

giz Indonesia, ASEAN, Timor Leste

To:

All bidders

Invitation to tender – RFP No. 10032968

Project no.: G-012528-001
Project title: Promoting Trade Related Aspects in Circular Economy (TRACE)
Country: Indonesia

Service Tendered:
Mid-Term Review for the Circular Economy Framework of the ASEAN Economic Community

Award Procedure: Negotiated procedure

Dear Sir/Madam,

The Deutsche Gesellschaft für international Zusammenarbeit (GIZ) GmbH is implementing multiple measures on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ) and other commissioning parties in ASEAN. One thematic focus is to improve circular economy through operationalising of relevant policy frameworks, trade and investment agreements or sectoral strategy plans with the private sector and public partners in ASEAN. Projects such as “Promoting Trade-related Aspects for Circular Economy in ASEAN” (TRACE), support ASEAN’s capacity to address trade facilitation and customs dimensions of circular economy with public and private partners. Further GIZ implemented projects are focusing on reducing, recycling and reusing marine plastics debris, processing agricultural residue, or remanufacturing of solar panel waste. Additionally, new ASEAN initiatives to specifically increase private sector inclusion in circular economic approaches, like the Independent Advisory Panel (IAP) are supported to improve cooperation and market access between companies from Germany and Southeast Asia.

TRACE project is currently seeking a consulting company for consultancy service for Mid-Term Review for the Circular Economy Framework of the ASEAN Economic Community. The detail services is set forth in the attached of Term of Reference and other annexes.

Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH

Registered offices
Bonn and Eschborn, Germany

Friedrich-Ebert-Allee 32 + 36
53113 Bonn, Germany
T +49 228 4460-0
F +49 228 4460-1766

Dag-Hammarskjöld-Weg 1 - 5
65760 Eschborn, Germany
T +49 6196 79-0
F +49 6196 79-1115

E info@giz.de
I www.giz.de

Registered at
Local court (Amtsgericht)
Bonn, Germany
Registration no. HRB 18384
Local court (Amtsgericht)
Frankfurt am Main, Germany
Registration no. HRB 12394

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): COBADEFFXXX
IBAN: DE45 5004 0000 0588 9555 00

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Should you be interested in participating in this tender, please submit the proposal **at latest by Thursday, 23 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. 10032968 - Mid-Term Review for the Circular Economy Framework of the ASEAN Economic Community** 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

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- 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).

Technical evaluation of bid x 70% + most economical bid x 30%

Technical evaluation of best bid 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. 10032968 - Mid-Term Review for the Circular Economy Framework of the ASEAN Economic Community"

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 **10.07.2026–15.07.2026**
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

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6. Declaration of Acceptance GTC
7. Bidding Question Form
8. General Terms & Conditions
9. Vendor Data Profile
10. Timeframe