

Terms of reference (ToR) for the procurement of services below the EU threshold

CONFIDENTIAL

Quarterly Maintenance of Air-Conditioners (GIZ Country Office)	Project number/ cost centre: B100023
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1. Context

GIZ has over 50 years of experience in a wide variety of areas, including economic development and employment, energy and the environment, and peace and security. We work with businesses, civil society actors, and research institutions, fostering successful interaction between development policy and other policy fields and areas of activity. The German Federal Ministry for Economic Cooperation and Development (BMZ) is our main commissioning party. Currently, GIZ promotes sustainable development in Ghana via about 40 programmers and projects. Our activities cover three priority areas: energy and climate, with a concentration on renewable energy and energy efficiency; sustainable economic development training and employment and peaceful and inclusive societies, which looks at good governance.

The GIZ Accra Country office is looking for a suitable and renowned Company to offer highly professional and efficient maintenance services in respect of the customer's Air conditioning systems (Energy efficient air conditions).

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services for the GIZ Country office R290 (49), R32 (2), R410 (4) Air-conditioners

- Ensure optimal performance of the AC's
- Ensure the filters are cleaned periodically
- Ensure that both the indoor and outdoor units of the air-conditioners are thoroughly cleaned, including:
 - Indoor unit
 - Outdoor unit
 - Grilles
 - Cabinets
 - Heat exchangers
- Ensure fittings are well fixed
- Check and refill the air-conditioners in the GIZ Country office
- Ensure the environment is tidied

Any replacement of a part shall be discussed with the procurement Unit of GIZ prior to the servicing of the ACs.

Period of assignment: from 1st August 2026 until 30th July 2028.

3. Personnel concept

Team leader (Engineer)

Tasks of the team leader

- Overall responsibility for the servicing of the air condition units
- Coordinating and ensuring communication with GIZ / Facility Manager
- The servicing of the Acs should not result in any damage of the building.

Qualifications of the team leader

- Education/Training: Professional training and certification by a renowned organisation as technician for Heating, Ventilation and Air Conditioning (HVAC) systems
- Language: Good business language skills in English
- General professional experience: A minimum of 10 years of professional experience in the HVAC sector.
- Specific professional experience: A minimum of 5 years' experience with Green (R290) Energy Efficient HVAC systems.

The consultant will work closely with the Facility Manager at GIZ Country Office.

4. Costing requirements

Assignment of personnel and travel expenses

Per diem allowances are reimbursed as a lump sum up to the maximum amounts permissible under tax law for each country as set out in the country table in the circular from the German Federal Ministry of Finance on travel expense remuneration (downloadable from the [German Federal Ministry of Finance – tax treatment of travel expenses and allowances for international business travel as of 1 January 2024/2025 \(GERMAN ONLY\)](#)).

Accommodation allowances are reimbursed as detailed in the specification of inputs below.

With special justification, additional Accommodation costs up to a reasonable amount can be reimbursed against evidence.

All business travel must be agreed in advance by the officer responsible for the project

Sustainability aspects for travel

GIZ has undertaken an obligation to reduce greenhouse gas emissions (CO₂ emissions) caused by travel. When preparing your tender, please incorporate options for reducing emissions, such as selecting the lowest-emission booking class (economy) and using means of transport, airlines and flight routes with a higher CO₂

efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

CO₂ emissions caused by air travel must be offset. GIZ specifies a budget for this, through which the carbon offsets can be settled against evidence.

There are many different providers in the market for emissions certificates, and they have different climate impact ambitions. The [Development and Climate Alliance \(German only\)](#) has published a [list of standards \(German only\)](#). GIZ recommends using the standards specified there.

Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments
Designation of TL/key expert/short-term expert pool	5	8	40	Servicing is required quarterly in a year, therefore 8 times in 2 years
Designation of TL/key expert/short-term expert pool				
Travel expenses	Quantity	Number per expert	Total	Comments
Per-diem allowance in country of assignment				
Overnight allowance in country of assignment				Overnight stays abroad: Note: Under the BMF travel expense regulations, overnight allowances not exceeding 100% of the lump sum amounts can be submitted for

				reimbursement against evidence. Up to 75% of the maximum rates specified in the travel expense regulations can be submitted for reimbursement on a lump-sum basis. Please indicate in the price schedule whether your offer is on a lump-sum basis or against evidence. Overnight stays in Germany (deviation from the travel expense regulations): Note: Overnight allowances of up to EUR 130 can be submitted for reimbursement against evidence. Up to EUR 80 can be submitted for reimbursement on a lump-sum basis. Please indicate in the price schedule whether your offer is on a lump-sum basis or against evidence.
Transport	Quantity	Number per expert	Total	Comments
International flights				Travel to the place of service delivery
Domestic flights				Flights within the country of assignment during service delivery
CO ₂ compensation for air travel				A fixed budget of EUR is earmarked for settling carbon offsets against evidence.

Travel expenses (train, car) • •				Travel within the country of assignment, transfer to/from airport etc.
Other travel expenses				e.g. visa costs
Fixed travel budget				A budget is earmarked for travel to the following countries: . A fixed budget of EUR is earmarked for settling travel expenses against evidence. You can find further information on the travel expense budget in the 'Price schedule' document. Please use the 'Explanations' column in the price schedule to break down the individual items. Settlement is possible only until the budget is depleted.
Other costs	Number	Price	Total	Comments
Flexible remuneration				A budget of EUR is foreseen for flexible remuneration. Please incorporate this budget into the price schedule. Use of the flexible remuneration item requires prior written approval from GIZ.
Workshops				The budget contains the following costs . Please calculate a budget for workshops taking the

				following cost items into account:
Subcontracts				The budget contains the following costs .
Procurement of materials and equipment				The budget contains the following costs .
Local contributions				The contractor administers the following local <i>contributions</i> in accordance with Section 2.7 AVB: .
Other costs				The budget contains the following costs .