

To:

All Bidders

Deutsche Gesellschaft für
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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

Invitation to submit a tender

Tender No : 10051989
Project No : 92.9070.1.001.00 / B-200000
Project Name : GIZ Country Office Indonesia
Country : Indonesia
Tender purpose : Adobe Acrobat Pro & Creative Cloud Pro License Renewal

Dear Sir/Madam,

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH hereby invites you to submit a quotation for the supply and delivery of:

Adobe Acrobat Pro & Creative Cloud Pro License Renewal

Details of the required items and technical specifications are provided in Annex 1: Technical Specification Form. Please complete Annex 1 and include it with your quotation.

Qualified and interested parties are required to submit quotation to: ID.Quotation@giz.de by **16.09.2026 at 23:59 Jakarta local time** at the latest. Quotation submitted after the deadline will be automatically disqualified.

The subject line of the email must include the reference tender no:
10051989 Adobe and Cloud Renewal - (company name)

The documents submitted should consist of:

1. Technical Specification Form, with signature and company stamp (Annex 1)
2. Bid Price Form, with signature and company stamp (Annex 2)
- protected with password
3. Self-Declaration of Source or Origin (Annex 3)
4. Declaration of Prevention of Terrorism and Compliance with Embargoes (Annex 4)
5. Declaration of Acceptance VAT (Annex 5)
6. Company Data Sheet (Annex 6)
7. Legal documents: copy of business license, NIB, Taxpayer Registration Number (NPWP) including PKP/Non-PKP letter
8. Copy of authorization certificate and product brochure if any, related to the offered product.

For more detailed information, please read terms & conditions below:

TERMS & CONDITIONS	
Delivery address	GIZ Country Office Indonesia Menara BCA, 46th floor Jl. M.H. Thamrin No. 1 Jakarta 10310 – Indonesia
Expected delivery date	08 November 2026

Payment Term	Approximately 30 days after goods and invoice are received
Currency	IDR (Indonesia Rupiah)
Taxes	All prices/rates quoted must be exclusive of all taxes, as GIZ, including its subsidiary organs, is exempt from taxes under 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 tax exemption process will take 2-3 months.
Validity of Quotation	30 Days
Bid Price Form and Technical Specification Form	Please fill in the Bid Price Form and Technical Specification Form, and please put your company stamp. Please make sure the submitted documents contain all the requested information. The technical specifications must be clear, detailed, and complete. The Bid Price Form must be password-protected to secure your offer. Please save the password. Bidders are not allowed to change the password after the deadline for submission of the quotation. If the password changes after the deadline for submission of the quotation, the bid price will not be accepted.
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 Ukraine 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. Self-Declaration of Source or Origin (Annex 3) shall be signed and attached to the bid document.
Prevention of the financing of terrorism and compliance with embargoes	The supplier 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 (Annex 4) shall be signed and attached to the bid document.
Quality Inspection	GIZ has the right to inspect the quality of the unit before receiving it, if it gives notice of such intention at the latest when placing the written order. The quality inspection shall be conducted when the unit is delivered. Any defects shall be remedied by the bidder without delay at his/her/its own expense. The quality inspection shall not in any way prejudice GIZ's warranty claims.

Language	All quotation documents must be in English
General Purchase Conditions	Attached (Annex 7)
Preliminary Examination – Completeness of quotation	Partial bids are not permitted. Bidders are not allowed to quote more than one item (option) at different prices for the same item requested. Bidders who do not comply will be excluded 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 that do not meet the requirements will be rejected. The PO will be awarded to the bidder who offers the lowest price and/or meets the 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

Please raise any commercial, technical, or procedural questions no later than 14.09.2026.
Please submit all questions in writing to contract-procurement-id@giz.de. Responses will
be shared with all invited bidders if applicable.

Thank you for your interest and cooperation.

Yours faithfully,

**GIZ Office Indonesia
Contract and Procurement Unit**

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Internationale Zusammenarbeit (GIZ) GmbH
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Annexes

- 00. Invitation to Tender
- 01. Technical Specification Form
- 02. Bid Price Form
- 03. Self-Declaration of Source or Origin
- 04. Declaration of Prevention of Terrorism and Compliance with Embargoes
- 05. Declaration of Acceptance of VAT
- 06. Company Data Sheet
- 07. General Purchase Conditions