

giz Indonesia, ASEAN

To

All interested bidders

Invitation to tender

Tender No : 10054145
Project No : 25.2125.0-001.00 / G-018153-001
Project Name : Just Energy Transition Partnership (JETP) Delivery Unit - JDU
Country : Indonesia
Tender Propose : Procurement of Office Equipment for JDU

Dear Sir/Madam,

You are kindly requested to submit a quotation for supply and delivery of **Office Equipment for JDU**.

The detail specification is set forth in the **Technical Specification Form as Annex 1** of this document.

Should you be interested in participating in this tender, please submit the quotation to ID_Quotation@giz.de at latest by **07.10.2026** at **23.59 Jakarta Local time**.

Any proposal arriving after the deadline will not be considered.

The bidder may send the proposal partially with the maximum size of each email should not exceed 10 MB.

Please submit your quotation with subject: **1005445 – Procurement of Office Equipment JDU - Company Name**

The documents submitted must be consist of:

1. **Technical Specification Form** with signature and company stamp – annex 1
2. **Bid Price Form** with signature and company stamp – as attached (must be protected by password). – Annex 2

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

3. Signed the **Self-Declaration of Source or Origin, as annex 3**
4. Signed the **Declaration of Prevention Terrorism Compliance Embargoes, as annex 4.**
5. Signed the Declaration of Acceptance VAT, as annex 5

Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH

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Niels Annen, State Secretary

Management Board
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Seite 2/6,

6. Fill in the **Vendor Data Profile, annex 6** and complete the document required (Legal and Tax document) i.e. NIB/SIUP, NPWP, SPPKP letter (in completeness to the VAT added in the Bid price form), etc.

If you have any further questions in this tender, please send an email to Contract-Procurement-ID@giz.de latest on **03.10.2026**

The detail please read terms & conditions as below:

TERMS & CONDITIONS	
Delivery Address	GIZ JDU Office Coordinating Ministry of Economic Affairs Gedung Pos Ibukota, Jakarta Pusat PIC will inform later after tender announcement bidders must communicate the fastest possible delivery date after the PO has been awarded.
Delivery Date	Within 14 days after PO received
Payment Term	Approximately 30 days after goods and invoice received
Currency	IDR (Indonesia Rupiah)
Taxes	All prices/rates quoted must be exclusive of all taxes, since the 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. GIZ shall process the VAT with tax exemption to BADORA. The process of tax exemption will take 2 - 3 months. Supplier is obliged to release the Tax Invoice with code 08 (tax exemption). Please provide the PKP and/ PTKP Letter.
Validity of Quotation	30 Days
Bid Price Form and Technical Specification Form	▪ Please fill in the Bid Price and Technical Specification and please put your company stamp. ▪ Please make sure the documents submitted consists of all information as requested. ▪ The technical specification shall be clear, detail and complete ▪ The Bid Price shall be protected by password to secure your

	financial proposal. Please save the password. The change of password after the deadline of period submission, the bid will not be considered
The origin or source of the goods offered	GIZ reserves the right to ascertain the origin of the goods offered. This assessment will be conducted to ensure compliance with embargoes and other trade restrictions in place within the scope of GIZ's due diligence. This is particularly true of the EU sanctions against Russia, Belarus, Crimea and the affected parts of Eastern Ukraine¹ currently in place (primarily the EU Council Regulations No.: 833/2014 and 765/2006). By submitting the bid, the bidder undertakes towards GIZ the responsibility that in the event of a probable award, the bidder will provide all necessary support to enable GIZ to ensure compliance with the sanctions regime – this assurance is thus given prior to the award of any contract. This includes in particular the obligation, if so requested by GIZ, to complete a self-declaration to determine the origin of the goods offered and/or to provide GIZ with the required evidence of the origin of such goods. Should the bidder fail to meet these obligations or fail to do so within a reasonable period of time, this can result in their bid being excluded. A contract can only be awarded on completion of this assessment of the origin of the goods offered. Should this check give grounds for concern or reveal facts that constitute a contractual impediment, GIZ shall inform the bidder without delay. GIZ shall also reserve the right in such cases to award the contract to the next-ranked bidder in the competitive tender procedure. Supplier Self – Declaration as Annex 3 shall be signed and attach with the tender document.
Prevention of the financing of terrorism and compliance with embargoes	The contractor shall not make any funds or other economic resources available, directly or indirectly, to third parties that are included on a sanctions list issued by the United Nations and/or the EU. Declaration of Prevention of Terrorism as Annex 4 shall be signed and attached with the tender document.

¹ https://finance.ec.europa.eu/eu-and-world/sanctions-restrictive-measures/sanctions-adopted-following-russias-military-aggression-against-ukraine_en#sanctions

Sample of Product (Not Applicable)	As part of the evaluation process prior release the Purchase Order, GIZ will ask bidder to provide a sample of products based on the technical specification. The cost of sample is borne by the bidder (by signing the bid form, the bidder agrees that there is no additional charge for sample of product to GIZ as a buyer) – Not Aplicable
Quality Inspection	1. GIZ has the right to inspect the quality of the unit before receiving, provided that it gives notice of such intention at the latest when placing the written order. The quality inspection shall be conducted when the unit will be delivered. 2. Any defects shall be remedied by the bidder without delay at his/her/its own expense. 3. The quality inspection shall not in any way prejudice GIZ's warranty claims.
Language	All quotation documentation shall be in English
General Purchase Condition	Attached
Preliminary Examination – Completeness of quotation	Partial bids are not permitted. The bidder is not allowed to quote more than one item (options) with different price for one kind of item requested. The bidders who do not comply will be ruled out from the tender evaluation.
Evaluation of Quotation and award criteria	The Evaluation Committee will examine the quotation to determine whether they are complete and whether the offer complies with the Technical Requirement. Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Bidder does not accept the correction of errors, its quotation will be rejected. If there is a discrepancy between words and figures, the amount in words will prevail. Any offers which do not meet the requirements will be rejected. The PO will be awarded to the bidder that offers the lowest priced and /or pass technical qualifications.

Goods Packing and Marking	1. The Seller is responsible for the proper packing with consideration being given to the respective mode of shipment and bears the burden of evidence for this. GIZ will assume packing costs and other incidental costs only if this has been expressly agreed. 2. The type of packing must be suitable for the goods being transported, taking into account the mode of shipment used; it must be as environmentally-friendly as possible, appropriate for the climatic conditions and satisfy the legal requirements in the destination and transit countries. 3. Hazardous goods must be packed and marked in accordance with the laws and regulations applicable to the means of transport in question. 4. Packages shall be marked as directed by GIZ or GIZ's forwarding agent, without specific indication of their content or the company from which they come, and must comply with the regulations of the destination and transit countries. Each package is to be marked at least on two opposite sides, in accordance with GIZ's shipping instructions, with the gross and net weights, external dimensions and, where appropriate, with symbols for fragile goods, hook attachment points, indications of Centre of gravity and potential dangers. 5. The Seller is liable for damage attributable to inadequate or defective packing or marking. 6. The forwarding agents contracted by GIZ are instructed to refuse to accept packages which do not comply with the above conditions, or to arrange for the shortcomings to be remedied at the Seller's expense.
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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,

GIZ Office Indonesia
Contract and Procurement Unit

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Seite 6/6,

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Annexes

01. Technical Specification Form
02. Bid Price Form
03. Supplier Self-Declaration
04. Declaration of Prevention of Terrorism
05. Declaration of VAT
06. Vendor Data Profile
07. General Purchase Terms & Conditions