CONFIDENTIAL

giz Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

giz Street • Post code - City • Country

To all tenderers

German Development Cooperation
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E giz-laos@giz.de

Your reference
Our reference

E-Mail giz-laos@giz.de Date 29.10.2026

Transaction no.: **10060887**
Project processing number: **G-18091-001**
Internal order: **18091010000**
Country: **Laos**

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

Invitation to submit a tender

Dear Sir/Madam,

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

Please submit your self-declaration of eligibility using the designated form and your technical and financial bids by date: 24.11.2026, time:23:00pm in English only to LA_quotation@giz.de.

The email subject line should be in the form of: Transaction no. - 10060887

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.

Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH

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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

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

Both offers must be submitted in PDF file format with full signature.

Your Financial proposal should cover:

• Financial bid in the format provided (price schedule)
• Daily fee rate for all personnel involved
• Travel cost and work-related cost (flight ticket, local transportation etc.)
• Bid prices can be in LAK or USD
• Price offer shall be valid at least 45 days from the date submission
• If the service is subject to value-added tax, then please show it separately
• Bank details
• Please ensure it contains your address and contact details, signature and submit to GIZ in PDF version

Your Technical proposal should cover:
• Company profile
• Company registration (valid)
• Composition of expert team and including an up-to-date curriculum vitae CVs: included professional training, experience and expertise, education background, employment recorded, country of assignment, language skill levels.
• Approach and methodology (concept note)
• Timeframe of activities and deliverables
• A list of past projects demonstrating relevant experience, including a brief description and references
• Completed self-declaration and annexes

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 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%.

Please attach the ‘Declaration by candidate/bidding consortium’ (consortium declaration) signed by all members.

Within the framework of the basic project described in the terms of reference, GIZ reserves the right to award contracts for additional services to the successful tenderer in this procedure.

If you have any questions regarding the tender, please send them **no later than date 19.11.2026** to LA_qoutation@giz.de All clarifications will be communicated simultaneously in writing to all interested parties.

Planned schedule for the rest of the procurement procedure

Contract award and information about the result of the evaluation	To be confirmed
End of binding period (i.e. tenders no longer legally binding)	24.11.2026
Commencement of service delivery	To be confirmed

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/.

Yours sincerely,

Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH

Procurement team
GIZ Office Vientiane

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. Declaration by candidate/bidding consortium (Consortium Declaration)