CONFIDENTIAL

Deutsche Gesellschaft
für Internationale
Zusammenarbeit (GIZ) GmbH

giz Adress Country Office / Project / Cluster

To all tenderers

Email: LA_Quotation@giz.de Date 11.11.2026

Transaction no.:	**10061302**
Select an element:	**ProFEB Cost Center/WBS: WBS ElementG-011511-014, OrderOutput 02 (11511020000) G/L Account Translation/interpr. (51100200)**
Country:	**LAOS**
Type of procedure:	**Public invitation to tender**
Contract content/Title:	**Translate the Co-management Plan 2026–2030 Annexes from English into Lao**

Dear Sir/Madam,

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

Please submit your Technical and Finacle bids by 24.11.2026 at: 23.00pm in English Language only to LA_Quotation@giz.de

The email subject line should be in the form: Transaction no. 10061302.

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

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

Please note that when you submit a tender, it remains binding until 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 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 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

Your Technical proposal should cover:
• 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 and company profile 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%.

All bid documents must be kept confidential and securely disposed of upon completion of the bidding process.

GIZ will engage only the service provider selected through the tender process.

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

If you have any questions regarding the tender, please send them **no later than 18.11.2026** to *LA_quotation@giz.de* All clarifications will be communicated simultaneously in writing to all interested parties.

GIZ also reserves the right to award the contract on the basis of initial tenders without entering into negotiations.

Planned schedule for the rest of the procurement procedure

Contract award and information about the result of the evaluation	11.2026
End of binding period (i.e. tenders no longer legally binding)	24.11.2026
Commencement of service delivery	01.12.2026

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

Yours sincerely,

Procurement Team

GIZ Office Lao

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 (TOR)
4. Assessment grid for the technical evaluation of tenders
5. Price schedule
6. Declaration by candidate/bidding consortium (Consortium Declaration)