Application requirements (local) of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH for the award of contracts for services and work

October 2025

These requirements apply unless different conditions are set out in the other tender documents.

1. Submission of tenders and requests to participate

The editable templates (Word, Excel) provided by GIZ in electronic form must be used to prepare a request to participate or a tender.

The tender must be submitted electronically to designated mailbox for tenders.

The subject of the email must always state the transaction number (as per invitation letter).

The tender must be submitted in **one (1) email** including **two (2) zip folders** named as follows:

(a) TECHNICAL BID – Transaction number

(b) FINANCIAL BID – Transaction number

The tender including the technical and financial bids may not exceed a total file size of 25 MB. To submit tenders exceeding 25 MB to designated mailbox, File Transfer must be used.

2. No remuneration or reimbursement of costs

GIZ will not provide any remuneration or reimbursement to cover participation in presentations or the preparation of requests to participate or tenders.

3. Terms and conditions of contract

Tenders are submitted subject to the General Terms and Conditions of Contract for Supplying Services and Work on behalf of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, as amended from time to time. These will form part of the contract when the contract is awarded to the selected tenderer.

Further to this, the conditions of contract contained in the tender documents will apply to the implementation of the assignment.

4. Questions about the award procedure and the tender documents

Please address any commercial, technical and procedural questions at an early stage and no later than the deadline for tenderers' questions specified in the invitation letter.

Please provide the following details in the email subject line: "Transaction number - Questions - (your company initials)".

During ongoing tender procedures, candidates/tenderers must not enter into contact with people involved in the procedure, apart from GIZ Contract Management.

Any responses will be communicated simultaneously in writing to all companies who have submitted an expression of interest.

5. Eligibility

5.1. The contract will only be awarded to contractors with the required expertise and capacity (eligible contractors) that meet the criteria listed in the document 'Self-declaration of eligibility'.

5.2. If a limit to the number of candidates has previously been announced, eligibility will be assessed in accordance with the assessment grid included in the tender documents.

5.3. GIZ checks the identity of candidates/tenderers prior to awarding the contract. The evidence will usually consist of a copy of the extract from the official register in the respective country. Companies must provide a copy of the register entry or a valid registration document for their company.

5.4. GIZ checks the candidates/tenderers against the sanctions lists of the United Nations and the European Union prior to awarding the contract. GIZ will inform the candidate or tenderer if facts come to light during the verification that prevent the contract from being awarded to the tenderer.

5.5. GIZ may check the creditworthiness of candidates/tenderers.

6. Contents of the technical bid

6.1. The requirements for the technical bid are laid out in the Terms of Reference.

6.2. If CVs are required for the proposed experts, these must be submitted in an appropriate format and in the language of the tendering procedure.

6.3. Should any of the proposed experts have an existing employment contract or development worker contract with GIZ, or an existing top-up and allowances agreement as an integrated expert, the tender must specify the end date of the respective contract/agreement.

Note

The technical bid must not contain any information whatsoever about the price.

7. Financial bid

7.1. The requirements for the financial bid are derived from the Terms of Reference.

7.2. The financial bid must be prepared in the currency indicated, structured in accordance with the price schedule and GIZ's General Terms and Conditions of Contract and meet the costing requirements pursuant to the Terms of Reference.

7.3. The financial bid must contain the specification of inputs as required in the Terms of Reference (number of experts and number of corresponding expert days) as well as any budgets set by GIZ.

7.4. All prices must be quoted as net amounts without VAT. Any VAT incurred should be indicated separately.

Note

The financial bid must be submitted separately from the technical bid.

8. Award criteria and evaluation of tenders

Tenders are rated on their technical merits in accordance with the assessment grid specified in the tender documents.

Only tenders for which the technical evaluation results in a rating of at least 500 points will undergo a financial evaluation. Technical bids with less than 500 points will be excluded from the tender. If a technical minimum/mandatory criterion specified in the Terms of Reference is not fulfilled, the financial bid will not be opened and the tender will likewise be excluded. The specific weighting of the technical and financial bids will be communicated in the invitation letter to the tenderers. Fixed budget items stipulated in the tender documents for the financial bid are not included in the evaluation and weighting of the financial bids.

9. Candidate or bidding consortia

Candidate or bidding consortia must designate a lead member and authorise this member to represent the consortium and receive payments for all members of the consortium in discharge of GIZ's liability. A formal agreement to this effect must be signed by each member of the consortium and attached to the tender using the template supplied by GIZ.

10. Subcontractors

If a tenderer intends to let a subcontractor implement some of the services, the nature and extent of these services must be stated when submitting the tender, and the subcontractor must be mentioned by name.

11. Changes

11.1. Changes to the tender documents

11.2. Changes or supplements to the tender documents are not permitted and will result in the tender being excluded from the procedure.

11.3. A candidate's or tenderer's terms of business and/or terms of payment must not be enclosed with a request to participate or tender (or made available or referred to in any other way) and shall not apply. Variant tenders are not permitted, but do not lead to the main tender being excluded.

11.4. Changes to requests to participate or tenders

11.5. Corrections of, or changes to requests to participate or tenders must be submitted in the same form as the original request to participate or tender.

12. Storage and processing of personal data

The tenderer must ensure that any personal data shared with GIZ for the purposes of submitting their tender was collected in accordance with data protection laws (in particular that it is being submitted with the consent of the individuals concerned) and that these individuals have been informed about the use of the data for the submission (particularly regarding transmission to GIZ, in accordance with Article 14 of the GDPR).

GIZ may process the personal data solely for the purposes of implementing and documenting the contract award procedure and administering the contract or to the extent that it is necessary for compliance with legal documentation and storage requirements. This refers to individual personal data, including but not limited to any name, address, scope of work, qualification, location/measure of assignment, evaluation of results and the contract and conditions agreed with the contractor. For further information, please refer to the document 'Information on implementing the data protection provisions of the General Data Protection

Regulation (GDPR) when awarding contracts for services and work', which is enclosed with these tender documents.

13. Other provisions

If the list of proposed experts includes anyone who has advised GIZ previously before the award procedure or was involved in preparation of the award procedure in any other way, the candidate or tenderer must draw attention to this fact in the tender.