

---

# INVITATION TO BID (ITB): No. (91146564)

---

## FOR THE SUPPLY OF "VANS"

FROM THE

- **EGYPTIAN FREE ZONE** -

FOR THE

## **GIZ - Employment Promotion Project (EPP III)**

**CLOSING DATE AND TIME: Sunday 29<sup>th</sup> of November 2020 @ 15:00!**

### **INTRODUCTION TO GIZ**

---

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is a German Federal Government owned entity mandated to implement the development projects funded by the German Government in more than 130 countries. GIZ works in Egypt since 1973 through its office in Cairo. The GIZ headquarters are in Bonn and Eschborn, Germany.

The GIZ implement projects in a variety of fields, including economic development, employment, governance, democracy, and poverty reduction, as well as education, health, social security, environment and infrastructure, and agriculture, fisheries and food.

### **I. REQUIREMENTS**

---

The Office of the GIZ in Cairo, invites qualified vehicle suppliers, manufacturers and agents to make a firm offer for the supply of "Vans/Minibus" (referred to hereinafter as goods) for its project **Employment Promotion Project (EPP III) in Egypt.**

**IMPORTANT:**

- GIZ EPP III project is **exempted from VAT and customs fees**, official documents will be provided.
- The required Vans must be registered as **private** cars.
- This bid is organized as ONE LOT: Suppliers may only provide bid for all items. Meaning, failure to provide offer for all the tendered items of goods will result in disqualification of offer.

It is strongly recommended that this ITB document and its annexes be read thoroughly. Failure to observe the procedures, terms & conditions laid out therein may result in disqualification from the evaluation process.

- Note: this document is not construed in any way as an offer to contract with your firm

## II. BIDDING INFORMATION

---

### 1. ITB DOCUMENTS:

The following annexes form integral part of this Invitation to Bid:

*Annex A: List of items and specifications of "goods" required*

*Annex B: Financial proposal template*

*Annex C: Vendor registration form*

### 2. REQUESTS FOR CLARIFICATION:

Bidders who request clarification in respect of this ITB are welcome to communicate with the respective contact person to address these enquiries for information.

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

Ms. Dania Haytham, email: [dania.haytham@giz.de](mailto:dania.haytham@giz.de)

### 3. YOUR OFFER:

Please note that your offer submission shall be done **Electronically** via email (**PDF FILE**)

- Your offer shall be prepared in English
- Your email subject includes **EPP III\_Tender#91146564**
- Your offer shall comprise the following 3 PDF FILES:
  - A. **Technical offer.pdf**
  - B. **Financial offer.pdf**
  - C. **Prequalification documents.pdf** (Legal documents)

**IMPORTANT:** YOU MUST SUBMIT 3 SEPARATE SCANNED PDF FILES FOR THE TECHNICAL PROPOSAL, THE FINANCIAL PROPOSAL AND THE PREQUALIFICATION DOCUMENTS.

#### 3.1 CONTENT OF TECHNICAL OFFER:

- **No pricing information should be included in the Technical offer.** Failure to comply may risk disqualification. The technical offer should contain all information required.
  - The technical specifications details of the goods requested by GIZ can be found in **Annex A**.
  - Your technical offer should clearly state whether the goods you are offering are fully conforming to the product specifications given. Clearly state and disclose any discrepancies with the specifications given.
- The following details shall also be provided in the Technical Offer as per attached Technical Specifications “Annex A”:
- **Delivery Capacity:** The bidder shall state in-stock quantity and delivery time.
  - **Warranty:** The bid shall include defects and liability period with terms of warranty. The warranty period of the supplied goods shall not be less than three years.
  - **Alternative Products:** If you have an alternative product(s) that fulfill the same function or provide better performance in terms of specifications, quality, cost-effectiveness, environmental impact... etc., we would like to ask you to include them in a separate offer, in addition to the offer for the standard items requested.

**IMPORTANT:** Supplier must submit the bid for ALL the goods items stated in Annex A, including the installation, configuration, trainings, and transportation. ANY missing item in submitted offer will result to disqualification of the whole offer.

#### 3.2 CONTENT OF FINANCIAL OFFER:

- The financial offer must contain an overall offer in **US DOLLARS (US\$)**.
- Bidder may use Annex B format for financial offer submission.
- The following details shall be provided for each item:
  - **Unit costs:** the bidder shall quote the unit price including cost of delivery, installation, configuration, trainings, and transportation.

- **Total Cost** for all required items. Failure to comply with this condition will result in disqualification of offer.
- You are requested to hold your offer valid at least for 45 days from the deadline for submission. GIZ will make its best effort to select a company within this period.
- The cost of preparing a bid and of negotiating a contract, including any related travel, is not reimbursable nor can it be included as a direct cost of the financial proposal.

**IMPORTANT:** GIZ – EPP III project is EXEMPTED of Value Added Tax (VAT) and customs duties, with this regard, price must be given WITHOUT “VAT”.

### **3.3 CONTENT OF PREQUALIFICATION FILE:**

New bidders, who did not receive purchase orders from the GIZ in the past year, are required to send the following documents / details:

- **Similar Experience:** If available, the bidder shall submit a list of experiences in supplying similar goods to the ones requested in this ITB to similar organizations in size and scope of work to that of GIZ.
- **Vendor Registration Form:** If your company has not received a purchase order in the past year from GIZ, you should complete, sign, and submit with your technical proposal the Vendor Registration Form (**Annex C**).

In addition to the above all bidders shall provide copies of the following legal documents:

- Company valid record in the companies’ registry.
- Income Tax Certificate, including the last tax filing.
- VAT Tax registration certificate.
- Scanned copies of purchase orders put by similar/other organizations with the bidder as evidence of bidder’s experience.

**Failure to submit the above documents may result in disqualification of proposal.**

### III. BID EVALUATION

---

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 according to or higher than the specifications provided in Annex A.
- 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 of the **lowest cost among the technically accepted bids.**

### IV. SUBMISSION OF BID

---

The proposals must bear your official letter head, clearly identifying your company. The proposal documents are to be submitted digitally via e-mail as **three separate scanned pdf files.**

Your Bid should comprise the following:

#### 1. The Technical Offer:

Please submit a scanned soft copy as a PDF file.

#### 2. The Financial Offer:

Please indicate your prices in **US DOLLARS(US\$).**

Please be advised that **GIZ-EPP III** project is **EXEMPTED** from Value Added Tax and customs duties.

#### 3. The Pre-Qualification Documents:

The "Vendor Registration Form" (Annex C) for all companies. In case your company did not receive purchase orders from the GIZ in the past year, your company's legal documents – as stated above, and purchase orders with invoices received from similar organizations indicating previous experience should be attached. Please submit one scanned file including all the above-mentioned pre-qualifications documents.

**The technical and financial proposals and pre-qualification documents must be sent to: [eg\\_quotation@giz.de](mailto:eg_quotation@giz.de), indicating the ITB ref. #91146564 in your e-mail subject.**

**Your offer includes 3 separate Scanned PDF Files indicating the name 1. Technical Offer / 2. Financial Offer / 3. Pre-qualification documents including the reference #91146564 on each file.**

- Failure to do so may result in disqualification.

**Deadline for receiving offers: **Sunday, 29<sup>th</sup> of November 2020 @ 15:00!****

Submission shall be made **electronically** to:

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

**IMPORTANT:**

- Any proposal received after this date or sent to another GIZ email address may be rejected.
- It is your responsibility to verify that your proposal has been received in good order and before the deadline.
- The “Financial” Offer will only be opened for evaluation if the supplier’s “Technical” bid has been accepted.
- GIZ will not be responsible for locating or securing any information that is not identified in the proposal. Accordingly, to ensure that sufficient information is available, the supplier/provider shall furnish, as part of the technical proposal, any descriptive material such as extracts, descriptions, and other necessary information it deems would enhance the comprehension of its offer.
- Letter of guarantees or draft cheques should be ready for submission as a hard copy at any given point upon the request of a GIZ.

## **V. SUPPLIER REGISTRATION**

---

The qualified suppliers will be added to the GIZ Vendor Database after investigation of suitability based on the submitted Vendor Registration Form and supporting documents. The investigation involves consideration of several factors such as:

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

This will be followed later by performance evaluation as a supplier such as:

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

## **VI. BID ACCEPTANCE**

---

- 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 such increase or decrease would be negotiated with the successful bidder as part of the finalization of the Purchase Orders for Goods.
- 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 accompany 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. Furthermore, the contract will be awarded to the bid considered most responsive to the needs, as well as conforming to GIZ's general principles, including economy, efficiency, and best value for money.

## **VII. CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS**

---

Any Purchase Order (PO) issued as result of this ITB will be made in the currency of the proposal. Payment will be made in accordance with the General Conditions for the Purchase of Goods and in the currency in which the PO is issued. Advance payments may be issued to the winning supplier against a Letter of Credit valid till the end of the delivery period. Final payments shall only be initiated after confirmation of successful completion by GIZ Project Coordinator.

## **VIII. GIZ GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF GOODS**

---

Please note that the General Terms and Conditions of Purchasing will be strictly adhered for the purpose of any future purchase orders.

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