

Bidding conditions of Deutschen Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH for calls for competition and competitive tenders

10/2015

These conditions apply unless different conditions are set for a specific competitive tender.

1. Form and submission

- 1.1. Requests to participate and bids must be in writing. Even where electronic submission of bids is requested, a hard copy of the bid must also be submitted.
- 1.2. Please draw up your technical and your price offer in that language you are invited to tender. (For Example: Invitation letter to tender in English then submit your Offer in English).
- 1.3. Please also submit your technical offer on *CD ROM*.
- 1.4. Your bid, comprising the technical offer and price offer in UGX, must be *clearly identified as such* and submitted as a package containing two envelopes. The price offer must always be *separate* from the technical offer *and placed in a separate envelope*. Please put your address on the price offer. The envelope containing the price offer must be sealed and be labelled as follows:

Price offer from ...

For: consultancy for Supporting monitoring and evaluation in the realm of the “Sustainable use of natural resources and energy in the refugee context in Uganda” project. Transaction No: 83281296 PN: 13.2201.5-012.00

- To be opened by The Procurement Department, only

The outer package must be labelled as:

Bidding documents for: consultancy for Supporting monitoring and evaluation in the realm of the “Sustainable use of natural resources and energy in the refugee context in Uganda” project, Transaction No: 83281296 PN: 13.2201.5-012.00

- To be opened by The Procurement Department, only –

And be addressed to:

**Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH
The Procurement Department
P.O. Box, 10346 Kampala Uganda
Plot 23 Nakasero Road**

Alternative proposals have to be clearly marked as such.

The formal requirements for packaging and labeling also apply to further copies.

2. Deadlines

The bidder is bound by the bid until the close of the contract award period which is 09.03.2018

3. Costs

- 3.1. There will be *no remuneration* for preparing a request to participate and bid or any enclosed documents. These, together with the enclosed documents, become the property of GIZ.
- 3.2. If the bidders are requested to present the proposed experts before the award of contract, they cannot claim reimbursement of the associated costs from GIZ.

4. Modification

Subsequent corrections or modifications to the request to participate and bid can be submitted up to the deadline for submission, and must be made in the same form as the bid or request to participate (see 1 above). The front of the envelope must be clearly marked as follows:

Correction to bid or request to participate

Consultancy for supporting monitoring and evaluation in the realm of the “Sustainable use of natural resources

and energy in the refugee context in Uganda” project. Transaction No: 83281296 PN: 13.2201.5-012.00

To be opened by The Procurement Department, only -

5. General terms and conditions of contract

The request to participate and bid must be based on the General Terms and Conditions of Contract ('Terms and Conditions') for supplying services and work on behalf of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH¹. 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.

6. Bidding consortia, associations/joint venture group

If you are forming a bidding consortium or *association*, the request to participate and 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 liability* for performing the contract. A corresponding written authorization (annex association clause) must be attached to the bid.

7. Statement of Integrity

With the submission of an offer the bidder or in case of a bidding consortium, the bidding consortium accepts the contents and the principles of the *Statement of Integrity*². If the said contents and principles of the Statement of Integrity are violated by the bidder or the bidding consortium, GIZ reserves the right to exclude the bid.

8. Content of the technical offer

- ~~8.1.~~ The technical offer shall not have more than 40 pages (excluding annexes) and shall follow the same order as the technical evaluation grid. Technical offers may be downgraded if they exceed 40 pages considerably.

¹ Available at: http://www.giz.de/en/workingwithgiz/important_documents.html

² Available at: http://www.giz.de/en/workingwithgiz/important_documents.html

- 8.2. Confirmation of the *start of work* as requested in the invitation to tender, or the *earliest possible starting date* (possibly with alternatives).
- 8.3. A *project-related presentation* of the backstopping
- describing the participating working groups, departments or other units, if possible in the form of an Organization chart and the allocation of staff (complete with their individual qualifications and experience) to these units and explaining how the overall project management is organized.
- 8.4. *Curricula vitae* for the experts proposed for the project. Please submit *curricula vitae* (CV) of the proposed Experts/staff according to the EU standard (Europass or EuropeAid template) <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions> or <http://www.giz.de/en/workingwithgiz/4065.html>.

CVs should include information on:

- Name, title, nationality, date and place of birth, marital status, number and age of children, education and professional training (from age 17),
- professional experience showing length of employment, countries of assignment, employers, positions held, projects and programmes and responsibilities and management experience,
- Special knowledge, language skills showing fluency (Categories: spoken, written, reading/comprehension, time spent in language region),
- Comments.

Curricula vitae of the experts for assignment can also be submitted in the common language of communication of the country of assignment.

- 8.5. Information on the *inclusion of local* firms or experts in the form of subcontracts, joint - Ventures/ associations or division of work and services in the course of the project, together with their References, *curricula vitae* and experience in working with development cooperation organizations.
- 8.6. If experts are proposed who have *an employment relationship with GIZ*, or who have entered into a *Topping-up agreement as Integrated Experts* with the Centre for International Migration and Development (CIM), or who have been assigned by *GIZ as development workers* on the basis of the German *Entwicklungshelfergesetz* (Development Workers Act), this must be stated explicitly, showing the remaining term of the existing contract.
- 8.7. Information on necessary *equipment and supplies to be procured* generally by GIZ, terms of reference for Planned *subcontracts* and other specific tasks desired in connection with the *terms of reference*.
- 8.8. The *technical offer* may not include *any price information*.

9. Content of the price offer

- 9.1. The price offer must be structured in accordance with the price schedule and GIZ's General Terms and Conditions of Contract (Terms and Conditions³) and costed in accordance with the rules for pricing and, if Necessary, must include a proposed payment plan.

³ Available at: http://www.giz.de/en/workingwithgiz/important_documents.html

10. If the bid is for implementing programmes or components, your bid and concept must include the following additional information:

- 10.1. A presentation of your planned work and services and working methods, taking into account the management model as presented in *GIZ Capacity WORKS*.⁴
- 10.2. Possible alternative concepts, including the implications for time and personnel (in line with the concepts set out in the success factor 'Strategy' in Capacity WORKS).
- 10.3. *Implementation methodology*: aspects such as the design of cooperation partnerships, steering structure, processes, and learning and innovation should be considered as part of a coherent overall approach, as embodied in the success factors in Capacity WORKS, with the focus on achieving objectives.
- 10.4. The *monitoring and evaluation* concept.
- 10.5. A *time schedule in diagram form* for the individual measures you are to implement.
- 10.6. A *personnel assignment plan* (with alternatives if necessary) showing details of the personnel and duration of assignment in the individual fields of work (including planned vacation during the assignment period, see section 2.5 Terms and Conditions) and the position of the individual experts in the project.
- 10.7. A presentation on the *tasks of your own head office* in the context of the measures (backstopping, possibly taking into account Capacity WORKS knowledge at your head office).
- 10.8. Name of the *responsible contact partner* for the measure at your headquarters, with CV.
- 10.9. Information on *planned training measures* for partner experts or your own staff in preparation for the assignment must also be presented where relevant.
- 10.10. Confirmation of participation in the *HIV-AIDS Workplace Programme* for national personnel and in the existing workplace programme in the country.
- 10.11. GIZ reserves the right to require bidders to make a presentation of the personnel proposed in the bid prior to contract award. The presentation must show that on the basis of the concept and proposed long-term experts there is a sufficient guarantee of the successful implementation of the measure in question. GIZ reserves the right to terminate negotiations if the presentation leaves serious doubt.

11. Other provisions

- 11.1. If *current or former GIZ staffs* who were involved in preparing the tender (tender documents, offer, list of bidders etc.) are offered as long-term experts, GIZ reserves the right to exclude the complete bid, unless
 - GIZ has specified in the tender documents the possibility of assigning the relevant persons;
 - in response to an enquiry by one firm, GIZ has notified all potential bidders that there are no objections to offering the relevant persons as long term experts.
- 11.2. You must treat the documents attached to the request to tender *as confidential* and may only make them accessible to third parties in connection with the present tender.
- 11.3. If the letter indicates that GIZ has not yet been commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ) with the services for which a contract is to be awarded, and if no commission is subsequently placed with GIZ, GIZ reserves the right to cancel the tender and not award any contract. In this case, claims for damages by bidders/applicants are excluded.

12. Further information

Further information on the contract award procedure can be found at www.giz.de, Doing Business with GIZ, Procurement, Important Documents: http://www.giz.de/en/workingwithgiz/important_documents.html

⁴ Further information is available at: <https://www.giz.de/en/mediacenter/29260.html>

