

To:

All bidders

Invitation to tender – RFP No. 10041080

Project no.: G-011506-003
Project title: ASEAN EU-German Climate Action Programme (CAP)
Country: Indonesia, Turkey

Service Tendered:
Event Management Service for ASEAN Pavillion at COP 31 UNFCCC

Award Procedure: Negotiated procedure

Dear Sir/Madam,

ASEAN Member States have consistently demonstrated their commitment to multilateral climate processes through active participation in negotiations, submission of national climate pledges, and the issuance of ASEAN Joint Statements on Climate Change. However, despite these efforts, ASEAN's presence at the Conference of the Parties of UNFCCC (COP UNFCCC) remains largely driven by individual national delegations, with limited consolidation of regional narratives. This results in fragmented representation and under-leveraged influence in shaping global climate discussions. At the same time, while ASEAN hosts a growing pipeline of climate-relevant initiatives such as energy transition, industrial decarbonisation, and nature-based solutions, these opportunities are often presented in a fragmented manner, reducing their attractiveness and scalability.

The lack of a dedicated regional platform may limit ASEAN's ability to move from reactive role to an agenda-setting actor in global climate processes—particularly as global climate governance particularly shifting from negotiations to implementations as results of COP 30 UNFCCC through Belem Package. This shift highlights the urgent need to renew collective commitment to concrete actions, commitment to triple adaptation finance by 2035 including the launch of Tropical Forest Forever Facility (TFFF) and the Fund for Responding Loss and Damage (FRLD). This is particularly critical in the lead-up to COP31, where discussions are expected to advance the implementation of Global Stocktake outcomes, strengthen adaptation frameworks, operationalize Loss and Damage mechanisms, and scale climate finance—including for NDCs 3.0 and investment-ready pipelines.

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A significant milestone was achieved at COP 30 UNFCCC in Belém, Brazil, where ASEAN, in close collaboration with GIZ ASEAN EU-Germany Climate Programme (CAP), established the ASEAN Pavilion for the first time. The Pavilion convened 34 events, effectively showcasing regional initiatives and contributions to global climate action, while enhancing ASEAN's collective visibility and engagement within the multilateral climate fora. The experience of the ASEAN Pavilion at COP 30 demonstrating a high interest for a regional platform to showcase ASEAN-led initiatives for climate actions, build partnerships and elevate ASEAN's collective voice in international climate fora. At the same time, experience of ASEAN Pavilion at COP30 highlighted the need for stronger coordination, increased contribution from ASEAN Member States and partners, and a more outcome-oriented approach.

Building on this momentum, there is a clear strategic case to establish and scale the ASEAN Pavilion at COP 31 UNFCCC as a structured and recurring instrument of regional climate diplomacy. This pavilion would not only as visibility platform, but as a strategic platform that would enable ASEAN to bridge the gap between national interest with a cohesive regional priority, mobilising finance, and translating dialogue into concrete partnership which contribute to global climate agenda.

In this context, the ASEAN Pavilion at COP 31 is conceived not merely as a physical venue, but as a multi-functional platform that integrates diplomacy, policy dialogue, and investment facilitation. It will serve as a focal point for articulating ASEAN's collective narrative, showcasing regional leadership, and convening stakeholders across government, development partners, financial institutions, and the private sector. By providing a coordinated space for ASEAN Member States to align messaging, host high-level dialogues, and engage with key negotiation tracks under the UNFCCC, the ASEAN pavilion will strengthen ASEAN's coherence, credibility and influence in advancing climate mitigation, adaptation, and climate finance outcomes.

The ASEAN EU-Germany Climate Action Programme (CAP), funded by the European Union (EU) and Germany, will support the ASEAN Pavilion at COP31 UNFCCC. This initiative aligns with the EU Global Gateway and Germany's climate priorities by promoting climate dialogue, innovation, and strengthened cooperation in Southeast Asia.

The proposed ASEAN Pavilion will host approximately 22 events over the two-week period, strategically aligned with UNFCCC thematic days, while providing exhibition space for publications and multimedia materials. The pavilion will function as a regional hub for climate policy discussions, knowledge sharing, and partnership building to advance Southeast Asia's climate action initiatives.

Should you be interested in participating in this tender, please submit the proposal **at latest by Thursday, 20 August 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. 10041080 - Event Management Service for ASEAN Pavillion at COP 31 UNFCCC** 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. 10041080 - Event Management Service for
ASEAN Pavillion at COP 31 UNFCCC"**

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 **07.08.2026–12.08.2026**. 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