

## To whom it may concern

Hatfield Gardens  
Block C, 2<sup>nd</sup> Floor  
333 Grosvenor Street  
Hatfield 0083, Pretoria  
South Africa

T +27 12 423 5900  
F +27 12 342 0185

Your reference  
Our reference 83475821  
E-Mail: [procurement.pretoria@giz.de](mailto:procurement.pretoria@giz.de)  
Date: 23.01.2025

**Reference no.: 83481174**  
**Processing no.: 17.0133.3-001.00**

**Project title: The Global Project on Employment in Rural Areas with a Focus on Youth in Kenya, Burkina Faso, Mozambique and Malawi**

**Country: The Republic of South Africa**

Deutsche Gesellschaft für  
Internationale Zusammenarbeit (GIZ) GmbH

Registered offices  
Bonn and Eschborn, Germany

Friedrich-Ebert-Allee 32 + 36  
53113 Bonn, Germany  
T +49 228 4460-0  
F +49 228 4460-1766

Dag-Hammarskjöld-Weg 1 - 5  
65760 Eschborn, Germany  
T +49 61 96 79-0  
F +49 61 96 79-1115

E [info@giz.de](mailto:info@giz.de)  
I [www.giz.de](http://www.giz.de)

Registered at  
Local court (Amtsgericht)  
Bonn, Germany  
Registration no. HRB 18384  
Local court (Amtsgericht)  
Frankfurt am Main, Germany  
Registration no. HRB 12394

Chairman of the Supervisory Board  
Jochen Flasbarth, State Secretary

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

Dear Sir/Madam,

The German Federal Ministry for Economic Cooperation (BMZ) has commissioned us with the implementation of the aforementioned project.

The project is concerned with: **Create a 20-minute short film that tells the story of rural youth in Malawi from the perspective of various youth groups # Tender Reference 83481174.**

Should you be interested in implementing the abovementioned measure, please submit your proposal (technical and price proposal) to [ZA\\_Quotation@giz.de](mailto:ZA_Quotation@giz.de) in PDF ONLY by the **11 February 2025.**

The bids are to be **separated in two folders/files**. One containing technical proposal only and the other one price quotation only in the budget template provided **in one e-mail as attachments**.

Your bid **must** be clearly marked with the following text:

**Bidding documents for <83481174><17.0133.3-001.00>**

**- to be opened by the Procurement Department only –**

Detailed instructions on what information your bid should contain and how it should be presented as well as on the quantities required are provided in the attached terms of reference.

Your technical bid may not contain any details of prices.

Queries of a commercial, technical or procedural nature must be made in writing only, reaching GIZ not later than **30.01.2025**, and addressed to:

Procurement and Contracting unit  
Email: [procurement.pretoria@giz.de](mailto:procurement.pretoria@giz.de)

Non-compliance may result in your bid not being considered.

Any queries reaching GIZ beyond that date cannot be answered.

GIZ will evaluate the bids received considering both technical and price considerations (see attached Technical Assessment Grid).

When the technical evaluation has been completed, the price quotations of those bidders which are eligible from the technical point of view (more than 500 points) will be opened and evaluated by the officer responsible. Technical offers below 500 points will be considered as technically not acceptable. The technical bid and price quotation are weighted at a ratio of 70:30 respectively.

An overall order of rank is thus established, with the most cost-effective bid at the top.

It is anticipated that the evaluation of the bids submitted will be completed by **01.03.2025**.

For procedural reasons, no content-related information on the progress of the evaluation will be given until a decision has been made as to the award of the contract. We would therefore be grateful if you could refrain from making inquiries in this regard. We will notify you in writing if your bid is not under consideration.

Work is scheduled to commence on **01.03.2025**. Your offer is binding until this date.

Yours truly  
Procurement and Contracting Unit

Annexes:

1. Bidding Conditions (local)
2. Terms of Reference (ToR)
3. General Conditions of Contracts (local)
4. Assessment Grid for the Technical Evaluation of Bids
5. Budget Allocation Template
6. Eligibility Assessment Grid