

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 ascertain the origin of the goods offered and reject any proposal that does not meet the eligibility criteria or submission requirements. Please ensure compliance documents listed in this form are submitted with all quotes.

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

How did you find about this tender/bid/enquiry issued by GIZ	
Brief Project Title	Printing of ICT Equipment for Zambia
Order Number/bid processing number as per tender (starts with 911...) and must be stated in all communication.	91185843
Quotations must be submitted to ZA_Quotation@giz.de and in pdf only via email and GIZ only accepts for large documents File Transfer.	

Only one firm offer must be submitted to GIZ as per published specifications.

Always state reference number **911** with a short subject line of your quote email and send photos with your tender to show compliance to GIZ specifications. Bidders quote, specifications, photos or any other relevant information must be a separate pdf. from the Vendor form and all their compliance documents in the same email.
Note: Only bids sent to the quotation's mailbox address will be accepted to be evaluated before the closing date and time. Any data less than 30 MB can be sent to GIZ using email but any data bigger/larger than 30 MB size needs to be sent via file transfer. File file transfer can load data up to 15GB in size.
 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 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 procurement.pretoria@giz.de

SUPPLIER/VENDOR INFORMATION

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

GIZ DOCUMENTS AND ANNEXURES THAT FORM PART OF THE GIZ CONTRACT

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

BIDDERS TO CONFIRM & PROVIDE THE FOLLOWING INFORMATION

	YES/NO/NOT APPLICABLE	Provide comments if required
Bidder accedes that the GIZ Materials and Equipment Order contract and specifications annexures, this tender form and the General Teams 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 days after delivery, and this must be on the tender quote.		
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.		
ii. The complete order needs to be concluded as per the agreed timelines and delivery period and duration with GIZ.		
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.		
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.		
ii. Delivery date and times must be scheduled/agreed in advance.		

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	
Specifications/ Terms of Reference photos for each item that is required	Did you attach to your quote YES/NO	
General Terms and Conditions	Did you attach to your quote YES/NO	
Price/quote amount clearly indicating subtotals before and after VAT	Did you attach to your quote YES/NO	
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.	Did you attach to your quote YES/NO	
Company Profile which should include client testimonials/references with any industry affiliations if applicable	Did you attach to your quote YES/NO	
SARS VAT registration if your company is eligible	Did you attach to your quote YES/NO	
Copy of cancelled Letterhead with physical address for contact purposes	Did you attach to your quote YES/NO	
Copy of ID of authorised signatory in your company	Did you attach to your quote YES/NO	
CIPC Document	Did you attach to your quote YES/NO	
Central Supplier Database (CSD) (not older than 1 month)	Did you attach to your quote YES/NO	
Bank Account Confirmation Letter (not older than 3 months)	Did you attach to your quote YES/NO	
Before entering into any contract, GIZ reserves the right to ascertain the origin of the goods offered. This assessment will be conducted to ensure compliance with embargoes and other trade restrictions in place within the scope of GIZ's due diligence. This is particularly true of the EU sanctions against Russia, Belarus, Crimea and the affected parts of Eastern Ukraine currently in place (primarily the EU Council Regulations No.: 833/2014 and 765/2006). By submitting their bid, the bidder undertakes towards GIZ the responsibility that in the event of a probable award, the bidder will provide all necessary support to enable GIZ to ensure compliance with the sanctions regime – this assurance is thus given prior to the award of any contract. This includes in particular the obligation, if so requested by GIZ, to complete a self-declaration to determine the origin of the goods offered and/or to provide GIZ with the required evidence of the origin of such goods. Should the bidder fail to meet these obligations or fail to do so within a reasonable period of time, this can result in their bid being excluded. A contract can only be awarded on completion of this assessment of the origin of the goods offered. Should this check give grounds for concern or reveal facts that constitute a contractual impediment, GIZ shall inform the bidder without delay. GIZ shall also reserve the right in such cases to award the contract to the next-ranked bidder in the competitive tender procedure.	As a bidder do you comply to this GIZ clause YES/NO	
Bidders are required to comply to the GIZ Sustainability policy should you be awarded a contract.	As a bidder do you comply to this GIZ clause YES/NO	
Should your quotation be accepted the bidder agrees to sending all invoices with delivery notes showing GIZ staff inspected, accepted and signed to invoices.pretoria@giz.de and take note that the bidder is responsible for the cost of delivery to the delivery address provided by GIZ for both the sample (when applicable) sent and the final completed order to GIZ.		
GIZ delivery address for this tender is: GIZ Office Zambia; Kariba Road, Plot 6469, Lusaka.		
I _____ (full name and surname in block representing company _____ in my capacity as the authorised signatory _____ (position/job title to be written) 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. 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.		
Signature _____	Date _____	