

To: _____
Contact Person: _____
Phone: _____
Email: _____
Addis Ababa, Ethiopia

Your reference
Our reference 83469066
Email

Telephone +251-11 518 02 68
Fax +251-11 554 07 64
Date 11.07.2024

Project title: GIZ Country office
Project N°: 94.9064.0-001.21
CoSoft N°: 83469066
Country: Ethiopia

Ladies and Gentlemen,

We intend to award a contract for the following project activity commissioned by the German Federal Ministry for Economic Cooperation (BMZ):

Framework agreement for advisory services and moderation of feedback to managers.

Submission deadline

Should you be interested in implementing the tasks according to the attached Terms of Reference, we kindly ask you to submit your bid **Electronically or Physically** to the GIZ Office by **July 24, 2024 @ 2:00pm in the afternoon**.

For **electronical** submission:

Your email should be clearly marked with the following text in subject folder:

83469066 Advisory services and moderation of feedback to managers.

Please submit the technical and financial offers in a separate folder via ET_Contract_Quotation@giz.de

Technical offer

The technical offer should be submitted as a separate and signed pdf-docu marked with the following text:

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 6196 79-0
F +49 6196 79-1115

E info@giz.de
I 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
VAT no. DE 113891176
Tax no. 040 250 56973

Chairperson of the Supervisory Board
Jochen Flasbarth, State Secretary

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

Commerzbank AG Frankfurt am Main
BIC (SWIFT): COBADEFFXXX
IBAN: DE45 5004 0000 0588 9555 00

Technical offer 83469066_*your name*.pdf

Your technical offer shall not contain any details of prices.

Please see the enclosed Terms of Reference and the bidding conditions for details of the content of your bid.

Financial offer

The financial offer should be submitted as a separate and signed pdf-document, marked with the following text:

Financial offer 83469066_*your name*.pdf

Bids which are sent to other GIZ e-mail accounts will not be considered for the award of contract.

For **physical submission**, please address your bid to:

**German Development Cooperation
GIZ- Office, Addis Ababa
Kazanchis, next to ECA
Reception Desk**

Technical offer for bid

**Project title: GIZ Country office
Project N°: 94.9064.0-001.21
CoSoft N°: 83469066**

Price offer for bid

**Project title: GIZ Country office
Project N°: 94.9064.0-001.21
CoSoft N°: 83469066**

The sealed Technical and Financial offer is to be placed inside one envelope labelled as:

Bidding documents

**Project title: GIZ Country office
Project N°: 94.9064.0-001.21
CoSoft N°: 83469066**

Form and Costs

All of the bids must be submitted in written form. No remuneration will be paid by GIZ for preparing the bid.

Subsequent corrections or modifications to the bid can be submitted until the deadline for submission and must be made in the same form as the bid.

The bid must be based on the General Terms and Conditions of Contract ('Terms and Conditions local', Annex 4) for supplying services and work on behalf of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH. In the event of an award of contract, they will become an integral part of the contract. The bidder's general terms and conditions of business or payment do not apply.

If you are forming a bidding consortium or association, the bid must show who the members are and how the work is divided between them. Specifically, all members must name the lead member and authorize this member to represent the association and to receive payments on behalf of the other members. The members must also acknowledge joint and several liabilities for performing the contract. A corresponding written authorization must be attached to the bid.

Content of the technical offer

The technical offer submitted must contain a detailed methodological concept in accordance with the terms of reference which allows technical evaluation in terms of the objective of the measure.

Furthermore, the technical offer must contain the Curricula vitae for the personnel proposed for the project.

Commercial registration documents shall be attached with the technical offer.

The offer shall be submitted in the language of the tender documents.

The technical offer shall not include any price information. Non-compliance may result in your bid not being considered.

Content of the price offer

The price offer must contain the fee per expert, and other cost, if necessary, in local currency and must be specified according to the price sheet (Annex 3 of the invitation letter). Please see the attached Terms of Reference for details of the quantities required. Personnel costs should be shown on the basis of days.

Please calculate your prices on a net basis. Taxes should be indicated separately.

Important information:

Kindly note that bids that have a volume of more than 30 MB cannot be sent via e-mail. Should your bid reach this volume, we request you to share it via [Filetransfer](#) (marked with following text: **83469066_ Bidding documents**) and send an e-mail to

ET_Contract_Quotation@giz.de with the password. For security reason, only bids sent via [Filetransfer](#) will be accepted. Bids sent via other Data sharing tools will be rejected.

GIZ is not responsible for the failure of electronic delivery of e-mail messages to the address provided, either for technological problems on the part of GIZ or the bidder. Bids sent via [Filetransfer](#) without the necessary **password** will not be considered.

This invitation to tender is in no way binding on GIZ. The GIZ's contractual obligation commences only upon signature of the contract with the successful Tenderer.

Up to the point of signature, GIZ may either abandon the procurement or cancel the award procedure, without the candidates or tenderers being entitled to claim any compensation.

Procedural questions

Please address any commercial, technical and procedural questions at an early stage, and no later than **18.07.2024**. All questions must be raised in writing, by email and with the subject **83469066 _Clarification Question, Advisory services and moderation of feedback to managers**. only to the following address: ET_Contract_Quotation@giz.de.

Evaluation of Offer

We will evaluate the bids received in light of both technical and price considerations (see attached Technical Assessment Grid).

After the final technical evaluation (cf. Assessment Grid for the Technical Evaluation of Bids, Annex 2), only the price offers of bids with at least 501 points will be opened and evaluated. Technical offers below 501 points will be considered as technical not acceptable. The technical offer has a weighting of 70%, the price offer 30%.

The evaluation of the bids is scheduled to be completed by **30.08.2024**.

Commencement of work

The work is scheduled to commence on **01.09.2024**. Your bid is binding until that date. If you do not receive an order in writing until that date, your bid has not been accepted. You shall not receive separate notice to this effect.

Following receipt of this letter, we ask you to confirm with the above-mentioned contact person whether or not you intend to submit a bid.

Yours truly,

Head of Procurement &
Contract

Procurement and Contract Specialist

Annexes:

1. Terms of Reference (ToR)
2. Assessment Grid for the Technical Evaluation of Bids
3. Price Sheet
4. General Terms and Conditions of Contracts