

**1. Content of the bid**

Your bid should contain the following information:

**1.1 Detailed working concept which allows us to examine the technical aspects in the light of the project objective.**

This includes:

- a description of the services you plan to provide and the working methods in line with GIZ's management model Capacity WORKS (as of 01 April 2010). **Not applicable**
- possible alternative concepts, including time and personnel involved (in line with the understanding of strategy inherent in the success factor in Capacity WORKS). **Not applicable**
- Implementation methodology: aspects such as the strategy, design of cooperation partnerships, the steering structure, processes, and learning and innovation should be reflected in a coherent overall approach and focused on achieving objectives.
- a concept for monitoring and evaluation.
- a personnel assignment plan (giving alternatives if necessary) with details of the personnel to be engaged in the individual fields of work and their periods of assignment (including the scheduled length of leave during the assignment period, cf. Section 14 of the General Terms of Contract Governing Contracts for Consulting Services) and on the position to be held by the individual experts in the project.
- details of which tasks your home office will be undertaking within the scope of the project (backstopping) **Not applicable**
- the designation of a contact person at the Head Office who is responsible for the project, with his or her CV included
- if applicable, special tasks requested within the scope of the terms of the reference (TOR). **Not applicable**

**1.2 Curricula vitae (CVs) of the experts designated for the project (at least the core team). The CVs are to be in tabular form and should cover the following points in the given order (see also Specimen CV in the annex):**

name, title, nationality, date and place of birth, marital status, number and age of children, schooling and vocational education (as of age 17, if applicable incl. military or alternative civilian service), employment record stating the duration of service, the countries of assignment, the employers, the positions held, the projects as well as the scope of duties and management experience, particular skills, language skills with an indication of the level (categories: spoken, written, reading/comprehension, period spent in the language area ), remarks.

CVs of the experts to be employed should be submitted in English language.

**1.3 Earliest possible date for commencing the work as stated in the cover letter****1.4 Details on the materials and equipment needed, generally to be procured by the GIZ; the TORs for planned subcontracts, other measures as well as training planned for partner experts or staff in the framework of preparation for the assignment are also to be provided if needed.**

**Not applicable**

- 1.5 Confirmation of participation in the HIV-AIDS Workplace Programme for National Personnel; here: contracts with consulting firms and institutions and of joining the workplace programme in place in the country. **Not applicable**
- 1.6 A project-related presentation of your company
- with description of work groups taking part, divisions or other organisational units, if possible in the form of an organisational chart, and a distribution of staff members to these organisational units with their respective qualifications and experience
  - under the aspect of the organisation of project management and back-stopping
- 1.7 Listing of relevant projects, if this information has not yet been submitted to us
- 1.8 Should you form a joint venture group or consortium; the bid must specify the members of this group/ consortium. Furthermore, the authorised representatives of the members are to be named.
- A member of the joint venture group/consortium is to be appointed as central coordinator by all members in a legally binding form and empowered to represent the group/consortium and to accept payments with the effect of a discharge, also on behalf of the members. Furthermore, the members must declare that they are jointly and severally liable for the performance of the contract. A corresponding power of attorney has to be submitted together with your bid.
- The formation of joint ventures with a company, also invited by GIZ to submit a bid, requires the prior written consent of GIZ.
- 1.9 Details on the involvement of local companies or experts in the form of subcontracts, joint venture groups/consortiums or the division of work within the scope of the project.
- 1.10 Your quotation, broken down in accordance with the Annex to our General Terms of Contract Governing Contracts for Consulting Services and a proposed plan of payment observing Section 12 and 13 of our General Terms of Contract Governing Contracts for Consulting Services are to be submitted together with your financial offer in a separate envelope marked as follows:

**'Price quotation for: 2019.2006.5-001/ 83419700'**

**- to be opened by GIZ Office Cairo only -'**

**2. Cost of preparing the bid**

No remuneration will be granted for the preparation of the bid and the documents to be attached thereto. The bids, together with the attached documents, shall become the property of the *Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH*, without entitlement to remuneration.

A request that the first-ranked bidder present candidate staff members previous to the awarding of the contract does not constitute grounds for a claim for reimbursement of related costs from the GIZ.

**3. Queries during offer preparation**

Queries regarding commercial, technical and procedural issues should be addressed in writing via E-Mail ([eg\\_quotation@giz.de](mailto:eg_quotation@giz.de)) by latest **September 29<sup>th</sup>, 2022**.

Failure to comply with this provision may result in the offer being disqualified.

**4. Address, formal requirements**

Kindly send the soft copies of your offers to the following e-mail:

[eg\\_quotation@giz.de](mailto:eg_quotation@giz.de).

We kindly ask you to zip your files into the following categories which should **not be more than 25 MB in one e-mail**:

- 1.) Technical Offer
- 2.) Experts CVs
- 3.) Financial Offer
- 4.) Legal Documents (commercial registration, tax card, VAT registration (if applicable) & Association papers (أوراق تأسيس الشركة))

It is mandatory to mention the reference number in the subject line to avoid being disqualified.

**5. Modification/ withdrawal of the bid**

Adjustments to or withdrawal of bids are to be communicated in writing by post by the deadline for submission of bids.

Subsequent adjustments or modifications to the bid, which can be submitted up to the deadline for submission of bids, shall also be subject to the requirements for sending in the bid (section 3 herein). The front of the subject of the e-mail is to be clearly marked:

**'Adjustment to: 2019.2006.5-001/ 83419700'**

**6. Other requirements**

Agreements with third parties in restraint of competition which are to the disadvantage of the GIZ are not permissible and will lead to the bid not being considered.

In the event that current or former GIZ staff who were involved in preparing the tender in any way (tender documents, offer to the BMZ, list of bidders etc.) are offered as long-term experts, GIZ reserves the right to exclude the complete bid. The following cases are excepted from this: either GIZ itself has drawn attention in the tender documents to the possibility of assigning the relevant persons; or, as a consequence of an enquiry by one enterprise, it has notified all potential bidders that there are no objections to offering the relevant persons as long-term experts.

The documents submitted in response to the request to bid shall be treated confidentially by yourself and may only be made available to third parties in connection with potential subcontractors in relation to your bid. Non-compliance may result in the bid not being considered.

Should the letter indicate that the GIZ anticipates receiving a commission from the Federal Ministry for Economic Cooperation and Development (BMZ) with respect to the services for which a contract is to be awarded, and should this not eventuate, the GIZ reserves the right to cancel the tendering procedure or not to award a contract. In this case, any claims for damages by bidders/tenderers shall be excluded.

Experts who have entered into a topping-up contract with CIM may not be included in an offer during the term of the topping-up contract and are excluded from the evaluation. This is not applicable if in exceptional cases – e. g. shortly before the topping-up contract is due to expire – written consent by CIM is submitted simultaneously with the offer.

Offers from companies which are listed in the “exclusion database” of EU will not be considered.

**Standard format for curriculum vitae for submission of bids to Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH**  
**Curriculum vitae**

**Personal data**

**Name:**  
**First name:**  
**Title:**  
**Nationality:**  
**Date of birth:**  
**Place of birth:**  
**Marital status:**  
**Children:** (specifying age)

**Educational background**

(chronologically as of age 17, if appropriate including military or alternative civilian service)

**Advanced training**

Period	Subject	Contents	Final qualification/certificates
(mm/yy – mm/yy)			(to be annexed if appropriate)

**Professional background**

(Specify chronologically for each position)

Period	Country	Employer	Position	Projects/Tasks/Management experience	GIZ <sup>1)</sup>
(mm/yy – mm/yy)				(if appropriate references/certificates of employment)	

<sup>1)</sup> tick if GIZ is/was employer.

**Special skills**

(indicate data processing experience and programs used )

**Language skills**

(indicate in accordance with the following breakdown)

Language*	Spoken	Written	Reading/Comprehension	period in language area (in years/country)
	**	**	**	

\* underline native language

\*\* corresponding to the German school grading system: 1=very good, negotiating level; 2=good; 3=satisfactory; 4=adequate, simple communication, basic knowledge; 5=no skills

**Remarks**

(any special fields of interest, hobbies, publications)