

giz GIZ Office Addis Ababa (A.A)

Your reference
Our reference 83373674

Telephone +251 115 587935
Fax +251 115 540764
Date January 28, 2021

Project Title: Special Initiative Jobs programme
Project No: 18.2174.3-001.00
CoSoft No.: 83373674
Country: Ethiopia

Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH

Registered offices
Bonn and Eschborn, Germany

Friedrich-Ebert-Allee 32 + 36
53113 Bonn, Germany
T +49 228 44 60-0
F +49 228 44 60-17 66

Dag-Hammarskjöld-Weg 1 - 5
65760 Eschborn, Germany
T +49 61 96 79-0
F +49 61 96 79-11 15
E info@giz.de
I www.giz.de

Registered at
Local court (Amtsgericht) Bonn,
Germany: HRB 18384
Local court (Amtsgericht) Frankfurt am Main,
Germany: HRB 12394

Chairman of the Supervisory Board
Martin Jäger State Secretary at the Federal
Ministry for Economic Cooperation and Development

Management Board
Tanja Gönner (Chair of the Management Board)
Thorsten Schäfer-Gümbel

Dear Bidder,

The German Federal Ministry for Economic Cooperation (BMZ) has commissioned us with the appraisal/implementation of the aforementioned project.

The project is concerned with the following:

The Special Initiative Jobs programme project is seeking experienced consultant to provide **‘educational and human resources advisory services for a European biogas company’**

Should you be interested in implementing the tasks according to the ToR, we request you to submit a bid to arrive at GIZ Office latest by **February 15, 2021, 04:00 pm** Please submit your bid to GIZ office reception whose address is the following:

German Development Cooperation
GIZ Office
Kirkos Kifle Ketema – Kebele 18, Next to Jupiter Hotel at Bloom
Tower 9th Floor.
P.O.Box 100009
Addis Ababa, Ethiopia

If you have any further questions in the connection with the tender, please only contact through pcc@giz.de.

Bids are to be submitted using the two-envelope procedure; i.e. we request that you submit your price offer in sealed envelope addressed as follows:

Price offer for bid

Project Title: Special Initiative Jobs programme

Project No: 18.2174.3-001.00

CoSoft No.: 83373674

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: Special Initiative Jobs programme

Project No: 18.2174.3-001.00

CoSoft No.: 83373674

Form and Costs

All copies of the bid must be submitted in hard copy or an electronic version using the above referred address. 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 be submitted according to the attached price sheet under annex 3. And it shall contain the fee per expert, the travel costs (flight costs etc.) and other cost in local currency and specified according Annex 3 (price schedule). Please see the attached Terms of Reference for details of the quantities required. Personnel costs should be shown on the basis of days.

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 500 points will be opened and evaluated. Technical offers below 500 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 **26.02.2021**.

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 **01.03.2021**. 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.

Annexes:

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