

giz Postfach 5180 • 65726 Eschborn

To: \_\_\_\_\_  
**Contact Person:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Email:** \_\_\_\_\_  
**Addis Ababa, Ethiopia**

Your reference  
Our reference 83396089  
Email

Telephone +251-11 518 02 68  
Fax +251-11 554 07 64  
Date 18.11.2021

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  
Registration no. HRB 18384  
Local court (Amtsgericht)  
Frankfurt am Main, Germany  
Registration no. HRB 12394  
VAT no. DE 113891176  
Tax no. 040 250 56973

Chairman of the Supervisory Board  
Martin Jäger

Management Board  
Tanja Gönner (Chair)  
Ingrid-Gabriela Hoven  
Thorsten Schäfer-Gümbel

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

**Project title: Project and HR Management**  
**Project N°: 19.4942.9-001.00**  
**CoSoft N°: 83396089**  
**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):

Overall organisational support to setting up the Digital Academy, which includes:

- **Recruitment** of minimum **300** (and up to 400) **students** to take part in one of three cycles of Digital Training (up to 25 students per class with a total of 4 classes per cycle, with 2 half-day courses (morning and afternoon) running simultaneously).
- The **administration of a pre-test** (
- **Recruitment** of minimum **15** (and up to 20) **facilitators**
- **Venue selection and facility management**
- Overall **project management** – this includes:
  - **Human Resource Management** for 20 facilitators and 300 students (incl. salary & per diem payments respectively)
  - Support **coordination of all implicated stakeholders** (GIZ, ReDI School, facilitators, students.)
  - Managing **logistical aspects** (overall responsibility of venue and equipment maintenance)
  - Managing **communication** (e.g. design and print of flyers / invitations; print of study material / distribution of digital learning materials – e.g. preparation of flash drives)

### 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 **December 06, 2021 @ 04:30pm.**

Please address your bid to:

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

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

***Price offer for bid***

**Project title: Project and HR Management  
Project N°: 19.4942.9-001.00  
CoSoft N°: 83396089**

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: Project and HR Management  
Project N°: 19.4942.9-001.00  
CoSoft N°: 83396089**

**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 20.12.2021.

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 01.01.2022. 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.

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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 Terms and Conditions of Contracts