CONFIDENTIAL

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Kampala - Kampala • Uganda

To all tenderers

German Development Cooperation
GIZ Office Kampala

E-Mail UG_Quotation@giz.de Date 30/10/2026

Transaction no.: **7000026264 - SENIOR OD EXPERT - GIZ SUDAN**

Project processing number: **G-011809-001**
Internal order: **011809010000**
Country: **UGANDA**

Type of procedure: **Public invitation to tender**

Invitation to submit a tender

Dear Sir/Madam,

We intend to award a contract for the services/works described in the enclosed procurement documents.

Please submit your self-declaration of eligibility using the designated form and your technical and financial bids by 19th.11.2026 at 4:00 PM (EAT) in English only to *UG_Quotation@giz.de.*

Details of our submission requirements are explained in the enclosed terms and conditions for application. Tenders which are submitted after the deadline, or which do not comply with the terms and conditions for application, will not be considered.

By submitting your tender, you accept GIZ's General Terms and Conditions of Contract (in the currently valid version).

Please note that this is a public invitation to tender so there will be no negotiations.

Please note that when you submit a tender, it remains binding until the expiry of the deadline. The contract will come into force when GIZ issues the contract award notice within the deadline.

The tender documents listed below must be submitted in full and as separate Emails named as follows:

Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH

Registered offices
Bonn and Eschborn, Germany

Friedrich-Ebert-Allee 32+36
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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
VAT no. DE 113891176
Tax no. 040 250 56973

Chairperson of the Supervisory Board
Niels Annen, State Secretary

Management Board
Thorsten Schäfer-Gümbel (Chair)
Ingrid-Gabriela Hoven (Vice-Chair)
Anna Sophie Herken

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

- Completed self-declaration and annexes
- Technical proposal / bid, including an up-to-date curriculum vitae (CV) for each expert and concept
- General administrative documents

7000026264 - SENIOR OD EXPERT - GIZ SUDAN - Financial Proposal

- Financial bid in the format provided

When preparing the financial bid, you must adhere to the requirements of the specification of inputs as set out in the Terms of Reference. The tenders received will be subject to a technical evaluation based on the CV and the concept in accordance with the technical assessment grid (see annex). Only tenders that score over 500 points in the technical evaluation will be accepted for the financial evaluation. Technical bids that fail to reach this cut-off point will be regarded as unsuitable.

The technical bid is weighted at 70% and the financial bid at 30%.

Optional *(please ignore if not applicable)*
Please attach the 'Declaration by candidate/bidding consortium' (consortium declaration) signed by all members.

Optional *(please Ignore if not applicable)*
Please also submit the annex 'Data processing services pursuant to Article 28 EU GDPR and technical and organisational measures'.

If you have any questions regarding this tender, please send them at least 5 days before the bid submission deadline, to procurement-giz-uganda@giz.de. All clarifications will be communicated simultaneously in writing to all interested parties. Please include the tender reference number "7000026264 - SENIOR OD EXPERT-GIZ SUDAN" in the subject line of your email.

Planned schedule for the rest of the procurement procedure

Sustainability
We have developed a Guide for Practising Corporate Sustainability (GPS) so that our contractors can learn about corporate sustainability at GIZ. We encourage all tenderers to complete the GPS online course and obtain the certificate.

Completing the GPS will not influence the award decision in this procedure. However, we would very much welcome your participation: https://gps.giz.de/en/.

1. **Important Information to Note**

a. Failure to indicate the tender reference number in the subject may disqualify

your offer directly as it may fail to be received in the tender box.

b. Late submissions will not be accepted.
c. Only bids submitted to **UG_Quotation@giz.de** are acceptable.
d. Bids submitted with GIZ staff or other GIZ emails in copy shall be rejected.
e. You should have priced offer in PDF. Do not encrypt offers since they may be incompatible with GIZ software.
f. Submit your technical and financial proposals through **TWO SEPARATE EMAIL SUBMISSIONS** (One email to submit the pdf technical proposal & commercial eligibility / legal documents, and another email to submit the pdf Financial Proposal). Indicate the activity reference details (**7000026264 - SENIOR OD EXPERT - GIZ SUDAN**) as the email subject (eg, **7000026264 - SENIOR OD EXPERT - GIZ SUDAN – Technical Proposal, and then 7000026264 - SENIOR OD EXPERT - GIZ SUDAN – Financial Proposal**)
g. Only use GIZ's file transfer service at https://filetransfer.giz.de/ for submitting documents that exceed the default mail size of 30 MB. Using other forms of file transfer disqualifies your offer.
h. Should you use the file transfer in (g) above, ensure you submit the password before the bid submission deadline date and time, and include the activity reference details (**7000026264 - SENIOR OD EXPERT - GIZ SUDAN**) as the email subject. Failure to provide the password, your offer cannot be opened and will be disqualified automatically.
i. The financial offer should be submitted in Uganda Shillings. **There shall be no mention of the financial offer details within the technical proposal email, doing so will result in disqualification.**
j. Failure to follow any of the above instructions may result in your offer being encrypted and/or rejected.

GIZ reserves the right to cancel this process at any stage without informing the providers and without any obligation to refund the providers who will have participated in this tender process.

Disclaimer: GIZ DOES NOT charge any kind of FEE(s) at whichever stage of the tendering process.

Yours sincerely,

Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH

Annexes

1. Application requirements of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH for the award of contracts for services and works (in the current version)
2. General Terms and Conditions of Contract for Supplying Services and Works (in the current version)
3. Terms of reference
4. Assessment grid for the technical evaluation of tenders
5. Self-declaration of eligibility
6. Price schedule
7. Data processing pursuant to Article 28 EU GDPR if required