giz Indonesia, ASEAN

To

All invited bidders

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Chairperson of the Supervisory Board
Jochen Flasbarth, State Secretary

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

Invitation to Tender – RFP No. 83457874

Project no.:	**19.2125.3-001.00**
Project title:	**FORCLIME**
Country:	**Indonesia**

Service Tendered:
Rental of 1 (one) unit Project Car for FORCLIME Sorong

Dear Sir/Madam,

As a federal enterprise, the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH supports the German Government in achieving its objectives in the field of international cooperation for sustainable development. On behalf of the German Government, GIZ currently provides advisory services to the Government of Republic Indonesia since 1975. For further information, please visit www.giz.de/indonesia.

GIZ FORCLIME project will rent 1 (one) unit vehicles of city car type with all risk insurance and having periodic car maintenance to be in the aforementioned area, at FORCLIME Office in Sorong.
The detail services is set forth in the attached of tender document.

Should you be interested in participating in this tender, please submit the proposal at the latest by **Friday, 01 February 2024 at 13.00 p.m. Jakarta Local time**.
Any proposal arriving after the deadline will not be considered (disqualified).

The tender requirement :

1. Requirement and the Content of The Technical and Financial Proposal

Proposal must be stamp and signed by an authorized representative of the bidding company using the **Price of Schedule Form provided as Annex 3 of this Invitation.**

Proposal should be submitted in English and must be sent by email to : ID_Quotation@giz.de no later the date and time indicated in section 2 above.

Bids are to be submitted using the two-files procedure.

Please submit your technical and financial proposal in two-files, technical and financial (PDF format). Price information shall not appear in any part of technical proposal.

To secure your financial proposal (pdf and excel file) please set up a password which will be used at later stage once the evaluation of the technical proposal is completed. The proposers who achieve the technical score will be requested to provide a password.
Please make sure to save the password. Bidders are not allowed to change the password after the deadline of submission.

The bidder may send the proposal partially with the maximum size of each email should not exceed 10 MB.

The subject line of the email will include the reference **RFP No. 83457874 – Car rental Forclime Sorong and the name of the submitting company.**

Content of Technical and Financial Proposal as follow :

Technical Proposal should consist of:

- Company Profile of the bidding company
- Copy of Business License (NIB)/SIUP
- Company Taxpayer Registration Number (NPWP)
- PKP/Non PKP letter from tax office shall provided for additional VAT 11% in the proposed price.
- Copy of *Surat Tanda Nomor Kendaraan* (STNK) of the proposed unit
- Copy of *Buku Kepemilikan Kendaraan Bermotor* (BPKB) of the proposed unit.

The proposed vehicle/unit must a company-owned and not a rented unit/leasing.

Financial Proposal:

- Financial Proposal with Price Schedule form as Annex 3, it must be signed and stamp by company
- The currency of the financial proposal shall be in IDR
- All prices/rates must be exclusive of all taxes, as GIZ, including its subsidiary organs, is exempt from taxes.
  GIZ shall process the VAT with tax exemption to BADORA. The process of tax exemption will take 2-3 months.
- **Financial Proposal shall be protected by password**
- Company Bank Account Details.

2. Technical and Financial Assessment or Evaluation

We will evaluate the bids received in the light of both technical and price considerations

When the technical evaluation has been completed, the financial proposal of those bidders which are eligible from the technical point of view will be opened and evaluated by the commercial officer responsible. The technical and financial proposals are weighted at a ratio of 70:30 respectively. The technical bid will be weighted with 70% and the financial proposal with 30% on the basis of the following formula: (Technical points obtained by Bidders X divided by the best number of points) x 70 % + 30 % x (Lowest price divided by the price of Bidders X).

$$\frac{\text{Technical evaluation of bid x 70\%}}{\text{Technical evaluation of best bid}} + \frac{\text{most economical bid x 30\%}}{\text{price of bid}}$$

An overall order of rank is thus established, with the most cost-effective bid at the top.

GIZ shall have rights to invite the bidder for the presentation as part of the technical evaluation if required.

3. Validity of Proposals

Proposals should be valid for a period of not less than 100 days after proposal opening, unless otherwise specified in the Specific Terms and Conditions. Proposers are requested to indicate the validity periof of their proposals.

4. Modification/withdrawal of the bid

Adjustment to or withdrawal of bids are to be communicated in writing by post by the deadline for submission of bids.

Subsequent adjustments or modifications to the bid, which can be submitted up to the deadline for submission of bids, shall also be subject to the requirements for sending in the bid (section 3 herein).

"**Adjustment to RFP No. 83457874 – Car rental Forclime Sorong"**

GIZ General Terms and Conditions for the contract as Annex 5 of this document.

5. Contract Award / Adjudication of Proposals

The Contract will be awarded to the biders offering the most responsive evaluated proposal and whose services are commercially and technically acceptable (best overall value).

If you have any further questions in this respect, please send an email to CP-Indonesia@giz.de and cc to lidya.jata@giz.de within the period **25.01 2024 to 30.01.2024.** The queries will be answered by E-mail, both queries and answers will be forwarded to all companies involved in the bidding process.

Thank you very much for your kind attention. Kindly looking forward to hearing from you.

Yours truly,

Contract and Procurement Unit
GIZ Country Office Indonesia

Annexes

01. Terms of Reference
02. General Terms & Conditions
03. Price Schedule
04. Vendor Data Profile