

giz

## To Whom It May Concern

German Development Cooperation  
GIZ Country Office Ethiopia and Djibouti

Telephone: +251-11 518 0239  
FAX: +251-11 554 07 64  
Date: 09.07.2021

Your reference  
Our reference 83385865

**Project title: GIZ- Program Migration & Diaspora**  
**Project N°: 19.2146.9-007.00**  
**Process N°: 83385865**  
**Country: Ethiopia, Addis Ababa**

Dear Sir/Madam,

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

### Mentioned on the ToR

Should you be interested in implementing the tasks according to the  
ToR, we request you to submit an original bid to arrive at GIZ Country  
Office latest by **19 July 2021 04:30pm**. Please submit your bid to GIZ  
Country Office, Reception Desk whose address is the following:

**GIZ Country Office, Kazanchis, Bloom Tower 9<sup>th</sup> Floor**  
**Nearby Jupiter Hotel**  
**P.O.Box 100009, Addis Ababa, Ethiopia**

Bids are to be submitted using the two-envelope procedure; i.e.  
Technical Proposal and Financial Offer. Hence, we request that to  
submit your Technical & Financial proposals in separate sealed  
envelope.

**Please state the following while bid submission;**

**The two envelopes for the Technical and Financial Proposal for  
bid, should be wrapped up in one envelope and marked;**

**Project title: GIZ- Program Migration & Diaspora**

Deutsche Gesellschaft für  
Internationale Zusammenarbeit (GIZ) GmbH

Registered offices  
Bonn and Eschborn, Germany

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Chairman of the Supervisory Board  
Martin Jäger, State Secretary

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

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All copies of the bid must be submitted in hard copy using the above referred addresses, **(See page 1)**. 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 and marked with the additional word of **“Correction”**.

The bid must be based on the General Terms and Conditions of Contract ('Terms and Conditions local', Annex 3) 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 (ToR) which allows technical evaluation in terms of the objective of the measure.

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 as stated on the Terms of Reference (ToR) in local currency (ETB). Please see the attached **Terms of Reference & Price offer sheet** for details of the quantities required.

Please calculate your prices on a net basis.

### **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 offers 30%.

The evaluation of the bids is scheduled to be completed by **Friday 30 July 2021**.

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

### **Commencement of work**

The work is scheduled to commence on **02.08.2021**. 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.

Yours truly,

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Contract Officer

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Contract Officer

### Annexes:

1. Terms of Reference (ToR)
2. Assessment Grid for the Technical Evaluation of Bids
3. Price offer sheet
4. Local General Terms and Conditions