

**MANDATORY MATERIALS AND EQUIPMENT TENDER FORM TO BE SUBMITTED WITH COMPLIANCE DOCUMENTS**

PLEASE FILL INFORMATION WHERE REQUIRED & VENDOR/SUPPLIERS MUST SIGN & DATE AS THIS FORM IS PART OF THE TENDER & GIZ DUE DILIGENCE



GIZ reserves the right to reject any proposal that does not meet the eligibility criteria or submission requirements.

**YOU ARE HEREBY INVITED TO BID & ARE REQUIRED TO POPULATE/FILL IN RELEVANT INFORMATION AS PART OF THE EVALUATION OF YOUR QUOTES/BIDS**

|   |                                       |
|---|---------------------------------------|
| <b>Brief Project Title</b>  | Climate and Ozone Protection Alliance |
| <b>Order Number/bid processing number as per tender (starts with 911...) and must be stated in all communication.</b> | 91183251                              |

Quotations must be submitted to ZA\_Quotation@giz.de and in pdf only via email and GIZ only accepts for large documents File Transfer.

Always state reference number 91183251 on the subject line of your quote and send photos as per specifications with your tender.  
 Note: Only bids sent to the quotation's mailbox address will be accepted to be evaluated before the closing date and time.  
 Bidders are not allowed to communicate directly with any other person regarding this bid other than the procurement official/s. Failure to comply with this requirement may lead to your bid being disqualified.  
 The bids are to be separated in two folders/files. One containing technical proposal only and the other one price quotation only in one e-mail as attachments.  
 Bidders agree that CLARITY QUESTIONS must be sent in writing and must be sent within 5 days after receipt of the GIZ tender to the email address ZA\_Inquiry@giz.de and CC tracy.ngwenya@giz.de

See all delivery addresses before signature part of this form below and expected delivery time to be end November 2024.

Bidders must indicate if they have the requested materials on stock and are ready to deliver right away, as there is also the transportation to be taken into consideration

**SUPPLIER/VENDOR INFORMATION**

|   |  |
|---|--|
| <b>Company Name</b>                             |  |
| <b>Physical Address:</b>                        |  |
| <b>Contact Person (Full names and surname):</b> |  |
| <b>Telephone Number:</b>                        |  |
| <b>Cell-Phone Number:</b>                       |  |
| <b>E-mail address:</b>                          |  |
| <b>Web-site address</b>                         |  |

**GIZ DOCUMENTS AND ANNEXURES**

Invitation/ Inquiry Letter with specification annexures and any relevant documents related to the tender.

Tender Form and attach all compliance documents.

**GIZ General Terms and Conditions**

| <b>BIDDERS TO CONFIRM &amp; PROVIDE THE FOLLOWING INFORMATION</b>   | <b>YES/NO/NOT APPLICABLE</b> | <b>Provide comments if required</b> |
|---|------------------------------|-------------------------------------|
| Bidder accepts that the GIZ Materials and Equipment Order contract and specifications annexures, this tender form and the General Terms and conditions and any relevant Annexures and documentation will be the only legally binding contract.  |                              |                                     |
| Bidders must agree to ensuring that all Materials and Equipment are packaged in the correct quantities and conforms as per industry standards, manufacturer requirements where applicable and any contractual specifications ensuring that there are no damages in transit to the GIZ delivery address.   |                              |                                     |
| i. Bidders must state that they agree with GIZ payment terms of 30 payment 30 days after delivery, and this must be on the tender quote.<br>ii. Bidder must understand that GIZ does not make advance payments for Materials and Equipment without an upfront bank guarantee or relevant collateral.  |                              |                                     |
| i. Bidder consents to provide one sample upon request and only once the sample is approved by GIZ Technical staff then the Order will be placed and the bidder will be allowed to proceed with the full order.<br>ii. The complete order needs to be concluded as per the agreed timelines and delivery period and duration with GIZ.<br>iii. The bidder must inform GIZ of any delays before the agreed deadlines pass for delivery.                                   |                              |                                     |
| Bidder accepts to quote for delivery of the sample to a specific destination address and upon approval of sample will the bidder be allowed to proceed with completing the order.   |                              |                                     |
| Bidder complies to quote for delivery of the full order to country specified by GIZ and will provide an invoice in advance with the relevant TIN or VAT numbers etc. to allow GIZ to be able get a letter for customs clearance to allow for the movement of goods across the border.   |                              |                                     |
| i. Bidder agrees to GIZ preference to deliver goods within 1-5 working days for standard off the shelf or any other readily available materials and goods excluding weekends and public holidays without comprising quality and all legal and industry standards.<br>ii. Bidders to clearly indicate the shortest possible delivery time without compromising quality, legal & other industry standards on the quote.   |                              |                                     |
| Bidder agrees to clearly state installation time if applicable for the order on the quote.  |                              |                                     |
| Bidder consents to provide full details about technical equipment, maintenance and after sales service if applicable to the issued specifications in their quote.   |                              |                                     |
| i. Bidder agrees that GIZ will only accept delivery of the complete order, all at once and not in parts (piecemeal) to the GIZ designated office address and the cost of courier and delivery to the relevant GIZ office is for the bidder.<br>ii. Delivery date and times must be scheduled/agreed in advance.<br>iii. Note all deliveries on the scheduled/agreed date must be done by 14h00 latest 16h00 to allow careful inspection of the Materials and Equipment. |                              |                                     |
| Should the bidder require an authorised GIZ person to sign their entity contract after the GIZ order contract and all annexures for any reason then bidders agree to indicate this on their tender.   |                              |                                     |
| The supplier must send the fully signed contract within five(5) working days to GIZ otherwise no vendor/supplier invoices will be paid unless the fully signed document is received by GIZ Procurement.   |                              |                                     |
| Bid/ quote validity period provided on the quotation  |                              |                                     |
| Bidders must indicate if they will you be available for a pre-proposal meeting and presentation if required by GIZ  |                              |                                     |

| MANDATORY COMPLIANCE DOCUMENT DESCRIPTION  | TO BE SUBMITTED BY BIDDER WITH TENDER  |   |  |   |
|--|--|---|--|---|
| Specifications/ Terms of Reference photos for each item that is required   |  |   |  |   |
| General Terms and Conditions   |  |   |  |   |
| Price/quote amount clearly indicating subtotals before and after VAT   |  |   |  |   |
| SARS Tax Clearance Certificate and PIN with a screenshot from SARS website indicating a GREEN status at least three days prior to the closing date of the tender.  |  |   |  |   |
| Company Profile which should include client testimonials/references with any industry affiliations if applicable   |  |   |  |   |
| SARS VAT registration if your company is eligible  |  |   |  |   |
| Copy of cancelled Letterhead with physical address for contact purposes  |  |   |  |   |
| Copy of ID of authorised signatory in your company   |  |   |  |   |
| CIPC Document  |  |   |  |   |
| Central Supplier Database (CSD) (not older than 1 month)   |  |   |  |   |
| Bank Account Confirmation Letter (not older than 3 months)   |  |   |  |   |
| Should your quotation be accepted the bidder agrees to sending all invoices to invoices.pretoria@giz.de and CC the person who issued the tender to you and take note that the bidder is responsible for the cost of delivery to the delivery address provided by GIZ for both the sample sent (if applicable) and the final completed order to GIZ.  |  |   |  |   |
| <p><b>GIZ delivery addresses for this tender are:</b></p> <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top; width: 33%;"> <p><b>Zimbabwe</b></p> <p>Splash Air<br/>661 Harare Drive<br/>Corner Harare Drive and Lorraine Avenue<br/>Marlborough<br/>Harare<br/>Contact person: Mr Alfred Motsi<br/>Cellphone: +263715212141</p> </td> <td style="vertical-align: top; width: 33%;"> <p><b>South Africa</b></p> <p>Air Conditioning and Refrigeration Academy (ACRA)<br/>203 Element Road<br/>Oriskany<br/>Kempton Park, 1619<br/>Contact: Anria Pieterse<br/>Telephone: +27 (0)82 936 4183<br/>Cellphone: +27 (0)79 386 9598<br/>Email: anria@acra.co.za</p> <p><b>Eswatini</b></p> <p>Gwamile VOCTIM<br/>Private Bag 10<br/>University Road, Opposite Jesus Calls Church<br/>Matsapha<br/>Contact person: Manyakatane Dlamini<br/>Cellphone :(+268 7643 8498)</p> </td> <td style="vertical-align: top; width: 33%;"> <p><b>Namibia</b></p> <p>Ministry of Industrialisation and Trade<br/>Brendan Simbwaye Square, Block B<br/>Cnr. Dr. Kenneth Kaunda &amp; Goethe Streets<br/>Private Bag 13340<br/>Windhoek<br/>Contact: Dr. Michael Humavindu<br/>Email: Michael.humavindu@mit.gov.na<br/>Cellphone: +264811556362</p> <p><b>Botswana</b></p> <p>GIZ Botswana and SADC<br/>1 Floor, Marula House<br/>Prime Plaza, New CBD,<br/>Plot 54538, Botswana<br/>Contact: Dimpho Ketseng<br/>Email: dimpho.ketseng@giz.de</p> </td> </tr> </table> |  | <p><b>Zimbabwe</b></p> <p>Splash Air<br/>661 Harare Drive<br/>Corner Harare Drive and Lorraine Avenue<br/>Marlborough<br/>Harare<br/>Contact person: Mr Alfred Motsi<br/>Cellphone: +263715212141</p>   | <p><b>South Africa</b></p> <p>Air Conditioning and Refrigeration Academy (ACRA)<br/>203 Element Road<br/>Oriskany<br/>Kempton Park, 1619<br/>Contact: Anria Pieterse<br/>Telephone: +27 (0)82 936 4183<br/>Cellphone: +27 (0)79 386 9598<br/>Email: anria@acra.co.za</p> <p><b>Eswatini</b></p> <p>Gwamile VOCTIM<br/>Private Bag 10<br/>University Road, Opposite Jesus Calls Church<br/>Matsapha<br/>Contact person: Manyakatane Dlamini<br/>Cellphone :(+268 7643 8498)</p> | <p><b>Namibia</b></p> <p>Ministry of Industrialisation and Trade<br/>Brendan Simbwaye Square, Block B<br/>Cnr. Dr. Kenneth Kaunda &amp; Goethe Streets<br/>Private Bag 13340<br/>Windhoek<br/>Contact: Dr. Michael Humavindu<br/>Email: Michael.humavindu@mit.gov.na<br/>Cellphone: +264811556362</p> <p><b>Botswana</b></p> <p>GIZ Botswana and SADC<br/>1 Floor, Marula House<br/>Prime Plaza, New CBD,<br/>Plot 54538, Botswana<br/>Contact: Dimpho Ketseng<br/>Email: dimpho.ketseng@giz.de</p> |
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| <p>I _____ (full name and surname in block representing company) _____ in my capacity as the authorised signatory as the (provide job title)</p> <p>_____ certify that the information provided above is correct and that I have read and understood and agree to comply with the content on this tender form.</p> <p>By providing the above information the supplier consents to the processing of their personal data in line with GDPR, POPI Act, and GIZ's Data Privacy guidelines outlined in the General Terms and Conditions.</p> <p>Signature _____ Date _____</p>   |  |   |  |   |