Invitation to tender (ITT) for provision of Peat Moss

1. INTRODUCTION

1.1 The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH in Syria assists the Syria Government on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ) the Federal Foreign Office (AA) and the European Union (EU). GIZ offers a wide range of services concentrating on the following sectors; Reconstruction and peacebuilding; Economic development and employment; and Good governance.

1.2 GIZ Rural Rehabilitation Initiative in Syria ILRS III invites Bidders in registered legally in Syria to submit offers for the supply of Peat moss as per Annex 1 – Technical Specifications.

2. Tender Detail

Procurement Reference Number:	10061897
Name and address of procurement entity:	GIZ Iraq Procurement and Contract Unit – Erbil Office
Project Title	Rural Rehabilitation Initiative in Syria ILRS III
The subject of ITT:	Peat moss
Lot(s)	One lot only
Date of Issue	10 November, 2026
Bid language:	English Language
Bid currency:	**United States Dollars (USD)**
Bid submission method:	Email Submission
	Two separate e-mails: one containing Financial Bid' and the other 'Technical Bid''
Documents comprising the bid	The tender package contains the following documents: • Invitation to Tender • Technical Specifications • Bid Form • General Purchase Conditions
E-mail for submission of bid	IQ_Quotation@giz.de
Deadline for submission	14:00 local time on Tuesday, November 24, 2026

3. INSTRUCTION (BID Submission)

3.1 E-mail Submission

Please address your bid to the following dedicated, controlled, and secure e-mail address. The following conditions should be applied:

IQ_Quotation@giz.de (Please refrain from adding any other GIZ e-mail; otherwise, the GIZ will assume the offer is unresponsive and invalid).

The e-mail subject must be (Company Name - 10061897 _ Peat moss)

- Sperate e-mails shall be used for the Financial Bid and Technical Bid and the Subject Heading of the e-mail shall indicate which type the e-mail contains
- The financial bid shall only include the financial bid form, Annex 2
- The technical proposal shall contain (Annex A, Company Technical offer, Company legal documents, Company's local bank account, and all other documents required by the tenderer) but exclude all pricing information.
- Bid documents required shall be included as an attachment to the e-mail in PDF or the same type of file provided as a ZIP file. Documents in MS Word or Excel will result in the bid being disqualified.
- E-mail attachments shall not exceed 20MB; otherwise, the Bidder shall send the bid in multiple e-mails. E-mail attachments exceeding 20MB will not be received in the GIZ mailbox.
- All documents should be signed and stamped.

Failure to comply with the above may disqualify the Bid

3.2 Deadline for Submission

Complete Bids must be received no later than **14:00 local time on Tuesday, November 24, 2026**

Any BID received after the deadline might not be considered; however, If the deadline date was on a weekend or unexpected public holiday, the tender submission will be shifted to the following working day.

4. Bid Currency

The bid's prices, costs, charges, discounts, and other financial aspects shall be indicated in (**USD)**.

5. Tender submission Cost

The Bidder shall bear all costs associated with the preparation and submission of the tender.

6. Bid Language

The bid prepared by the Bidder and all documents relating to the bid shall be written in the English language

7. Correction or Modification

Subsequent corrections, modifications, and additions to the technical offers bid can be considered only if the GIZ receives them before the deadline submission to this e-mail, iq_quotation@giz.de. The e-mail subject is (Amendment - 10061897 _ Peat moss).

The bidding documents shall contain no alterations, omissions, or additions, except those to comply with conditions issued by the GIZ or as necessary to correct errors made by the Bidder, in which case such corrections shall be initiated by the person or persons signing the bidding documents.

The bid must be based on the Annex 3 - General purchase conditions for supplying goods on behalf of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH. In the event of an award of a Purchase order or contract, they would become an integral part.

8. Content of Bid

8.1 Content of the Technical Offer

The Bidder shall provide GIZ with the information that should satisfy the requirements laid down in the bidding documents. The bid should contain the following information, and any extra requirements will be requested during the evaluation process (if required)

- *A detailed datasheet/catalog for each requested item must be submitted with the tender and match with Annex 1 – technical specifications.*
- *Copy-pasting GIZ Annex 1 – technical specifications or submitting only reference pictures will not be considered as company/bidder datasheet.*
- *In the event of physical samples, GIZ informs all the Bidders that are formally forwarded to technical evaluation to submit samples to a specific location requested by GIZ. Bidders shall incur all costs of the tender preparation and submission. GIZ will in no case reimburse them.*

Please refer to Annex 1 – Technical Specifications for more details.

Local bank accounts, including (Bank Name, Account Holder, IBAN, SWIFT CODE). The Bank account must be under the company name.

To be potentially qualified for the award of the contract, the bidders shall:

- Provide all relevant local legal registration documents of the company and all worldwide valid certificates, which include a place of registration (Company Certificate), principal place of business, and written power of attorney of the signatory (ID from Ministry). In addition, copies of original documents showing the registration with the Contractor Union must be provided. All documents must be valid.

Failure to submit all required documents will result in the disqualification of the whole bid.

8.2 Content of the Financial Offer

- The price offer must contain all costs in (**USD)**, as specified in the Annex 2 - Bid form and it must be Signed and Stamped.
- The prices include Providing, supplying, loading, offloading, installation, and transportation, with all other GIZ requirements.
- The tenderer submitting more than one financial offer with different prices, will be disqualified from the whole bid.
- All the prices stated in the company offer shall be free of taxes and other public charges that cannot be exempted and must be paid.
- The digital bid form offer might be excluded **(The bid form must be printed, filled, signed, and stamped).**

9. Validity of Bid

Bids shall remain valid for **90 days** after the deadline for submission of bids, subject to extension.

10. No Commitment

GIZ reserves the right to accept or reject any bid, cancel the bidding process, and disclaim all bids at any time before the award of the purchase order or contract – in case the process is not following GIZ's fundamental principles of procurement and/or other related serious reasons for rejection or cancellation – without thereby incurring any liability to the tenderers.

GIZ is not responsible for fluctuations in the prices of any items in the local and international markets during the contract period, and the Offeror is obliged to the proposed price according to the contract and until the end of the contract period between the parties

11. Lot (s)

In cases where more than one lot is indicated in the ITT, the bidders are independent to apply for one lot or all lots. Additionally, GIZ Iraq reserves the right to award any subsequent contract either jointly for all lots or individually per lot.

12. Bid Evaluation

12.1 Phase I – Administrative and Eligibility Evaluation

The received bids will be filtered through the above criteria. In this step, the criteria of pass/fail (Yes/No) will be applied, and the interested bidders must carefully follow the above criteria, The offers with "No" mean the relevant documents are missing and will not be considered in the next evaluation phases. Any lack of documents indicates that the company did not read and follow the instructions as requested

The bidder must fill, sign, and stamp all tender annexes.

Tax Clearance (عدم الممانعة/باكانه) must be at least valid until 30-06-2025, any tax document before the specified duration will be considered expired.

GIZ encourages legal firms to submit bids utilizing their professional domains.

All companies must include signatures below the email, comprising the name of the officer/manager, position, phone number, and official company address.

GIZ retains the right to conduct phone inquiries with any companies to verify the information furnished by the bidder. Any ambiguous responses or disparities observed between the documents submitted and the bidder's answers may result in excluding the company from the competition.

12.2 Phase II – Technical evaluation

The technical offer under this bid will be taken into consideration during the evaluation; The technical offers will be evaluated based on the requested requirements mentioned in Annex 1- technical specifications, only technically compliant offers will be considered in price evaluation or financial evaluation. A bid that drastically exceeds the requirements will be ranked the same as one that just meets that requirement.

12.3 Phase III – Financial evaluation

Offers reached at this stage are subject to financial assessment, which assesses the price (/cost) and any related commercial terms. The lowest-priced; technically compliant offer will be selected and awarded.

13. Tender Result

The successful bidders and unsuccessful bidders will be notified upon completion of the evaluation and awarding process.

14. Purchase Order/Contract and Amendment

After the evaluations are completed, GIZ reserves the right to share the notice award e-mail with the most compliant Bidder based on the accepted overall evaluation (technical offer, prices including delivery time "when applicable" indicated in Annex 2 – bid form); the notice of award e-mail is to invite the company to

the GIZ country office to sign the written purchase order and inform the awarded company to start the implementation.

GIZ reserves the right to amend the purchase order based on the prices (indicated in Annex 2 – Bid Form) up to 20% according to the available budget

15. Delivery Location

- The delivery location: Syria

16. Payment Terms

- Full payment will be made after completion of delivery and approved by the inspection committee of GIZ, subject to appropriate deduction for incomplete and delayed deliveries, upon presentation of:
  - A commercial invoice (specifying quantities, unit and total prices, etc.)
  - Acceptance certificate issued by the authorized GIZ representative
- All payments will be transferred through the Bank. GIZ will not be responsible if the local contractor Bank converts the payments into another currency. The contractor is not entitled to claim any charges or fees deducted by the Bank due to the exchange and/or transfer of payments.
- The typical payment terms by GIZ is 30 (thirty) days upon satisfactory delivery of goods or performance of services as well as complete submission of invoices with supporting documents. Bidders must clearly specify in their bid the payment terms being offered.
- Full payment will be transferred based on acceptance of goods delivery notes. GIZ will accept a partial payment only for the approved delivered quantities.

17. Cancellation of tender and purchase order/contract

17.1 The tender can be cancelled, if:

- No bids have been received, which corresponds to the bidding conditions,
- There have been substantial changes during the tender
- All technically acceptable tenders exceed the financial resources available.
- There are other serious reasons for such cancellation.

17.2 The Purchase order/contract can be cancelled, if:

- Involving Non – Compliant Subcontractor by the awarded company
- Request for increasing the price of a single item or a percentage of the total order amount after award.
- The items stated in the order were not delivered in accordance with the tender conditions and order.
- Change/provide a new technical offer by the awarded company before/during the delivery process that does not comply with GIZ standard technical specifications.

18. Supplier Information

Section 1: General Information	
Company Name	
Full Address	Country: Street:

	City: Office No:
Phone/Fax Numbers	Phone: Email: Website:
Company Owner's Information	Name: Phone No: Email: Current address:
Stakeholder's Name	Name: Phone No: Email: Position Held:
Number of Staff	
Number of Locations	
Year established	
Type of business	
Avg. USD Value of Stock on Hand	

Section 2: Bank Account information (USD)	
Account Name	
Bank Name and Address	
Account NO	
IBAN	
Swift Code	

Section 3: Self-disclosure
I, the undersigned, hereby confirm that no allegations have been made nor investigations carried out in the last five years in relation to the company or firm mentioned above, or to its executive bodies or executive managers concerning breaches of the law, corruption, or other offenses (e.g., fraud, misappropriation, breach of trust). The company and firm have neither been blacklisted by any government, semi-governmental institution, or private entity nor been involved in any litigation during the current or past five (5) years. **Signature and stamp:** **Date:**

19. Tender Submission Checklist

We, the Bidder, acknowledge that we have provided all of the required information and supporting evidence:

Required Document/ Evidence	Please tick if provided	Justification if proof not provided
Requirement #1 (According to clause 12.1)		
Approved GIZ Tender Annexes	☐	
Formal and Eligibility Requirements	☐	
Requirement #2 (According to clause 8.1)		
Datasheet with detailed specifications of the offered items	☐	
Requirement #3 (According to clause 8.2)		
Financial Bid	☐	

I/we certify that I/we have read, understood, and accepted the GIZ General Purchase Conditions for the Procurement of Goods, and the instruction provided under this ITT. I certify that the above-mentioned company has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or executing any Contracts and has never been in any dispute with any Governmental Agency or international aid organization.

I/we, the undersigned, state that the above information is correct and that I/we give the right to GIZ to seek any references concerning my/our company from whatever sources deemed relevant.

Name of Bidder	
Name of Authorized Manager	
Function Title	
Authorized Signature and Stamp	
Date	