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To: _____
Contact Person: _____
Phone: _____
Email: _____
Addis Ababa, Ethiopia

Your reference
Our reference 83382889
Email

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Date 04 June 2021

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Internationale Zusammenarbeit (GIZ) GmbH

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Martin Jäger, State Secretary

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IBAN: DE45 5004 0000 0588 9555 00

Project title: Country Office
Project N°: 94.9064.0-001.00
Cosoft N°: 83382889
Country: Ethiopia

Ladies and Gentlemen,

We intend to award a contract for the following project activity
commissioned by the German Federal Ministry for Economic
Cooperation (BMZ):

- Analyse, assess and evaluate all tax-related processes in the Human Resources Administration for internal and external compliance
- Analyze, assess and evaluate employees' taxation for accuracy and compliance with Ethiopian laws and practises based on a sample of at least 5 employees (including regional tax bodies)
- Review taxation of all remuneration items (cash and non-cash) provided to employees (e.g. Provident Fund, transportation allowance)
- Review of tax adjustments made
- Examination as to whether the taxes and social security contributions have been correctly collected or remitted
- Examine proper documentation and filing of tax and social security related processes
- Propose to GIZ means of action in order to improve shortcomings or gaps (discussion and written report)
- Identify risk areas and provide recommendations on how to address and mitigate the exposure areas.
- Draft process descriptions on tax and social security-related payroll processes, including the precise legal / national / regional sources
- Provide written attestation of compliance with Ethiopian regulations (1 page document) including findings and shortcomings, if any

Please see the attached Terms of Reference (Annex 1) for detailed information.

Submission deadline

Should you be interested in implementing the tasks according the attached Terms of Reference, we kindly ask you to submit your bid to the GIZ by **June 22, 2021 @ 04:30pm**.

Please address your bid to:

German Development Cooperation
GIZ-Office, Addis Ababa
Kazanchis, Near Jupiter Hotel
Bloom Tower 9th Floor
Reception Desk

If you have any further questions in the connection with the tender, please only contact via email address pcc@giz.de at the GIZ Office.

Price offer for bid

Project title:	Country Office
Project N°:	94.9064.0-001.00
Cosoft N°:	83382889

The sealed price offer is to be placed inside the envelope containing the technical bid.

The outer package/envelope must be labelled as:

Bidding documents

Project title:	Country Office
Project N°:	94.9064.0-001.00
Cosoft N°:	83382889

Form and Costs

All of the bid must be submitted in written form. No remuneration will be paid by GIZ for preparing the bid.

Subsequent corrections or modifications to the bid can be submitted until the deadline for submission and must be made in the same form as the bid.

The bid must be based on the General Terms and Conditions of Contract ('Terms and Conditions local', Annex 4) for supplying services and work on behalf of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH. In the event of an award of contract, they will become an integral part of the contract. The bidder's general terms and conditions of business or payment do not apply.

If you are forming a bidding consortium or association, the bid must show who the members are and how the work is divided between them. Specifically, all members must name the lead member and authorize this member to represent the association and to receive payments on behalf of the other members. The members must also acknowledge joint and several liabilities for performing the contract. A corresponding written authorization must be attached to the bid.

Content of the technical offer

The technical offer submitted must contain a detailed methodological concept in accordance with the terms of reference which allows technical evaluation in terms of the objective of the measure.

Furthermore, the technical offer must contain the Curricula vitae for the experts proposed for the project. CVs should include information on:

- name, title, nationality, date and place of birth, education and professional training,
- professional experience showing length of employment, countries of assignment, positions held, projects and programs and responsibilities and management experience,
- Special knowledge, language skills showing fluency.

The offer shall be submitted in the language of the tender documents.

The technical offer may not include any price information. Non-compliance may result in your bid not being considered.

Content of the price offer

The price offer must contain the fee per expert, the travel costs (flight costs etc.) and other costs if necessary in the specified currency according to Annex 3 (price schedule). Please see the attached Terms of Reference and price sheet for details of the quantities required.

Please calculate your prices on a net basis. Taxes should be indicated separately.

Evaluation of Offer

After the final technical evaluation (cf. Assessment Grid for the Technical Evaluation of Bids, Annex 2), only the price offers of bids with at least 501 points will be opened and evaluated. Technical offers below 501 points will be considered as technical not acceptable. The technical offer has a weighting of 70%, the price offer 30%.

The evaluation of the bids is scheduled to be completed by 15.08.2021.

The final result is an overall ranking, headed by the most cost-effective bid. Contract negotiations will be initiated on the basis of this overall ranking.

Commencement of work

The work is scheduled to commence on 01.09.2021. Your bid is binding until that date. If you do not receive an order in writing until that date, your bid has not been accepted. You shall not receive separate notice to this effect.

Following receipt of this letter, we ask you to confirm with the above-mentioned contact person whether or not you intend to submit a bid.

Yours truly,

Director, Admin. and Finance

Contract Officer

Annexes:

1. Terms of Reference (ToR)
2. Assessment Grid for the Technical Evaluation of Bids
3. Bid Sheet
4. General Conditions of Contracts