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## INVITATION TO BID (ITB): 91146471

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The GIZ Cairo Office invites qualified **Advertising Agencies** to make a firm offer on the supply of “Branded Stationary Items” (referred to hereinafter as goods) for GIZ Cairo Office in Egypt. It is strongly recommended that this ITB document and its annexes are read thoroughly. Failure to observe and adhere to the procedures, terms and conditions laid out therein may result in disqualification from the evaluation process.

**Reference number:** 91146471

**Project Name:** GIZ Cairo Office

**Product Group:** Branded Stationary Items

**Closing Date and Time:** **Sunday, 13<sup>th</sup> of December 2020** at 15:00 EET

### ABOUT GIZ

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Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is a service provider in the field of international cooperation for sustainable development. Operating in Egypt since 1956, GIZ provides technical expertise, develops capacities, and delivers effective solutions in close partnership with local governmental and non-governmental organisations. GIZ supports Egypt in its efforts to achieve the Sustainable Development Strategy: Egypt Vision 2030 and to create better social and economic prospects for the Egyptian people.

On behalf of the German Government, the European Union and other parties, GIZ implements 16 projects, with a total budget of 150 million Euros, in all parts of Egypt in the following areas of cooperation: Renewable Energy and Energy Efficiency; Water Supply and Sanitation, Irrigation and Waste Management; Sustainable Economic Development for Employment; Governance and Urban Development.

# 1 BIDDING INFORMATION

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## 1.1 DOCUMENTS

The below Annexes form a fundamental part of this ITB's documents:

- ◆ **Annex A:** List of items and specifications of “goods” required
- ◆ **Annex B:** Financial Proposal template
- ◆ **Annex C:** Vendor Registration Form

## 1.2 REQUESTS FOR CLARIFICATION

- ◆ Bidders who request clarification in any aspect of this ITB (commercial, technical, or procedural matters) are asked to communicate with the respective contact person in **written** form.

**Procurement:** Ms. Dania Haytham | email: [danialhaytham@giz.de](mailto:danialhaytham@giz.de)

Mr. Hisham Mamdouh | email: [hisham.mamdouh@giz.de](mailto:hisham.mamdouh@giz.de)

- ◆ Any questions and answers that are of general interest will be available in anonymous form to all bidders on the GIZ tendering portal (<http://etender.espeg.net>).
- ◆ Bidders are solely responsible for regularly checking the website for any information they may require, as well as any additional updates and changes.

## 1.3 SUBMISSION GUIDELINES

- ◆ Submission of bids shall be made **ELECTRONICALLY** via email to: [eg\\_quotation@giz.de](mailto:eg_quotation@giz.de)
- ◆ The bidder is required to submit **THREE SEPARATELY SCANNED .PDF FILES:**
  - Prequalification Document
  - Technical Offer
  - Financial Offer
- ◆ The bidder should indicate the names (Pre-qualification/Technical/Financial) and the ITB reference number “**PO 91146471**” on each .PDF file.
- ◆ The **e-mail subject** shall indicate the ITB reference number “**PO 91146471**”.

- ◆ Any proposal received after the given deadline or sent to another GIZ email address may be rejected.
- ◆ It is the responsibility of the bidder to verify that their proposal has been received in good order and before the deadline.

**Deadline: Sunday, 13<sup>th</sup> December 2020 at 15:00 Cairo Local Time**

## 2 PREPARATION OF BIDS

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**Please make sure your submitted offer adheres to the following criteria:**

- ◆ Bids/offers and any additional correspondence must be drawn up and prepared in **English**.
- ◆ The technical and financial proposals **MUST** bear the company's official letter head; clearly identifying the company.
- ◆ The editable templates/Annexes (Word, Excel) provided by GIZ in electronic form must be used to prepare the bids.

**Your submitted bid should comprise the following THREE .PDF FILES:**

### 1. THE PRE-QUALIFICATION DOCUMENTS:

*Please submit **one** scanned .PDF file.*

Bidders who have not received purchase orders from the GIZ in the past year are required to provide **ONE** scanned file that comprises the following documents:

- ◆ **Vendor Registration Form "Annex C":**  
The bidder shall complete, sign, stamp, and submit a scanned copy of "Annex C".
- ◆ **Similar Experience:**  
The bidder shall submit copies of purchase orders/invoices of the supply of similar goods to organizations comparable to GIZ as evidence of the bidder's experience.

- ◆ **Legal Documents:**

Bidders shall provide scanned copies of the following:

- VAT Tax registration certificate.
- Company's valid record in the companies' registry.
- Income Tax Certificate (including the last tax filing).

## 2. THE TECHNICAL OFFER

Please submit **one** scanned .PDF file.

The technical specifications details of the goods requested by GIZ are specified in “Annex A”.

### **The technical offer should include and adhere to the following:**

- ◆ The technical offer should clearly state the conformance of the goods offered to the product specifications requested. Any discrepancies with the specifications given must be clearly indicated and disclosed.
- ◆ The bidder **MUST** submit **SAMPLES** prior to the deadline. Sample submission will be an integral part in the evaluation process.
- ◆ Please download all the design files necessary for sample submission from ([etender.espeg.net](http://etender.espeg.net))
- ◆ The bid should indicate for each item the manufacturer, part number, and country of origin.
- ◆ Delivery period: **The requested equipment MUST preferably be in STOCK.** (delivery period to be considered in the criteria for evaluation)
- ◆ Warranty: The bidder shall include defects and liability period with terms of warranty. The warranty period of the supplied goods shall **not** be less than one year.
- ◆ Alternative Products: If the bidder chooses to submit alternative product(s) that fulfill the same function or provide better performance in terms of specifications, quality, cost-effectiveness, environmental impact... etc., the bidder is kindly requested to include them in a separate technical offer, in addition to the main (standard) offer for the items requested.
- ◆ The supplier/provider shall furnish -as part of the technical proposal- any descriptive material such as extracts, descriptions, and other information that would enhance the comprehension of its offer.
- ◆ **No pricing information should be included in the Technical offer.**

<p><b><u>IMPORTANT:</u></b> The supplier must submit the bid for <b>ALL</b> the goods and quantities stated in “Annex A”, including installation, trainings, and transportation if applicable. Any missing item in the submitted offer will result in the DISQUALIFICATION of the entire offer.</p>
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### 3. THE FINANCIAL OFFER:

Please submit **one** scanned .PDF file.

#### **The financial offer should adhere to the following criteria:**

- ◆ Bidder must use “**Annex B**” format for the financial offer submission.
- ◆ Prices should be indicated in **EGYPTIAN POUNDS (EGP)** unless indicated otherwise.
- ◆ The following details shall be provided for each item:
  - **Unit costs:** The bidder shall indicate the unit price.
  - **Total Cost:** The bidder shall also indicate the total price for all required items **including** cost of delivery, installation, and transportation, if applicable. Failure to comply with this condition may result in disqualification of offer.
- ◆ The financial offer should be valid at least for 45 days from the deadline of submission.
- ◆ The cost of preparing a bid and negotiating a contract, including any related travel, is not reimbursable nor can it be included as a direct cost in the financial proposal.

**IMPORTANT:** GIZ Cairo Office is NOT EXEMPTED of Value Added Tax (VAT) and customs’ duties. Price has to be indicated WITH Value Added Tax (VAT) SEPARATELY.

*Failure to adhere to the mentioned criteria of submission and offer preparation may result in disqualification.*

## 3 BID EVALUATION

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Evaluation will be done on **THREE** stages:

### 1. Pre-qualification assessment of business capabilities and data validation

Suppliers who provide legal documents and evidence of business capabilities will compete for the next stage of technical evaluation.

### 2. Technical Evaluation

- ◆ A bid is technically accepted if it includes **ALL** the required items and quantities according to or higher than the specifications provided in Annex A.
- ◆ The submission of **SAMPLES** is an essential part of the bid’s technical acceptance.
- ◆ A proposal **MUST** be technically accepted to be included in the financial evaluation.

### 3. Financial Evaluation

- ◆ Passing both the prequalification assessment and the technical evaluation is mandatory to be included in the financial evaluation.
- ◆ The purchase order will be awarded to the financial proposal with the **lowest and most economic** cost among the technically accepted bids.

## 4 SUPPLIER REGISTRATION

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The qualified suppliers will be added to the GIZ Vendor Database after investigating their suitability based on the submitted “Vendor Registration Form” **Annex C** and the supporting documents. The investigation involves consideration of several factors such as the supplier’s:

- ◆ Financial standing
- ◆ Core business
- ◆ Track record
- ◆ Contract capacity.

The GIZ reserves the right to conduct performance evaluations of the supplier, including:

- ◆ Random / periodic testing of the supplier's products,
- ◆ Ability to respond quickly to Agency's needs,
- ◆ Timely delivery,
- ◆ Reliability of products and services.

## 5 PAYMENT TERMS FOR PURCHASE ORDERS

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- ◆ Any Purchase Order issued as a result of this ITB will be made in the currency of the proposal (EGYPTIAN POUNDS).
- ◆ Payment will be made in accordance with the General Conditions for the Purchase of Goods and in the currency in which the Purchase Order is issued.
- ◆ Final payments shall only be initiated after the confirmation of successful completion and handing over of the supplied goods by GIZ Project Coordinator.

*An advance payment may be issued **upon request** to the winning supplier **against** a Letter of Guarantee valid till the end of the Purchase Order.*

## 6 BIDDING TERMS

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- ◆ GIZ reserves the right to accept the whole or part of your bid.
- ◆ GIZ may at its discretion increase or decrease the proposed content when awarding the contract and would not expect a significant variation of the rate submitted. Any variation would be negotiated with the successful bidder as part of the finalization of the Purchase Order for Goods.
- ◆ GIZ will not be responsible for securing any information that is not identified in the proposal.
- ◆ GIZ may, at its discretion, extend the deadline for the submission of bids by notifying all prospective suppliers in **writing**. The extension of the deadline may be associated with a modification of the solicitation documents prepared by GIZ at its own initiative or in response to a clarification requested by a prospective supplier.
- ◆ Please note that GIZ is not bound to select any of the firms submitting bids and does not bind itself in any way to select the firm offering the lowest price. Likewise, the contract will be awarded to the bid considered most responsive to the needs, as well as conforming to GIZ's general principles, of economy, efficiency, and best value for money.
- ◆ Interested companies/bidders and any consultants working on their behalf are explicitly **prohibited** from discussing with GIZ projects and their staff members any issues that are related to the project or the awarding procedure.

**By participating in this bid the Bidder confirms the acceptance of these terms and conditions.**