giz Indonesia, ASEAN, Timor Leste

To

All interested bidders

Invitation to tender – RFQ 91176911

Procurement

Project no.: **17.9053.4-001.00**
Project title: **Explore**
Country: **Indonesia**

Dear Sir/Madam,

You are kindly requested to submit a quotation for supply and delivery of **Promotional Items** for Explore Project.

The detail specification is set forth in the **Technical Specification Form** as Annex 1 of this document.

Should you be interested in participating in this tender, please submit the quotation to ID_Quotation@giz.de at latest by **20.11.23** at **3 PM Jakarta Local time**.
Any proposal arriving after the deadline will not be considered.

Please submit your quotation with subject: **91176911 Promotional Items for Explore – Company Name**

The documents submitted must be consist of:

1. **Technical Specification Form** with signature and company stamp – as attached
2. **Bid Price Form** with signature and company stamp – as attached (must be protected by password).

Please make sure to save the password. Bidders are not allowed to change the password after the deadline of submission.

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

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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

The detail please read terms & conditions as below:

TERMS & CONDITIONS	
Delivery Address	Direktorat Jenderal EBTKE Gedung Slamet Bratanata Jl. Pegangsaan Timur No.1 Menteng Jakarta Pusat 10320
Delivery Date	**1 Dec 2023**
Payment Term	Approximately 30 days after goods and invoice received
Currency	IDR (Indonesia Rupiah)
Taxes	☐ **Bilateral Project and ASEAN Project** All prices/rates quoted must be exclusive of all taxes, since GIZ including its subsidiary organs, is exempted from taxes. According to the PMK No. 215/PMK 03/2008 and KMK No. 17/KMK 010/Year 2021. The Value Added Tax shall be exempted by BADORA **(code 080).** The process of tax exemption shall take around 2 – 3 months. ☐ **Regional, Global, Business Hub and InS Project** The Value Added Tax shall be paid by GIZ **(code 010)**
Validity of Quotation	30 Days
Bid Price Form and Technical Specification Form	▪ Please fill in the Bid Price and Technical Specification and please put your company stamp. ▪ Please make sure the documents submitted consists of all information as requested. ▪ The technical specification shall be clear, detail and complete ▪ The Bid Price shall be protected by password to secure your financial proposal. **Please save the password**. The change of password after the deadline of period submission, the bid will not be considered
Sample of Product	As part of the evaluation process prior release the Purchase Order, GIZ will ask bidder to provide a sample of products based on the technical specification. The cost of sample is borne by the bidder (by signing the bid form, the bidder agrees that there is no additional charge for

	sample of product to GIZ as a buyer)
Quality Inspection	1. GIZ has the right to inspect the quality of the unit before receiving, provided that it gives notice of such intention at the latest when placing the written order. The quality inspection shall be conducted when the unit will be delivered. 2. Any defects shall be remedied by the bidder without delay at his/her/its own expense. 3. The quality inspection shall not in any way prejudice GIZ's warranty claims.
Language	All quotation documentation shall be in English
General Purchase Condition	Attached
Preliminary Examination – Completeness of quotation	Partial bids are not permitted. The bidder is not allowed to quote more than one item (options) with different price for one kind of item requested. The bidders who do not comply will be ruled out from the tender evaluation.
Evaluation of Quotation and award criteria	The Evaluation Committee will examine the quotation to determine whether they are complete and whether the offer complies with the Technical Requirement. Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Bidder does not accept the correction of errors, its quotation will be rejected. If there is a discrepancy between words and figures, the amount in words will prevail. Any offers which do not meet the requirements will be rejected. The PO will be awarded to the bidder that offers the lowest priced and /or pass technical qualifications.

Goods Packing and Marking	1. The Seller is responsible for the proper packing with consideration being given to the respective mode of shipment and bears the burden of evidence for this. GIZ will assume packing costs and other incidental costs only if this has been expressly agreed. 2. The type of packing must be suitable for the goods being transported, taking into account the mode of shipment used; it must be as environmentally-friendly as possible, appropriate for the climatic conditions and satisfy the legal requirements in the destination and transit countries. 3. Hazardous goods must be packed and marked in accordance with the laws and regulations applicable to the means of transport in question. 4. Packages shall be marked as directed by GIZ or GIZ's forwarding agent, without specific indication of their content or the company from which they come, and must comply with the regulations of the destination and transit countries. Each package is to be marked at least on two opposite sides, in accordance with GIZ's shipping instructions, with the gross and net weights, external dimensions and, where appropriate, with symbols for fragile goods, hook attachment points, indications of Centre of gravity and potential dangers. 5. The Seller is liable for damage attributable to inadequate or defective packing or marking. 6. The forwarding agents contracted by GIZ are instructed to refuse to accept packages which do not comply with the above conditions, or to arrange for the shortcomings to be remedied at the Seller's expense.

If you have any further questions in this tender, please send an email to **dewi.laluyan@giz.de** cc **swesty.haryanty@giz.de** within the period **06.11.2023 – 17.11.2023**.

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

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Internationale Zusammenarbeit (GIZ) GmbH

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Annexes

1. Technical Specification Form
2. Bid Price Form
3. General Terms & Conditions