen national and sub-national frameworks. The Department of Forestry (DoF) intends to review and update the Decision No. 0279 (2020) on the Establishment of NTFP Lists I, II & III, as well as to align it with Ministry of Health Decision No. 1575 (2025) on the Designation of Medicinal Resources Lists I, I, III, through research on/assessment of NTFPs in Lao PDR and related legislation.

Similarly, DoF recognizes the urgent need to revise Decision No. 0448 (2021) on the Classification of Timber into Lists I, II, and III to reflect current forest sector realities, align with national strategies and international commitments, and promote sustainable forest management (SFM).

These lists classify different NTFP and timber species into three categories:

- List I: NTFPs and timber species that are rare, have medicinal properties, are at risk of extinction, grow and can be cultivated only in specific areas, have slow growth rates and are listed in the CITES Appendices;
- List II: NTFPs and timber species that grow and can be cultivated only in specific areas and have slow natural growth rates;
- List III: NTFPs and timber species that grow and can be cultivated in most areas and have good natural growth rates.

Providing the basis for other legislation regulating the cultivation, use and trade of NTFP and timber species, updating these lists is essential for improving forest governance, ensuring legal clarity, and fostering a more transparent and responsible NTFP and timber trade system.

Due to limited government resources and capacity, and the narrow scientific and technical expertise in Laos the information available to inform decision making is not comprehensive and needs updating to consider changes to ecological supply and demand/consumption conditions within Laos, as well as international trade and legality requirements.

ProFEB project is currently seeking a consulting company for consultancy service for Evidence based recommendations on the update of the Decision 0279 (NTFP List) and Decision 0488 (Timber List) in Lao PDR. The detail services is set forth in the attached of Term of Reference and other annexes.

Should you be interested in participating in this tender, please submit the proposal **at latest by Monday, 6 July 2026 at 23.59 p.m. Jakarta Time**. Any proposal arriving after the deadline will not be considered.

The tender requirement :

- 1. This tender applicable for Consulting/Company domicile/registered in ASEAN Region only.**

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

Proposal must be signed and stamped by an authorized representative of 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. 10013466 - Evidence based recommendations on the update of the Decision 0279 and Decision 0488 in Lao PDR** and the name of the submitting company.

Content of Technical and Financial Proposal as follow :

Technical Proposal should consist of:

- Proposal with requirement details as set forth in the Term of Reference
- Company Profile - Presentation of the bidding company/institution include organization chart
- Curriculum Vitae of Key Experts as stipulated in the TOR
- Filled Self-declaration of eligibility
- 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
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.
- The currency, please use your local currency.
- **Financial Proposal shall be protected by password.**

3. Value Added Tax

The VAT will be paid by GIZ.

4. 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.

GIZ shall have the right to invite the bidder for a presentation as part of the technical evaluation, if deemed necessary.

5. 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.

6. 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. 10013466 - Evidence based recommendations
on the update of the Decision 0279 and Decision 0488 in Lao PDR"**

7. GIZ General Terms and Conditions for the contract

The General Terms and Conditions of the contract are attached as Annex 8. Additionally, the bidder is required to sign the Formal Declaration Acceptance of GIZ GTC, which is provided as Annex 6.

8. Contract Award / Adjudication of Proposals

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 necessary, GIZ will negotiate only with the highest-ranking bidder.**

If you have any further questions in this respect, please send an email to : contract-procurement-id@giz.de within the period **17.06.2026–01.07.2026**. 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
1. Terms of Reference
2. Technical Assessment Grid
3. Price Schedule
4. Eligibility Assessment Grid
5. Self-Declaration of Eligibility
6. Declaration of Acceptance GTC
7. Bidding Question Form
8. General Terms & Conditions
9. Vendor Data Profile
10. Timeframe