

giz Indonesia, ASEAN

To: All Bidders

Invitation to submit a tender

Tender No : 10045974
Project No : B200000
Project Name : GIZ Country Office Indonesia
Country : Indonesia
Tender Procedure : Negotiated

Service tendered:

Training on Impactful Communication and Navigating Tension

Dear Sir/Madam,

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is an international cooperation enterprise for sustainable development with worldwide operations. Its corporate objective is to improve people's living conditions on a sustainable basis. GIZ has been working in Indonesia since 1975 on behalf of the German Government. GIZ supports the German government, particularly the German Federal Ministry of Economic Cooperation and Development (BMZ) in reaching its objectives in international cooperation. For further information, please visit <http://www.giz.de/indonesia>

The Human Resources Department of GIZ Indonesia manages ~400 national personnel and supports adherence to GIZ policies (Code of Conduct, Compliance, SEAH, Diversity). Effective communication and constructive conflict handling are critical for collaboration and performance in a multicultural environment. This programme aims to build practical skills for impactful communication, feedback, critical conversations, and conflict navigation aligned with GIZ values and standards.

To support this objective, the Human Resources Unit is seeking a qualified consulting company to design and deliver the training programme on "Impactful Communication and Conflict Management."

The detailed services is set forth in the attached Terms of Reference and other Annexes.

If you are interested in providing this service, please submit your proposal to id_quotation@giz.de by **30.09.2026 at 23:59 Jakarta local time** at the latest. Proposals received after this deadline will be automatically disqualified.

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Tender requirements :

Bids are to be submitted using the two-file procedure. Bids must be sent in separate PDF files (duly identified as technical proposal and financial proposal). Price information shall not appear in any part of technical proposal. The financial proposal should be password-protected. We will request the password if your proposal is deemed technically compliant. Bidders are not allowed to change the password after the submission deadline.

The default size of e-mails is limited to 10 MB. Above that, GIZ's email servers refuse the message and its attachments. If necessary, send more than one e-mail.

The subject line of the email must include the reference tender number:

10045974 Training on Impactful Communication and Navigating Tension –
(company name).

1. Content of the Technical and Financial Proposal

Technical Proposal should consist of:

- The technical concept should clearly indicate how the services outlined in Section 1.3 (Objective of the assignment) will be provided, in accordance with the criteria specified in Section 3 (Conceptual) of the TOR
- CV of assigned experts, including position in the team
- Company profile including relevant experiences
- Self-declaration of eligibility (Annex 4)
- Formal Declaration of GIZ GTC Acceptance (Annex 8)
- Declaration of Acceptance VAT (Annex 9)
- Company Data Sheet (Annex 10)
- Legal documents: copy of business license, Taxpayer Registration Number (NPWP), including PKP/Non-PKP letter

Financial Proposal should consist of:

- Financial offer shall refer to the detailed costs in Price Schedule (Annex 5) must be signed and stamped as approved by the bidder
- Bank account confirmation
- All prices must include income tax (PPH 23), as GIZ is required to withhold the income tax
- All prices must exclude Value Added Tax (VAT). Please provide a taxable or non-taxable letter (PKP or Non-PKP)
- The currency of the financial proposal shall be in IDR

2. Value Added Tax (VAT)

All prices must exclude Value Added Tax (VAT), as GIZ and its subsidiaries are tax-exempt according to PMK No. 215/PMK 03/2008 and KMK No. 17/KMK 010/Year 2021.

The VAT shall be exempted by BADORA (code 080). The tax exemption process takes about 2–3 months.

3. Technical and Financial Evaluation

We will evaluate the bids received in the light of both technical and price considerations. The technical proposal will be evaluated based on the criteria and weighting (Annex 2 Technical Assessment Grid).

All financial factors will be analysed and compared to ensure that the price of each item is reasonable and comparable. Financial proposal may be corrected in the following cases: inconsistencies/ discrepancies, calculation errors, unjustified additions, and omissions. GIZ will inform each bidder of the changes and ask them to either accept the corrections or reject them. All corrected financial proposals rejected by the bidders will be rejected. Only financial proposals that meet all requirements at the preliminary examination stage will be qualified for the detailed financial evaluation stage.

When the technical evaluation has been completed, the financial proposal of those bidders who 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% based on 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).

$$\frac{\text{Technical evaluation of bid} \times 70\%}{\text{Technical evaluation of the best bid}} + \frac{\text{most economical bid} \times 30\%}{\text{price of the bid}}$$

An overall order of rank is thus established, with the most cost-effective bid at the top.

If necessary, GIZ has the right to invite bidders for a presentation proposal as it is part of the technical evaluation process.

4. 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. Bidders are requested to indicate the validity period of their proposal.

5. Modification/withdrawal of the bid

Adjustment to or withdrawal of bids is 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.

"Adjustment to 10045974 Training on Impactful Communication and Navigating Tension – (company name).

6. General Terms and Conditions for Contract

GIZ General Terms and Conditions for the contract as Annex 7 of this document.

7. Contract Award / Adjudication of Proposals

The contract will be awarded to the bidder who offers the most responsive evaluated proposal and whose services are both commercially and technically acceptable (best overall value). If necessary, GIZ will negotiate only with the highest-ranking bidder.

Please raise any commercial, technical, or procedural questions before 28.09.2026.

All questions should be submitted in writing to the email address contract-procurement-id@giz.de. The questions will be answered without identifying the sender. Both questions and answers will be forwarded to all bidders involved in the bidding process.

Thank you for your attention, and we look forward to hearing from you.

Yours faithfully,

GIZ Office Indonesia
Contract and Procurement Unit

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Annexes:

1. Terms of Reference
2. Technical Assessment Grid
3. Eligibility Assessment Grid
4. Self-Declaration of Eligibility
5. Price Schedule
6. Bidder's Questions
7. General Terms and Conditions of Contract
8. Formal Declaration of Acceptance GIZ General Terms and Conditions
9. Declaration of Acceptance VAT
10. Company Data Sheet
11. Tender Timeline