giz Plot No. 2, Kariba Road, Kalundu, Private Bag RW 37X • Lusaka • Zambia

06 May 2024

Invitation to tender

Tenderer: Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

Project: **F4F**

Tender Subject: Short Term Consultancy for "*Printing services for project's communication materials*." as per Specifications *(attached as annex 1- ToRs).*

The **F4F** wishes to hire by selective tender, free of charge and without obligation on its part, a short-Term consultancy based on the following terms and conditions:

Detailed instructions on what information your bid should contain and how it should be presented are given in the attached specifications *(attached as annex 2_Bidding conditions.)*

1. **Submission of Proposals and deadline**

Please submit your proposals electronically via email to: *zm_quotation@giz.de*

The documents must be authenticated (signed) and must be in PDF format.

The technical and financial proposals must be submitted separately and clearly indicated as such.

Please quote the tender reference number ***"83464621_Printing Services"*** in all your email correspondence.

Submit your proposals on or before Monday **20th May 2024 not later than 16:00hrs local time**.
Proposals received after the stated deadline will not be accepted.

German Development Cooperation
GIZ Office Zambia

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Your reference
Our reference

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Chairman of the Supervisory Board
Martin Jäger, State Secretary

Management Board
Tanja Gönner (Chair)
Ingrid-Gabriela Hoven
Thorsten Schäfer-Gümbel

german cooperation
DEUTSCHE ZUSAMMENARBEIT

2. Procedural questions

Please address any commercial, technical and procedural questions at an early stage, at least 5 days before the deadline for submission.

Questions must be raised in writing via email to: *zm_quotation@giz.de*

3. Language of the proposal

The language of the offer shall be English.

4. Results

The results of the evaluation of proposals will not be made public. Only the winning bidder shall be notified.

If you do not receive an order in writing within three weeks of expiry of the deadline, your proposal has not been successful. ***You shall not receive separate notice to this effect.***

5. Pricing of Proposals

Prices shall be fixed and shall be quoted in the local currency, the Zambian Kwacha (ZMW).

Expert fees shall be inclusive of WITHOLDING TAXES.

Should your offer be quoted in other foreign currencies, it will be converted to the local currency using exchange rates obtained from the following link:
http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm

6. Evaluation of proposals:

The proposals received shall be evaluated by GIZ regarding their technical content and their price content.

The technical proposals shall be evaluated using a pre-determined criteria (*see annex 3 attached*) and weighting points shall be awarded accordingly.

After the technical evaluation, only the price offers of bids with more than 500 points will be opened and evaluated. Technical offers below 500 points will be considered as technically not acceptable.
100% combined total assessment shall be applied based on:

- 70% maximum for best placed technical proposal and
- 30% for best priced proposal.

7. **Other costing requirements:**

Contingency and admin costs: GIZ assumes that budget contingency and other administrative overhead costs associated with the assignment are already absorbed in the expert / consultancy fees and as such, will not be refunded separately.

Statutory Taxes: GIZ shall not deduct withholding tax on consultancy fees. It is the responsibility of the consultant to ensure that they declare income on consultancy fees and pay the appropriate tax to the Zambia Revenue Authority (ZRA).

Subsistence allowances and Logistics: Should the assignment involve field travel outside the usual residence (town or city) of the consultant, GIZ standard rates shall apply, and costs must be included in your price at the following rates:

- Per diems:
  - Full daily allowance: **400 ZMW**
  - Reduced daily allowance: **250 ZMW** – day of departure and day of return.
- Accommodation:
  - up to 600 ZMW without a receipt.
  - up to 2,000.00 ZMW for Ndola, Kitwe and Solwezi.
  - up to 2,500.00 ZMW for Lusaka and Livingstone.
  - other towns are up to 1,560.00 ZMW against proof of payment.
- Transport Refund:
  - The transport refund will be set at the below formular for GIZ otherwise following the GIZ travel regulations:
    = (distance × fuel cost per liter in ZMW) / 8

THANK YOU.

Annexes

1. Terms of reference / Specifications
2. Bidding Conditions – Local
3. Technical Assessment Grid
4. General Terms & Conditions of Contract
5. Factsheet
6. Artwork