

# Terms of reference (ToRs) for the procurement of services below the EU threshold

---

<b>Event management support: Organization and implementation of Green Hydrogen Conferences and Networking Events</b>	<b>Project number/ cost centre: 21.2230.7-003.00</b>
--	--

---

0.	List of abbreviations .....	2
1.	Context.....	3
2.	H2.SA has four focal areas:.....	3
3.	Tasks to be performed by the contractor .....	4
4.	Concept.....	8
	<i>Technical-methodological concept .....</i>	<i>8</i>
	<i>Project management of the contractor (1.6) .....</i>	<i>9</i>
	<i>Further requirements (1.7).....</i>	<i>9</i>
5.	Personnel concept.....	9
	<i>Team leader .....</i>	<i>9</i>
	<i>Expert Pool 1 (up to 3 experts).....</i>	<i>10</i>
6.	Costing requirements .....	11
	<i>Assignment of personnel and travel expenses .....</i>	<i>11</i>
	<i>Sustainability aspects for travel .....</i>	<i>11</i>
7.	Inputs of GIZ or other actors.....	14
8.	Requirements on the format of the tender .....	14
9.	Option .....	15
10.	Outsourced processing of personal data .....	15
11.	Annexes.....	16
	Additional Requirements .....	16

## **0. List of abbreviations**

GTCC General Terms and Conditions of Contract for supplying services and work 2022

BMZ German Federal Ministry for Economic Cooperation and Development

DC Development Cooperation

GIZ Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH

GH2 Green Hydrogen

GHSA Green Hydrogen South Africa

H2.SA Promoting a Green Hydrogen Economy in South Africa

IC International Cooperation

PtX Power-to-X

SAGHS South Africa Green Hydrogen Summit

ToR Terms of reference

## 1. Context

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is an international cooperation enterprise for sustainable development with worldwide operations. Its corporate objective is to improve people's living conditions on a sustainable basis.

In the context of a rapidly decreasing global carbon budget and urgency to identify adequate solutions for decarbonizing the so-called hard-to-abate sectors, the demand for green hydrogen (GH<sub>2</sub>) and hydrogen-based products, such as ammonia and synthetic jet fuels, is steadily increasing.

The renewed discussion on GH<sub>2</sub>, Power-to-X (PtX), and their production in the partner countries of International Cooperation (IC) has gained momentum in the course of global decarbonisation and efforts. This is reflected both in increased political activity (e.g. National Hydrogen Strategy in Germany) and in GIZ's commissions on this topic.

Many off-takers (e.g., Germany, the EU, Japan, etc.) are willing to pay a premium price and sign long-term supply agreements to stimulate green GH<sub>2</sub>/PtX market development. An essential pre-condition for a GH<sub>2</sub> economy would be the massive development of low-cost renewable energy capacities and to this end, existing market barriers would need to be removed, the political and regulatory framework would need to be adjusted and a far-reaching capacity building, skills development, and training initiative implemented.

Based on discussions with the German Federal Ministry for Economic Cooperation and Development (BMZ) and representatives of the South African government in late 2019, GIZ developed a concept for the project "**Promoting a Green Hydrogen Economy in South Africa**" (H<sub>2</sub>.SA), to be implemented between August 2021 and December 2025.

## 2. H<sub>2</sub>.SA has four focal areas:

Strategy, Policy & Regulatory Framework	Private Sector Cooperation	Capacity Building, Research & Development	Sustainability & Just Transition
Support for the SA Government in strategy development and setting up the right regulatory framework.	Support for private sector stakeholders to bring their projects to market.	Build capacities for a future GH <sub>2</sub> economy and support for SA's R&D networks.	Build stakeholders' knowledge of potential benefits and impacts for a sustainable GH <sub>2</sub> economy.

Against this backdrop, events are essential to establish personal connections with partners and to raise awareness among the target groups. Further, they are an effective method for the project to build trust and form connections with partners and key stakeholders.

For the efficient and effective organisation and presentation of events (incl. networking events, conferences, information/awareness-raising events, stakeholder consultations, and training), the support of an experienced event management agency is indispensable. **Therefore, GIZ is seeking support from an event management agency to organise the preparation and implementation of conferences and events including but not limited to conceptual design & planning, general coordination, the arrangement of venue, travel, and accommodation, management of invitations and RSVPs, sourcing of external**

**moderators, branding, communication services, event evaluation and general logistical needs for GH2/PtX events in South Africa.**

### **3. Tasks to be performed by the contractor**

The contractor is responsible for providing the following services:

#### **Event Management**

##### **1) Overarching**

- Prepare and manage a project management plan that outlines the names of the task managers, the timeline with the number of working days, all milestones with respective responsibilities, and delivery dates. This plan should be aligned with the H2.SA operation plan, be regularly updated and made available;
- Serve as a focal point for and coordinate with all relevant suppliers (hotels, drivers, catering, decorators, printers, audio-visual and light technicians, etc.) involved in the technical, logistical and administrative arrangements of the events;
- Management of sub-contractors (where applicable): travel management company, transportation, accommodation, communication and deployment, directional signage, design and production;
- Screening, evaluation, and preselection of suitable conference venues; facilitating provision of information and documentation for tender process and contracting (tender process and contracting will be managed directly by GIZ);
- Provision and/or selection of moderators and photographer (where applicable);
- Being able to develop and present an event hybrid model (where applicable);
- Management of hybrid events as and when applicable pending changes in COVID-19 regulations or any other pandemic
- Develop, design, and manage an online resource centre that will serve as a registration portal, content hub, as well as communication dissemination tool for critical information to attendees;
- Support the project management team of H2.SA with additional tasks related to the events;
- Liaise with GIZ's appointed design/marketing agency to ensure brand consistency on all platforms and all collateral;
- Management of the feedback process after each event;
- Documentation of events according to H2.SA's event monitoring system and post-event reporting on all deliverables and targets including financials;
- The technical capabilities and infrastructure to cater for pure virtual & hybrid model conferencing (e.g. Live Stage, Breakaway rooms, Networking platforms which include capabilities to host Panel Discussions, Conferencing Press Rooms et al).
- Participate in the bi-weekly coordination meetings with the H2.SA team, the quarterly operational planning sessions, and on a needs basis (if requested).

##### **2) Before the event**

- Secure a suitable venue, oversee venue preparation, and ensure all preparations are made before the event.
  - Observing GIZ rules and regulations, select an appropriate venue in consultation with the H2.SA team;
  - Act as a focal point for all communication and liaison with the venue;
  - Oversee the venue preparation
  - Coordinate the delivery and installation of marketing material (banners, branding, programmes, etc.);
- Participant and travel management (in close coordination with the H2.SA team)
  - Share event invitations through an electronic platform, manage invitations, and provide regular updates wrt. registration numbers, including data collection on meal preferences;
  - Issue reminders for the event within an agreed timeframe;
  - In most cases, flights and hotel bookings will be arranged by GIZ. The contractor has to provide a complete passenger/guest list with all necessary data. Where GIZ is not arranging travel (for example for external experts, moderators, keynote speakers, etc.), assume all responsibility for travel and logistical arrangements;
  - Design and produce name badges for all participants and speakers;
  - Send logistical communication including information to all participants (arrival/departure details, hotel booking, visa requirements, etc.), and offer help desk for participants (if needed);
- Airport reception and ground transport
  - Check flight times with travel agents (if needed);
  - Organize a minibus/van for airport transfers to pick up participants considering protocol arrangements;
  - Ensure staffing at the airport and in the hotels to facilitate participant arrival and registration;
- Coordinate with all relevant suppliers involved in the technical and logistical arrangements;
- Briefing of the project team (GIZ staff, suppliers, service providers, etc.). Frequency is to be determined by the magnitude of the event.

### **3) At the event**

- During the event, work closely with the GIZ project management team to ensure smooth implementation of the event including participant arrival and registration (international and local), accommodation, stage set up, seating, food and beverages, lunches and dinners;
- Reception, registration, and guidance:

- Prepare an electronic registration list with columns for names, organization, email addresses, and signatures for all training days; a GIZ participation list template will be provided;
- Set up and staff registration area with tables to ensure timely information of participants upon arrival;
- Provide guidance during the reception in the morning and for all coffee and lunch breaks;
- Distribute prepared materials and other information such as the conference kit.
- Conference venue arrangements:
  - Arrange and ensure that the meeting room is arranged according to specifications and ready as required per agenda and schedules;
  - Coordinate with the GIZ project management team for the desired setup at the venue and ensure that the venue is prepared and set up with the necessary event collateral and amenities;
  - Security: work closely with the available security personnel to ensure that the event and the guests are well secured;
  - Check seating arrangements, meeting facilities, and availability of conference equipment (flip charts, beamer, etc.);
- Meal provision/ subsistence:
  - Meal provision should be coordinated in close cooperation with the GIZ project team; in many cases, it is already included in the hotel booking or conference package;
  - As a general rule for avoiding the payment of per diems to reduce administrative effort: breakfast and lunch are to be included for 1-day events and dinner is to be included for events with overnight stay; GIZ's travel regulations apply;
  - The dietary requirements of the participants should be considered (e.g. vegetarian, vegan, pescatarian, gluten-free, etc.);
  - All meals should be accompanied by a maximum of two beverages (soft drinks) per person;
  - The use of plastic should be reduced to an absolute minimum (use the GIZ Guide for Sustainable Event Management (Annexure 2) for orientation;
- Technology/equipment:
  - Arrange and ensure availability of audio-visual equipment in the conference room (beamer, sound box, etc.);
  - Arrange and oversee installation of lighting technology/stage production services (if needed);
- PR and communication (if necessary):
  - Produce media footage of the event (photos, small articles, interviews);

#### 4) After the event

- Follow-up on participant list (needs to be filled out completely) and hand over to H2.SA;
- Support post-event activities including circulation of satisfaction surveys to participants, and electronic files (e.g. attendance register, speaker presentations).

**Further requirements are based on formulated demand by the project management team.**

Most of the events are organised in close cooperation with H2.SA project partners such as the The Presidency of South Africa, the Department of Electricity and Energy, and the Department of Science and Innovation, etc. The event agency shall therefore have experience and capability to coordinate efficiently with government institutions and representatives. It should also have experience in organising events according to government security protocols and safety requirements.

The agency shall apply GIZ's guidelines for Sustainable Event Management (see Annexure 2).

The event management agency shall always provide responsive and efficient service to fulfill the respective requirements of GIZ. Telephone calls and emails should be answered within 1 day.

The contractor is responsible for providing the following services:

- Selecting, preparing, training, and steering the international and national, short and long-term experts assigned to perform the advisory tasks.
- Provides equipment and supplies (consumables) and assumes the associated operating and administrative costs.
- Manages costs and expenditures, accounting processes, and invoicing in line with the requirements of GIZ
- Reports regularly to GIZ in accordance with the current AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

Certain milestones, as laid out in the table below, are to be achieved during the contract term:

<b>Milestone</b>	<b>Description</b>	<b>Deadline</b>
Kick-off Meeting between GIZ and consultancy	Pretoria 2-hour meeting	November 2024
Develop project/event management plan aligned with planned H2.SA activities	Document submission	November 2024
Participate in regular coordination meetings with the H2.SA team as well as additional stakeholders if required	Virtual Teams meetings or in person as agreed	November 2024 – December 2025
Support H2.SA's contribution/part (up to 10 break-out sessions, and up to 3 larger side events) to the	Cape Town 3-day conference (incl. 1-day build-up) Up to 1500 guests	March/April 2025

South African Green Hydrogen Summit (SAGHS)	Break-out sessions between 20 – 50 participants each Larger side events with up to 100 participants each	
Organise 1 exhibition of South Africa at a European GH2 conference	Plan and build an exhibition stand Organise SA representation e.g. European Hydrogen Conference	According to conference dates in 2025
6 Networking Events	Gauteng, Northern, Western, Eastern Cape (and others) Different topics/themes Up to 100 guests Usually with (evening) reception and lunch or dinner	January - December 2025

Period of assignment: from 15.11.2024 until 31.12.2025.

#### 4. Concept

In the tender, the tenderer is required to show *how* the objectives defined in Chapter 3 (Tasks to be performed) are to be achieved, if applicable under consideration of further method-related requirements (technical-methodological concept). In addition, the tenderer must describe the project management system for service provision.

Note: The numbers in parentheses correspond to the lines of the technical assessment grid.

##### Technical-methodological concept

**Strategy (1.1):** The tenderer is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1 Context) (1.1.1). Following this, the tenderer presents and justifies the explicit strategy with which it intends to provide the services for which it is responsible (see Chapter 3 Tasks to be performed) (1.1.2).

The tenderer is required to present the actors relevant to the services for which it is responsible and describe the **cooperation (1.2)** with them.

The tenderer is required to present and explain its approach to **steering** the measures with the project partners (1.3.1) and its contribution to the **results-based monitoring system** (1.3.2).

The tenderer is required to describe the key **processes** for the services for which it is responsible and create an **operational plan** or schedule (1.4.1) that describes how the services according to Chapter 3 (Tasks to be performed by the contractor) are to be provided. In particular, the tenderer is required to describe the necessary work steps and, if applicable, take account of the milestones and **contributions** of other actors (partner contributions) in accordance with Chapter 2 (Tasks to be performed) (1.4.2).



The tenderer is required to describe its contribution to knowledge management for the partner (1.5.1) and GIZ and to promote scaling-up effects (1.5.2) under **learning and innovation**.

### **Project management of the contractor (1.6)**

The tenderer is required to explain its approach to coordination with the GIZ project. In particular, the project management requirements specified in Chapter 2 (Tasks to be performed by the contractor) must be explained in detail.

The tenderer is required to draw up a **personnel assignment plan** with explanatory notes that list all the experts proposed in the tender; the plan includes information on assignment dates (duration and expert days) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule.

The tenderer is required to describe its backstopping concept. The following services are part of the standard backstopping package, which (like ancillary personnel costs) must be factored into the fee schedules of the staff listed in the tender in accordance with Section 3.3.1 of the GIZ AVB:

Service-delivery control

- Managing adaptations to changing conditions
- Ensuring the flow of information between the tenderer and GIZ
- Assuming personnel responsibility for the contractor's experts
- Process-oriented steering for implementation of the commission
- Securing the administrative conclusion of the project

### **Further requirements (1.7)**

In addition to the technical concept, the bidder is required to submit a business profile that details the bidder's experience in the Meetings, Incentives, Conferences, and Exhibitions (MICE) sector and evidence of previous events and contactable references of previous or existing clients with special reference to government organisations.

## **5. Personnel concept**

The tenderer is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter □), the range of tasks involved, and the required qualifications.

The tenderer is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter □), the range of tasks involved, and the required qualifications.

The below-specified qualifications represent the requirements to reach the maximum number of points in the technical assessment.

### **Team leader**

#### Tasks of the team leader

- Overall responsibility for the advisory packages of the contractor (quality and deadlines).
- Coordinating and ensuring communication with GIZ, partners, and others involved in the project.

- Personnel management, in particular identifying the need for short-term assignments within the available budget, as well as planning and steering assignments and supporting local and international short-term experts.
- Regular reporting in accordance with deadlines.

#### Qualifications of the team leader

- Education/training (2.1.1): University qualification (International Diploma, Master or equivalent) in Event Management and/or Logistics Management
- Language (2.1.2): C2-level language proficiency in English
- General professional experience (2.1.3): 10 years of professional experience in the meetings, incentives, conferences, and events (MICE) sector
- Specific professional experience (2.1.4): 5 years in organizing hybrid/online events
- Leadership/management experience (2.1.5): 5 years of management/leadership experience as a project team leader or manager in a company
- Regional experience (2.1.6): 10 years of experience in projects in Southern Africa
- Development cooperation (DC) experience (2.1.7): 3 years of experience in collaborating with government stakeholders
- Other (2.1.8): Not applicable

The below-specified qualifications represent the requirements to reach the maximum number of points in the technical assessment.

#### **Expert Pool 1 (up to 3 experts)**

##### Tasks of Expert Pool 1 (Event planners and managers)

- All event management tasks as outlined in Chapter 2.

##### Qualifications of Expert Pool 1

- Education/training (2.6.1): University qualification (National Diploma, Bachelor or equivalent) in Event Management and/or Logistics Management (all experts)
- Language (2.6.2): C2 -level language in English (all experts)
- General professional experience (2.6.3): 5 years of professional experience in the meetings, incentives, conferences, and events (MICE) sector (all experts)
- Specific professional experience (2.6.4): 2 years in organizing hybrid/online events (all experts)
- Leadership/management experience (2.6.5): Not applicable
- Regional experience (2.6.6): 5 years of experience in projects in Southern Africa (all experts)

##### Soft skills of team members

In addition to their specialist qualifications, the following qualifications are required of team members:

- Team skills
- Initiative
- Communication skills
- Socio-cultural skills
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking.

## 6. Costing requirements

### Assignment of personnel and travel expenses

Per-diem and overnight accommodation allowances are reimbursed as a lump sum up to the maximum amounts permissible under tax law for each country as set out in the country table in the circular from the German Federal Ministry of Finance on travel expense remuneration (downloadable at <https://www.bundesfinanzministerium.de>).

Accommodation costs that exceed this up to a reasonable amount and the cost of flights and other main forms of transport can be reimbursed against evidence

All business travel must be agreed upon in advance by the officer responsible for the project.

### Sustainability aspects for travel

GIZ would like to reduce greenhouse gas emissions (CO<sub>2</sub> emissions) caused by travel. When preparing your tender, please incorporate options for reducing emissions, such as selecting the lowest-emission booking class (economy) and using means of transport, airlines, and flight routes with a higher CO<sub>2</sub> efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

If they cannot be avoided, CO<sub>2</sub> emissions caused by air travel should be offset. GIZ specifies a budget for this, through which the carbon offsets can be settled against evidence.

There are many different providers in the market for emissions certificates, and they have different climate impact ambitions. The [Development and Climate Alliance \(German only\)](#) has published a [list of standards \(German only\)](#). GIZ recommends using the standards specified there.

### Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments
Designation of TL	1	30	30	Against provision of a timesheet
Designation short-term expert pool 1	2		70	Against provision of a timesheet
Travel expenses	Quantity	Number per expert	Total	Comments
Per-diem allowance in the country of assignment	30 days (National)			Per diem cannot be claimed in full if breakfast and other meals are provided e.g., at workshops or meetings.
	5 days (International)			

<b>Overnight allowance in the country of assignment</b>	<b>30 nights (national)</b>			South Africa
	<b>5 nights (international)</b>			TBC (Germany/Europe)
<b>Transport</b>	<b>Quantity</b>	<b>Number per expert</b>	<b>Total</b>	<b>Comments</b>
<b>International flights</b> TBC (Europe)	1		R35,000.00	Travel to the place of service delivery: TBC (Europe)
<b>Domestic flights</b>	20		R80,000.00	Flights within the country of assignment during service delivery
<b>CO<sub>2</sub> compensation for air travel</b>	42		16,200	A budget of ZAR 16,200 is earmarked for settling carbon offsets against evidence.  40 national one-way flights and 2 int. one-way flights
<b>Travel expenses (train, car)</b>			<b>R24,840</b>	A budget of ZAR 24,840 is earmarked for travel within the country of assignment, transfer to/from the airport, etc.
• Mileage (KMs)	<b>1000</b>			
• Car hire	<b>10</b>			
• Airport transfers in South Africa (Gautrain/Uber)	<b>15</b>			
• Ground transportation in Europe (shuttle/train/bus)	<b>5</b>			
<b>Other costs</b>	<b>Number</b>	<b>Price</b>	<b>Total</b>	<b>Comments</b>
<b>Flexible remuneration</b>	1	R 209771.00	R 209771.00	A budget of ZAR 209 771.00 is foreseen for flexible remuneration. Please incorporate this budget into the price schedule.  Use of the flexible remuneration item requires prior written approval from GIZ. Use of the flexible remuneration item requires prior written approval from GIZ.
<b>Workshops</b>	1	R820 000.00	R820 000.00	The budget contains the following costs:

				<ul style="list-style-type: none"> <li>- venue hire and catering for 4 2-day general project events and 6 networking events.</li> <li>- Conference equipment hire for all events.</li> </ul>
<b>Subcontracts</b>	1	<b>R100 000.00</b>	<b>R100 000</b>	<p>The budget contains the following costs:</p> <ul style="list-style-type: none"> <li>- Photography</li> <li>- Moderation</li> </ul> <p>Transportation for event participants (minibus hire)</p>
<b>Other costs</b>	1	<b>R292 000.00</b>	<b>R292 000.00</b>	<p>The budget contains the following costs:</p> <ul style="list-style-type: none"> <li>- Promotional materials</li> <li>- Production and material costs for communication materia and printing fee for Use of a suitable event registration platform</li> <li>- Conference registration fee (European GH2 Conference)</li> <li>- fee/rent/lease for Exhibition stand (European GH2 Conference)</li> </ul>

Events should be in compliance with the following minimum standards:

- Service providers are expected to communicate ideas for reduction of CO2 emissions to their staff, as a daily part of their operations and well in advance of the event
- Event venues and accommodation for the participants should be evaluated not only on cost and performance aspects, but also on social and environmental criteria
- For indirect materials and services (i.e., purchased through the service provider of the premises), GIZ mandates the contracted service provider to provide information about the Sustainability measures practised by its suppliers
- GIZ requires catering products and services that have been responsibly and sustainably sourced.

Please describe in your concept how you implement the minimum standards specified above.

The contractor implements the following workshops/study trips/training courses:

- South Africa Green Hydrogen Summit in Cape Town with national and international high-level guests. The event is organized by one of H2.SA's political partner. H2.SA contributes a series of trainings, side-events, or breakout sessions which will be organized by different Technical Experts and affiliated project partners. The technical team needs support for the overall coordination of the process and participant/travel management, logistics, venue arrangement, and supplier management.

The venue costs (including catering) will be covered by GIZ.

- 6 networking events with up to 100 guests in Gauteng, Eastern Cape, Western Cape, Northern Cape (or other). Events should be business-casual and in one of the city's trendy locations (bar, restaurant, preferably with an outside area). The event should include a short input presentation from South African leaders (public, private, media, research, civil society) related to green hydrogen/just transition. Drinks, snacks, and meals should be of high quality and should include a vegetarian option.
- 4 general project events including, but not limited to training, information event, stakeholder consultation, etc. Depending on the circumstances, events may be held physically or virtually. Some events might only be webinars, while others can range from 1-2 days. The type of events will be defined at a later stage with the GIZ team.

All events should be – if possible – sustainable and green (minimize environmental impact, use sustainable material, etc.). Refer to the Guide – Sustainable Event Management South Africa, Lesotho, and Eswatini (annex 2)

The budget estimate for the events including venue hire and catering (except for the SAGHS), transport, logistics, etc. must be included in the bidder's financial proposal.

Flight and accommodation costs for H2.SA staff and event participants will be booked and paid for by GIZ and must not be included in the bidder's financial proposal (only include own flight and accommodation costs).

The budget estimate for the 4 general events should be based on a scenario where 50% are organized as a hybrid model.

## 7. Inputs of GIZ or other actors

GIZ and/or other actors are expected to make the following available:

- Technical input for training, side-sessions, break-out session
- List of participants and guests H2.SA wants to be invited
- Flight bookings for guests and GIZ staff (costs covered by GIZ)
- Corporate logos and design requirements
- Internal event, travel, and communication guidelines (GIZ Cooperation Logo Design Manual and Corporate Design Centre website - <https://www.giz.de/cdc/en/html/index.html>)
- Content for communication material
- Logistics for workshops: South African Green Hydrogen Summit (SAGHS)

## 8. Requirements on the format of the tender

The structure of the tender must correspond to the structure of the ToRs. In particular, the detailed structure of the concept (Chapter 3) should be organised in accordance with the

positively weighted criteria in the assessment grid (not with zero). The tender must be legible (font size 11 or larger) and clearly formulated. It must be drawn up in English.

The complete tender must not exceed 10 pages (excluding CVs). If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment. External content (e.g. links to websites) will also not be considered.

The CVs of the personnel proposed in accordance with Chapter 5 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 4 pages each. They must clearly show the position and job the proposed person held in the reference project and for how long. The CVs can also be submitted in English

Please calculate your financial tender based exactly on the parameters specified in Chapter 5 Quantitative Requirements. The contractor is not contractually entitled to use up the days, trips, workshops, or budgets in full. The number of days, trips, and workshops and the budgets will be contractually agreed as maximum limits. The specifications for pricing are defined in the price schedule.

please also provide the underlying daily rate. A breakdown of days is not required.

## **9. Option**

Not applicable

## **10. Outsourced processing of personal data**

“Personal data will be processed on behalf of the client. Therefore, an agreement on “Outsourcing of data processing (AuV)” will be concluded with the contractor in accordance with Art. 28 GDPR. For this purpose, the technical and organisational measures (TOM) for compliance with the data protection requirements must be outlined prior to conclusion of the contract. If the contractor has already been audited by GIZ in the past, an update in accordance with GDPR must nevertheless be sent. After a positive check, the contract is concluded with the AuV attachment.

In case a digital tool will be developed, upgraded or used on behalf of GIZ it must meet the highest data protection standards, especially the GDPR’s data protection by design and by default requirement, as elaborated in Annex 1 “The development of a data processing system under the GDPR”, to offer practical orientation to the contractor and Annex 2, to make sure that the ISO27001 requirements are met.”

Additionally, the contractor must help the GIZ comply with data protection principles and formalities.

## 11. Annexes

1. H2.SA Project Factsheet
2. Guide – Sustainable Event Management -South Africa, Lesotho, and Eswatini
3. The development of a data processing system Under the gdpr
4. InfoSec

### Additional Requirements

- Please submit your proposal (technical and price proposal) in separate files/folder to [ZA\\_Quotation@giz.de](mailto:ZA_Quotation@giz.de) no later than **18<sup>th</sup> October 2024** all documents must be in PDF.
- **Submission to any other email address may invalidate your bid.**
- Please do not mention any price for this measure on your cover letter/Technical proposal.
- Please submit your tax clearance certificate with the bidding documents.
- Please submit your price proposal in **ZAR**.
- Our General Terms of Conditions (attached) shall not be changed/amended should you be the winner of this tender. These General Terms and Conditions will form part of the contract should you be awarded this contract. By submitting your proposal, we will conclude that you have read and accepted these terms and conditions.
- Participating more than once in same tender is not allowed and it will lead to your proposal as well as that of the company where you appear more than once being disqualified. The responsibility rests with the companies to ensure that their partners/experts are not bidding/participating more than once in same tender.
- **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.**
- Bidders must strictly avoid conflicts with other assignments or their own interests. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this EOI and tender process, if they:
  - a) are or have been associated in the past, with a firm or any of its affiliates which have been engaged by GIZ or the Interim Supply Chain Management Council to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the services in this selection process;
  - b) were involved in the preparation and/or design of the programme/project related to the services requested under this EOI and tender;
  - c) are serving or have been serving in the past three months in the structures of the Interim Supply Chain Management; or
  - d) are found to be in conflict for any other reason, as may be established by, or at the discretion of GIZ.



## Scientific data

In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to GIZ, and seek GIZ's confirmation on whether or not such a conflict exists.

- Similarly, the Bidders must disclose in their proposal their knowledge of the following:
  - a) if the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of GIZ staff involved in the procurement functions and/or the Interim SCM Council or any Implementing partner receiving services under this EOI or tender; and
  - b) all other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.
- **Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.**

**Bids sent via Dropbox and WeTransfer will not be accepted.**