giz Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

giz Indonesia, ASEAN

To: All Bidders

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Invitation to submit a tender: Tender No. 10062432

Project No	**: B200000**
Project Name	**: Country Office Indonesia**
Country	**: Indonesia**
Tender Procedure	**: Negotiated award with competitive tender**

Service tendered:
Photocopy Rental Machine Periode 01 December 2026 – 31 August 2027
GIZ Office Indonesia

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

GIZ Country Office Indonesia (COI), located on the 46th floor of Menara BCA, occupies an office area of approximately 2,000 m², with more than 120 personnel working on the same floor. To support daily office operations, photocopy machines are essential for printing, copying, and scanning documents required by staff across different units.

Therefore, GIZ COI requires a reliable photocopy machine service provider to ensure that the machines remain in good working condition, and that maintenance and repair services can be carried out when needed. The contract will have an initial period of at least one year, with the possibility of extension for up to another two

To support daily needs of documentation & filing: printing, scanning and copying, a very good machine is needed in this premises. There is also additional need for security printing where it's required to have an RFID access card to print the document.

The details of the services are outlined in the attached Terms of Reference and the annexes.

Should you be interested in providing this service, please send your proposal to id_quotation@giz.de on **10.11.2026 at 17:00 Jakarta local time** at the latest (proposals sent after this date will be automatically disqualified).

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 the technical proposal. 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 deadline of submission.

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 no. :
10062432– Photocopy Rental Machine Periode 01 December 2026 – 31 August 2027- GIZ Indonesia (company name).

1. Content of the Technical and Financial Proposal

The technical proposal should consist of:

- Company profile including relevant experiences
- Proposal with requirment details as set forth in the Term of Refrence (ToR)
- Formal Declaration of GIZ GTC Acceptance (Annex 9)
- Declaration of Acceptance VAT (Annex 6)
- 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 3) must be signed and stamped as approved by the bidder
- Bank account information
- All prices must be inclusive of income tax (PPh 23), as GIZ is obliged to withhold the income tax
- All prices must be exclusive of 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

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

3. Technical and Financial Assessment or 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. A financial proposal may be corrected in the following cases: inconsistencies/discrepancies, calculation errors, and unjustified additions or 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 the financial proposals that satisfy all the 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).

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

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 10062432 Photocopy Rental Machine Periode 01 December 2026 – 31 August 2027- GIZ Indonesia "

6. General Terms and Conditions for Contract

GIZ General Terms and Conditions for the contract as Annex 4 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 05.11.2026.
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:

01. Terms of Reference
02. Technical Assessment Grid
03. Bid Price Form
04. General Terms and Condition of Contract
05. Bidding Question and Answer
06. Declaration of Acceptance VAT
07. Self-Declaration of Eligibility
08. Egibility Assesment Grid
09. Formal Declaration of Acceptance GIZ General Terms and Conditions
10. Vendor Data Profile
11. Time Schedule