giz Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

giz Indonesia, ASEAN, Timor Leste

To

All invited bidders

Invitation to tender – RFP No. 83462623

Project no.:	**70.3008.3-001.00**
Project title:	**ESIWA**
Country:	**Indonesia**

Service Tendered:
Interpretation Service at ESIWA Activities/Events in Bogor on 23-26 April 2024 and in Jakarta on 07-08 May 2024

Dear Sir/Madam,

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is implementing the project "Enhancing Security Cooperation in and with Asia" within the framework of the of the European Commission's Service for Foreign Policy Instruments' (FPI) Partnership Instrument (PI) to support tailor-made security cooperation in and with India, Indonesia, Japan, Malaysia, the Republic of Korea, Singapore, Thailand and Vietnam. The Action is co-financed by the European Commission, the German Federal Foreign Office (AA) and the French Ministry of Foreign Affairs (in-kind) and implemented by GIZ International Services in co-operation with Expertise France (EF). Colleagues from GIZ and EF together form the ESIWA project team.

The overall objective of the Action is to enhance the EU's security and defence cooperation in and with Asia, and the EU's visibility as a security actor. Specifically, deeper and more operational security dialogues with partner countries shall be supported; greater convergence between the policies and practices of the EU and the partner countries, including related gender equality policies and links to National Action Plans on UNSCR 1325 on women, peace and security, shall be promoted; and international awareness and acknowledgement of the EU as a security provider shall be increased.

The detail services is set forth in the attached of Term of Reference and other annexes.

Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH

Registered offices
Bonn and Eschborn, Germany

Friedrich-Ebert-Allee 32 + 36
53113 Bonn, Germany
T +49 228 4460-0
F +49 228 4460-1766

Dag-Hammarskjöld-Weg 1 - 5
65760 Eschborn, Germany
T +49 6196 79-0
F +49 6196 79-1115

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

Chairperson of the Supervisory Board
Jochen Flasbarth, State Secretary

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

Should you be interested in participating in this tender, please submit the proposal at latest by **Monday, 15.04.2024.** Any proposal arriving after the deadline will not be considered.

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 maximum size of each email should not exceed 10 MB.

The subject line of the email will include the reference; the name of **the submitting Company # RFP No. 83462623 – Interpretation Services at ESIWA Events.**

Content of Technical and Financial Proposal as follow :

Technical Proposal should be consisted of:

- **Curriculum Vitae** of proposed Key Experts as stipulated in the TOR

Financial Proposal:

- **Financial Proposal with Price Schedule form as Annex 3**, it must be signed and stamp by company

- All prices/rates must be inclusive of income tax (PPh 23). Since GIZ obliged to withhold the income tax.
- All prices/rates quoted must be exclusive of Value Added Tax (VAT11%)
- Copy of Business License (NIB)
- Tax Registration Number
- Bank account information
- **The currency of the financial proposal shall in IDR**
- **Financial Proposal shall be protected by password**

2. Value Added Tax (VAT 11%)

All prices/rates quoted must be inclusive of all taxes, since GIZ including its subsidiary organs, is exempted from taxes. The Value Added Tax shall be paid by GIZ **(code 010).**

3. Technical and Financial Assessment or Evaluation

We will evaluate the bids received in the light of both technical and price considerations (see the attached **Technical Evaluation Grid as Annex 2).**

The technical proposals will be evaluated based on the criteria and weghting as Annex 2.

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).

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

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

4. 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.

5. 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. 83462623 – Interpretation Services at ESIWA Events."

.

GIZ General Terms and Conditions for the contract as Annex 4 of this document.

6. 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).

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

Yours truly,
Contract and Procurement Unit

Annexes
1. Terms of Reference
2. Technical Assessment Grid
3. Price Schedule Form
4. General Terms & Conditions