***Annex* 2**

Bidding Conditions - local

1. Content of the bid

Your bid should contain the following information:

1.1 Detailed working concept which allows us to examine the technical aspects in the light of the project's objective.

This includes:

- a description of the services you plan to provide and the scheduled working methods (e.g. a commercial draft agenda)
- possible alternative concepts, including time and personnel involved.
- a time schedule, in graph form, for the individual measures you are to implement.
- a personnel assignment plan (giving alternatives if necessary) with details of the personnel to be engaged in the individual fields of work and their periods of assignment and on the position to be held by the individual experts in the project
- details of which tasks your firm will be undertaking within the scope of the project (backstopping)
- the designation of a contact person at the Head Office who is responsible for the project, with his or her CV included.
- if applicable, special tasks requested within the scope of the terms of reference (TOR)

1.2 Curricula vitae (CVs) of the experts designated for the project. The CVs are to be in tabular form and should cover the following points in the given order:

Name, date of birth, nationality, professional training / higher education, foreign language skills with an indication of the level (categories: native speaker, competent, basic, rudimentary), professional experience specifying the employer, duration of employment, scope of duties and periods of employment abroad, management experience and scope (partner and foreign experts), particular professional skills as well as publications by the candidates if applicable.

1.3 Earliest possible date for commencing the work, with alternatives where appropriate.

1.4 A project-related presentation of your company

- with description of work groups taking part, divisions or other organisational units, if possible in the form of an organisational chart, and a distribution of staff members to these organisational units with their respective qualifications and experience.

- under the aspect of the organisation of project management and back-stopping.

1.5 Listing of relevant projects, if this information has not yet been submitted to us.

1.6 Should you wish to form a ***joint venture group or consortium***, the bid must specify the members of this group/consortium. Furthermore, the authorised representatives of the members are to be named.

A member of the joint venture group / consortium is to be appointed as central coordinator by all members in a legally binding form and empowered to represent the group / consortium and to accept payments with the effect of a discharge, also on behalf of the members.

Furthermore, the members must declare that they are jointly and severally liable for the performance of the contract. A corresponding power of attorney has to be submitted together with your bid.

The formation of a joint venture with a company, also invited by GIZ to submit a bid, requires the prior written consent of GIZ.

2. Cost of preparing the bid

No remuneration will be granted for the preparation of the bid and the documents to be attached thereto. The bids, together with the attached documents, shall become the property of the Deutsche Gesellschaft für Technische Zusammenarbeit (GIZ) GmbH, without entitlement to remuneration.

A request that the first-ranked bidder present candidate staff members previous to the awarding of the contract does not constitute grounds for a claim for reimbursement of related costs from the GIZ.

3. Important Information

Kindly note that technical bids that have a volume more than 30MB cannot be sent via email. Should your technical bid reach this volume, we request you to share it using File transfer through the link https://filetransfer.giz.de/. For security reasons, only bids sent via file transfer will be accepted. Bids sent via other Data sharing tools will be rejected. **Remember** to take note of the **password** generated by Filetransfer on your transferred files and send it together with the offers to give access of the files to GIZ. GIZ is not responsible for the failure of electronic delivery of e-mail messages to the address provided, either for technological problems on the part of GIZ or the bidder.

However, the financial offer shall be shared as a PDF document in a separate email.

Up to the point of signature, GIZ may either abandon the procurement or cancel the award procedure, without the candidates or tenderers being entitled to claim any compensation.

The invitation to tender is no way binding on GIZ. The GIZ's contractual obligation commences only upon signature of the contract with the successful Tenderer.

***Annex* 2**

4. Address, formal requirements

Your electronic bid, comprising the technical offer and price offer must be submitted as two (2) separate document folders.

The first folder titled "***83464621_Technical Proposal_Printing Services.***" and the second one titled "***83464621_Financial Proposal_Printing Services."***

The bids must be in pdf format, dully signed and authenticated by the authorised company representatives and be addressed to: ***zm_quotation@giz.de***

The above formal requirements regarding electronic submission of bids and folder titles also apply to further bid modifications.

5. Modification / withdrawal of the bid

Adjustments to or withdrawal of bids are to be communicated in writing, at least 5 days before 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).

The electronic folder is to be clearly titled/labelled: **"Adjustment to Bid # *83464621_ Printing Services."***

6. Other requirements

Agreements with third parties in restraint of competition, which are to the disadvantage of the GIZ, are not permissible and will lead to the bid not being considered.

The documents submitted in response to the request to tender shall be treated confidentially by yourself and may only be made available to third parties in connection with potential subcontractors in relation to your bid.

Non-compliance to any of the above conditions may result in the bid not being considered.