

**INVITATION TO BID**

**To supply IT products and support services to GIZ Vietnam/Laos   
in the period of up to 4 years from 2024 – 2027**

**Tender code: 91178120**

1. **Background**

As a federally owned 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 provides advisory services to the Vietnamese Government in four priority areas: (1) Vocational training, (2) Environmental, (3) Energy, and (4) Sustainable Economic Development. For further information, please visit [www.giz.de/viet-nam](http://www.giz.de/viet-nam).

GIZ Vietnam projects, their staff and partners are located mostly in Hanoi (80%), Ho Chi Minh City HCMC (10%), Can Tho and others (10%). Up to now, the procurement of laptops and IT equipment has been processed decentralized in Vietnam and Laos by the country officea in Hanoi and the project offices scattered across the country via the competitive placement procedure for every single transaction.

With a framework contract on IT products, we would expect to benefit from quicker delivery time, better price for high quality and durable IT products and from professional after-sale IT support services from the selected Supplier.

For these reasons, GIZ Hanoi Office as the contracting party is conducting **a local negotiated tender with competitive tendering on “Provision of IT products and support services” for GIZ in Vietnam and Laos** for an estimated number of IT products up to ~ 4,000 items during the maximum contract term of 4 years from 2024-2027, whereas the share for laptops is about 80% while the share for other IT products is about 20%.

The equipment shall be delivered as follows :

* Place of delivery: mainly in Hanoi, Ho Chi Minh City and Can Tho City/Vietnam and Vientiane/Laos
* Delivery time:Please indicate your shortest delivery time after order placement
* Payment: Payment after receipt of goods (negotiable) against (1) VAT Invoice and (2) Delivery note and Confirmation of receipt of goods

Supplier, who submits the technically suitable and most cost-effective bid, will be selected as Contractor for the IT framework contract with GIZ for supplying IT products and support services for a period of up to 4 years till 2027.

1. **Requirements for bidding documents**

Bidding documents are submitted in 01 exemplar in English and 01 in Vietnamese, with same validity. Please refer to the Local bidding conditions for detailed requirements about the bidding documents to be prepared and submitted. Bidder is pleased to pay high attention on this document.

1. **Method of bid submission**

The complete tender dossier is to be sent **only by email** to **VN\_PoG\_Quotation@giz.de**. We request you to submit the eligibility documents, technical proposal and price quotation in **3 separate folders** in pdf format(**either in 1 email or 3 separate emails**) with email subject or file name as follows:

* **91178120 - Eligibility Documents - Company name**
* **91178120 - Technical Offer - Company name**
* **91178120 - Price Quotation - Company name**

For data protection and information security reason, in case the total size of your documents is below 10 MB, you can attach them directly in the email sent to us. In case the total size of your documents is above 10 MB, the files must be sent via GIZ filetransfer system. We will provide the guidance on how to use filetransfer to interested suppliers. **Bidders are required to record the password on filestransfer and send the correct ones to GIZ. Wrong passwords could lead to bidding failure.**

1. **Deadlines**

* Interested bidders can contact GIZ **(before 03/05/2024 )** via email to

**Question-from-bidder-pog-vn@giz.de** to receive a complete tender dossier, including:

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| 1 | Local bidding conditions |
| 2a | General Purchase Conditions (GPC) |
| 2b | GIZ Code of conduct for Contractors (CoC) |
| 2c | GIZ Code of conduct for Contractors on anti-sexual harassment (CoCASH) |
| 3a | Terms of Reference (TOR) |
| 3b | IT technical specifications |
| 4 | Eligibility Assessment Grid (EAG) |
| 5 | Form of Technical bid |
| 6 | Technical Assessment Grid (TAG) |
| 7 | Form of Financial bid |
| 8 | Financial Assessment Grid (FAG) |
| 9 | Prohibitions for awarding or continuing contracts with persons, entities or bodies from Russia (Text A full) |
| 10 | Regulation on consequences for Bidders/contractors when providing falsified information (RBC) |
| 11 | Guidance on sending files via GIZ filetransfer |
| 12  13  14  15  16 | Specimen – IT Framework Agreement  Data Privacy Statement regarding storage and use of personal data by GIZ  Declaration of consent by individual/ expert of contractor regarding storage and use of personal data by GIZ  Template list of relevant contracts signed with other customers  Site vist checklist |

* For questions about the tender, please send to the email: **question-from-bidder-pog-vn@giz.de** **before 24/05/2024**.
* **Bidder shall send the complete bidding documents by email to VN\_PoG\_Quotation@giz.de by 02/06/2024, 17.00 (Hanoi time)**

1. **Notes**

* Sending documents to wrong email address will lead to disqualification of the supplier.
* Files sent via other applications/systems such as google drive, dropbox etc. will not be accepted.
* Bids sending after the deadline will be disqualified.

**When submitting bidding documents for this tender, the bidder declares that he has read, understood, accepts and agrees with all information and conditions   
listed in the provided tender dossier**

**GIZ is obliged to ensure the confidentiality of all submitted documents by bidder(s) during the tender process !**