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# INVITATION TO BID (ITB): No. (91134774)

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## FOR THE SUPPLY OF ELECTRONIC EQUIPMENT

**(Supply & install display, discussion & sound systems)**

FOR THE

## Water and Wastewater Management Programme (WWMP)

**CLOSING DATE AND TIME: Monday, 9<sup>TH</sup> of December 2019 at 15:00 Cairo Local Time**

### INTRODUCTION TO GIZ

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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. Its headquarters are located in Bonn and Eschborn, Germany.

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

### I. REQUIREMENTS

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The Office of the GIZ in Cairo, invites qualified electronic equipment suppliers to make a firm offer for supply of electronic equipment (referred to hereinafter as goods) for its project **Water and Wastewater Management Programme (WWMP) in Egypt.**

**IMPORTANT:**

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

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### 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 invited to attend a session held at the GIZ Office at 4d Al-Gezira Street, 2<sup>nd</sup> floor, Zamalek, Cairo on **Wednesday, 4<sup>th</sup> of December 2019 from 12:00 – 13:00 Cairo Local Time** to address these enquiries for information.

### 3. YOUR OFFER:

- Your offer shall be prepared in English
- Your offer shall comprise the following THREE sets of documents:
  - A. Technical offer
  - B. Financial offer
  - C. Prequalification documents (Legal documents)

#### **IMPORTANT:**

**YOU MUST SUBMIT SEPARATE TECHNICAL PROPOSAL, FINANCIAL PROPOSAL AND 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 or not 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:
  - **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 one year.
  - **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 and configuration. 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 EGYPTIAN POUNDS (EGP).
- Bidder must 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 and configuration.
  - **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 – WWMP project is NOT EXEMPTED of Value Added Tax (VAT) and customs duties. With this regard, price has to be given WITH “VAT”.**

### **3.3 CONTENT OF PREQUALIFICATION ENVELOPE**

New bidders, who did not receive purchase orders from the GIZ in the past year, are required to provide 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.
- **Copies of related purchase orders and their invoices are to be included as evidence of such experience.**

- **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, Legal Documents: 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;
- Copies of purchase orders put by similar/other organizations with the bidder as evidence of bidder's experience.
- Vendor Registration Form (Annex C)

**Failure to submit the above documents may result in disqualification of proposal or incompetence to pass the technical evaluation.**

### III. 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 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 contract will be awarded to the financial proposal of the **lowest cost among the technically accepted bids.**

### IV. SUBMISSION OF BID

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The proposals must bear your official letter head, clearly identifying your company. The proposal documents are to be submitted in sealed and stamped envelopes.

Your Bid should comprise the following:

### **1. 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.

### **2. The Technical Offer:**

Please submit both hard and soft copies.

### **3. The Financial Offer:**

Please indicate your prices in **EGYPTIAN POUNDS (EGP)**. Please be advised that GIZ **WWMP** project is **NOT EXEMPTED** from Value Added Tax and customs duties: Please submit your price offer **WITH “VAT”**.

The technical proposal, financial proposal and pre-qualification are to be sent in **separate sealed envelopes** indicating the name (**Financial / Technical / Pre-qualifications**) on each of them and clearly stating on each envelope the ITB reference number (**PO 91134774**), the three envelopes should be put in a bigger envelop **with the ITB reference number on it**, as well. Failure to do so may result in disqualification.

**Deadline: Monday, 9<sup>th</sup> of December 2019 at 15:00 Cairo Local Time**

Submission shall be made to:

The Procurement Department  
GIZ Cairo Office  
4D, El-Gezira Street  
Zamalek, Cairo, 11211

**IMPORTANT:**

Bids are to be submitted accompanied by a **Letter of Guarantee (LoG) or Draft Check** in the amount of **EGP 20,000** (twenty thousand Egyptian Pounds). The LoG should be valid for a period of not less than two months.

Please issue the Letter of Guarantee in the name of:

**„Deutsche Gesellschaft Für Internationale Zusammenarbeit“**

4D, El Gezira Str., 2<sup>nd</sup> Floor  
El Zamalek, 11211 Cairo  
Egypt

And kindly indicate the following details on the LoG:

Invitation to Bid (ITB): No. 18.2157.8-002.00 / 91134774

Water and Wastewater Management Programme (WWMP) in Egypt

**BIDDERS MUST SUBMIT THE LETTER OF GUARANTEE OR DRAFT CHEQUE “BY HAND” TO GIZ OFFICER AGAINST A DELIVERY RECEIPT AND/OR SIGNATURE.**

**PLEASE DO NOT PUT THE LETTER OF GUARANTEE OR DRAFT CHEQUE INSIDE THE BID ENVELOPE.**

**IMPORTANT:**

- Any proposal received after this date or sent to another GIZ 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.

## **V. SUPPLIER REGISTRATION**

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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**

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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 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**

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Any Purchase Order (PO) issued as a result of this ITB will be made in the currency of the proposal (EGYPTIAN POUNDS). Payment will be made in accordance to the General Conditions for the Purchase of Goods and in the currency in which the PO is issued. Advance payment of 50% of total PO may be issued to the winning supplier against a Letter of Credit valid till the end of the contract/PO. 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**

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Please note that the General Terms and Conditions of Purchasing will be strictly adhered for the purpose of any future contract/PO. By participating in this bid the Bidder confirms the acceptance of these terms and conditions.