

BIDDING CONDITIONS FOR CONTRACTORS (LOCAL)

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 scheduled working methods
- possible alternative concepts, including time and personnel involved (in line with the understanding of strategy inherent in the success factor in Capacity WORKS)
- Implementation methodology: aspects such as the design of cooperation partner- ships, the steering structure, processes, and learning and innovation should be reflected in a coherent overall approach that is aligned with the success factors described in Capacity WORKS and focused on achieving objectives.
- a concept for monitoring and evaluation
- a time schedule, in graph form, for the individual measures you are to implement
- 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. Section14 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)
- 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 reference (TOR)

1.2 Curricula vitae (CVs) of the experts designated for the project. The CVs are to be in tabular form and should cover the following points in the given order (see also Specimen CV sample attached to bidding conditions):

name, title, nationality, date and place of birth, marital status, number and age of children (if the costs of family members accompanying the expert abroad are reimbursable pursuant to Section 11 of the General Terms of Contract), 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.

You are welcome to submit the CVs of the experts to be employed in the lingua franca of the country of assignment.

- 1.3 Earliest possible date for commencing the work, with alternatives where appropriate.
- 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.
- 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.
- 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 authorized 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 a 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 Please submit your technical bid additionally on a CD-ROM.

1.11 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 bid in a separate envelope marked

'Price quotation for: <Reference no.> <Project no.>

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 only to the contracts officer named in the invitation to tender. Failure to comply with this provision may result in the offer being disqualified.

4. Address, formal requirements

Bids are to be sent to the

DEUTSCHE GESELLSCHAFT FÜR INTERNATIONALE ZUSAMMENARBEIT (GIZ)

GIZ Office

address:

The bids are to be sent in double envelopes. The inner envelope must be sealed and bear the following inscription:

'Bidding documents for: <Reference no.> <Project no.>

The above formal requirements regarding envelopes and marking also apply to further copies of the bid.

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.

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.

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.

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 | <u>Contents</u> | <u>Final</u> 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 ¹⁾ |
|-----------------|---------|----------|----------|--|-------------------|
| (mm/yy – mm/yy) | | | | (if appropriate references/certificates of employment) | |

¹⁾ 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)

- End of Bidding Conditions -