giz Indonesia, ASEAN

To

All invited bidders

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

Invitation to RE-Tender – RFP No. 83446896

Project no.:	**20.2023.8.001.00**
Project title:	**ASEAN-German Climate Action Programme (ASEAN CAP)**
Country:	**Indonesia**

Service Tendered:
Consultancy for Knowledge Management Strategy

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.

South-East Asia is particularly vulnerable to climate impacts, and, at the same time, some ASEAN Member States (AMS) are now also significant emitters of greenhouse gases (GHGs). All AMS have signed the Paris Agreement and formulated their Nationally Determined Contributions (NDCs) accordingly, which they are now implementing and regularly updating. At the regional level, the AMS has created a comprehensive policy framework which also covers the thematic issue of climate change. Regional climate issues lie with the ASEAN Working Group on Climate Change (AWGCC), supported by the Environment Division of the ASEAN Secretariat (ASEC).

ASEAN has the appropriate foundation to serve as a dialogue and cooperation platform: the institutional structures and political framework are already in place to be an effective partner in regional climate policy. Yet, it is not fully harnessing the available potential and is not visible enough nationally or internationally in this field. ASEAN's climate and environment policy is generally not binding, and the implementation of the strategies and plans it has adopted needs to be better monitored and encouraged. Beyond joint statements issued by the AMS in the context of the international climate

negotiations, there are also only a few regionally coordinated climate policies, strategies, and actions.

ASEAN - German Climate Action Programme (CAP) is a project that aims to have an improved cooperation within ASEAN for implementing ambitious climate policies. ASEAN CAP is seeking an **individual consultant for Knowledge management strategy** to strengthen the capacity/management system of ASEAN.

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

Should you be interested in participating in this tender, please submit the proposal at latest by **Monday, 11 September 2022 at 10.00 a.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 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 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. 83446896 – Consultant for Knowledge management strategy** and the name of the consultant.

Content of Technical and Financial Proposal as follow :

Technical Proposal should consist of:

- Proposal/technical offer with requirement details as set forth in the Term of Reference (ToR).
- Curriculum Vitae including the domicile address of the consultant as stipulated in the ToR
- Taxpayer Registration Number (NPWP)
- Bank Account Information

Financial Proposal:

- Financial Proposal with Price Schedule form as Annex 3, it must be signed by cosultant
- All prices/rates must be inclusive of income tax (PPh 21)
  GIZ obliged to withhold the income tax.
- The currency of the financial proposal shall in IDR
- **Financial Proposal shall be protected by password**

2. 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.

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. 83446896 – Consultant for Knowledge management strategy"

GIZ General Terms and Conditions for the contract as Annex 4 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 lidya.jata@giz.de and cc to swesty.haryanty@giz.de **by 06 September 2023 at the latest.** 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

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