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## To whom it may concern

## German Development Cooperation

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Your reference Our reference 83467575 Email: betty.madingwaneng@giz.de Date: 14.08.2024

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Chairman of the Supervisory Board Jochen Flasbarth, State Secretary

Management Board Thorsten Schäfer-Gümbel (Chair) Ingrid-Gabriela Hoven Anna Sophie Herken



Dear Sir/Madam,

Thank you for showing interest in the above-mentioned tender. Queries received and clarity/responses are below:

	Query	Response
1	Period of assignment: from	Please see Chapter 1 on the Context,
	15 September 2024 until 31	which specifies that a number of
	March 2025.	events are planned in the contracting
		timeframe. The original contracting
	There are two budgets as	volume can be increased by the
	per brief, are these the	financial volume of the option in the
	maximum available	contract if necessary, depending on
	budgets you have available	the actual number and size of the
	on this job with which only	events. Further increases of the
	two events are to take	budget are not possible
	place between 15	
	September 2024 and 31	
	March 2025? And do you	
	have dates for these	
	events?	



	1	
2	Terms of reference (ToRs) for the procurement of services below the EU threshold speaks of: 4 Concept In the tender, the tenderer is required to show how the objectives defined in Chapter 0 (Tasks to be performed) are to be achieved, Where is Chapter 0?	This is a mistake in the ToR. The reference should be to Chapter 2, not Chapter 0
3	The tender document states that 'the complete tender must not exceed 6 pages (including CVs).' Considering the extensive requirements outlined, can you please clarify how this is feasible?	According to the ToR, the limit is 6 pages exclusing CVs, not including CVs.
4	We are unable to locate Chapter 5 in the uploaded documents. Could you please provide the format for CVs that we should use?	Chapter 5 contains the personnel concept. You can use any format that complied with the page limit and allows the evaluators to assess whether the criteria specified in Chapter 5 are met.
5	Additionally, could you send us the AUV form that we need to complete?	The AuV form and all other documents related to the tender can be downloaded from our website: <u>Call for Proposals 83467575 - giz.de</u>

Please do not include your price proposal for this measure in your technical proposal. Should you include your price proposal in your technical proposal for this measure your bid will be disqualified hence the request to separate the two.

Kind regards Procurement Team