giz Jl. MH Thamrin No. 1 Jakarta 10310, Indonesia

To

All invited bidders

German Development Cooperation
GIZ Office Jakarta

Jl. MH Thamrin No. 1
10310 Jakarta, Indonesia
T +62 21 2358 7111
F. +62 21 2358 7110

Your reference:
Our reference:

Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH

Registered offices
Bonn and Eschborn, Germany

Friedrich-Ebert-Allee 32 + 36
53113 Bonn, Germany
T +49 228 4460-0
F +49 228 4460-1766

Dag-Hammarskjöld-Weg 1 - 5
65760 Eschborn, Germany
T +49 6196 79-0
F +49 6196 79-1115

E info@giz.de
I www.giz.de

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)
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Anna Sophie Herken

Commerzbank AG Frankfurt am Main
BIC (SWIFT): COBADEFFXXX
IBAN: DE45 5004 0000 0588 9555 00

Invitation to tender – RFP No. 10057209

Project no.:	**G-011982-004**
Project title:	**Solution for Integrated Land and Seascape Management in Indonesia (SOLUSI)**
Country:	**Indonesia**

Service Tendered:
Rental of Multifunction Copier Machines for Subang Office

Award Procedure: Negotiated procedure

Dear Sir/Madam,

As a federal enterprise, the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH supports the German Government in achieving its objectives in the field of international cooperation for sustainable development. On behalf of the German Government, GIZ currently provides advisory services to the Government of Republic Indonesia since 1975. For further information, please visit www.giz.de/indonesia.

GIZ FORCLIME is seeking a company for **Rental of Multifunction Copier Machines for Subang Office Jakarta, at Jl. Subang No. 10, Menteng, Jakarta 10310.** The detail services are set forth in the attached of Term of Reference and other annexes.

Should you be interested in participating in this tender, please submit the proposal by **Friday, 06 November 2026 at 15.00 WIB, at the latest**.
Any proposal arriving after the deadline will not be considered (disqualified).

The tender requirement :

1. **This tender aplicable for Consulting/Company domicile and register in Indonesia only.**
2. **Requirement and the Content of The Technical and Financial Proposal**

Proposal must be stamp and signed by an authorized representative of the bidding 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 **ONLY** to : ID_Quotation@giz.de 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 bidder may send the proposal partially with the maximum size of each email should not exceed 10 MB.

The subject line of the email will include the reference **RFP No. 10057209 – Rental of Multifunction Copier Machines for Subang Office** and the name of the contractor/company.

Content of Technical and Financial Proposal as follow :

Technical Proposal should consist of:

- Fill and sign the Technical specification form as annex 2.
- Proposal with requirement details as set forth in the Term of Reference (ToR).
- Company Profile – Presentation of the bidding company/institution include including list of customer/experience.
- Company NPWP
- NIB
- SPPKP letter
- Vendor Data Profile, annex 6.

- BP (Business Partner) Form, annex 7.
- Confirmation of acceptance_GTC GIZ, annex 8

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 (PPh 23)** GIZ obliged to withhold the income tax.
- All prices/rates quoted must be exclusive of Value Added Tax (VAT), by providing the SPPKP Letter.
- The currency of the financial proposal shall in **IDR**
- **Financial Proposal shall be protected by password.**

3. Value Added Tax

All prices/rates quoted must be exclusive of all taxes, since GIZ including its subsidiary organs, is exempted from taxes.

According to the PMK No. 215/PMK 03/2008 and KMK No. 17/KMK 010/Year 2021. The Value Added Tax shall be exempted by BADORA **(code 080).** The process of tax exemption shall take around 2 – 3 months.

PKP/Non-PKP letter (SPPKP letter) shall be provided.

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**).

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).

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

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 periof 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. 10057209 – Rental of Multifunction Copier Machines for Subang Office"

7. GIZ General Terms and Conditions for the contract

The General Terms and Conditions of the contract are attached as **Annex 4**. Additionally, the bidder is required to sign the Formal Declaration Acceptance of GIZ GTC, which is provided as **Annex 8**.

8. Contract Award / Adjudication of Proposals

The Contract will be awarded to the biders 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 using the enclosed form as **annex 5** to Contract-Procurement-ID@giz.de before **04.11.2026.** 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

1. Terms of Reference (ToR) REV
2. Technical Specification Form REV
3. Bid Price Form REV
4. General Terms & Conditions
5. Bidding Q & A
6. Vendor Data Profile
7. Business Profile (BP) Form
8. Confirmation of acceptance_GTC GIZ
9. Timeframe REV