giz Please insert GIZ office address

To

All invited bidders

Invitation to tender – RFP No. 83452810

Project no.: **12.9097.2-135.00**

Project title.: **Indonesian Bus Rapid Transit Corridor Development Project (INDOBUS)**

Country.: **Indonesia**

Service Tendered:

Event Organiser and Facilitator for Annual Work Plan 2024 and Team Consolidation

Dear Sir/Madam,

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is an international cooperation enterprise for sustainable development with worldwide operations. Its corporate objective is to improve people's living conditions on a sustainable basis. GIZ has been working in Indonesia since 1975 on behalf of the German Government. It is supported by German Federal Ministry for Economic Cooperation and Development (BMZ) and German Federal Ministry for the Environment, Nature Conservation, Nuclear Safety and Consumer Protection (BMUV). For further information, please visit http://www.giz.de/indonesia

One of the GIZ projects implemented in Indonesia is Indonesian Bus Rapid Transit Corridor Development Project (INDOBUS). Currently, INDOBUS project is seeking an **Event Organiser and Facilitator for Annual Work Plan 2024 and Team Consolidation**. The detailed service is set forth in the attached Terms of Reference and the Annexes.

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Should you be interested in participating in this tender, please submit the proposal at latest by **20 November 2023**. **Any proposal arriving after the deadline will not be considered (disqualified).**

Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH

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Ingrid-Gabriela Hoven (Vice-Chair)
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Commerzbank AG Frankfurt am Main
BIC (SWIFT): COBADEFFXXX
IBAN: DE45 5004 0000 0588 9555 00

The tender requirement :

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

Proposal must be signed by the consultant using the **Price of Schedule Fo**rm 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 5 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. 83452810 – INDOBUS - Event Organiser and Facilitator for Annual Work Plan 2024 and Team Consolidation.**

and the name of the submitting consultant.

Content of Technical and Financial Proposal as follow :

Technical Proposal should be consist of:

- Proposal with requirement details as set forth in the Term of Reference
- Copy of registration or incorporation letter.
- Company Profile - Presentation of the bidding company/institution include organization chart.
- Curriculum Vitae of Key Experts as stipulated in the TOR.

Financial Proposal:

- Financial Proposal with Price Schedule form as Annex 3, it must be signed.
- All prices/rates must be inclusive of income tax (PPh 21/PPh 23) GIZ obliged to withhold the income tax.
- All prices/rates quoted must be exclusive of Value Added Tax (VAT)
- The currency of the financial proposal shall in IDR
- Bank Account, NWPP & PKP/Non PKP Letter

- **Financial Proposal shall be protected by password**

2. Value Added Tax

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 month

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).

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

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.

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:

"Adjustment to RFP No. 83452810 – INDOBUS - Event Organiser and Facilitator for Annual Work Plan 2024 and Team Consolidation"

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).

If you have any further questions in this respect, please send an email to CP-Indonesia@giz.de within the period **06.11.2023 – 17.11.2023.** The queries will be answered by E-mail.

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

1. Terms of Reference
2. Technical Assessment Grid
3. Price Schedule or Commercial Form
4. General Terms & Conditions
5. Bidding Q & A