giz Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

giz

Letter to participants in a Public tender

Your ref., your message			
Our ref.	83338879 - GIZ AESIP Project	Phone	+49 6196 79839210
Email	consulting-tenders@giz.de	Fax	
		Date	21.11.2019

Project No.: 18.2006.7-001.00
Co-Soft No. 83338879

Submission / Opening Date:

in Sealed Envelope
on ~~Wednesday~~ Sunday
the 11.12.2019 15.12.2019
at 16:00 Hrs (Afg Local Time)
Late bids shall be rejected.

Invitation to Tender for Contractors
(services)

1. Subject: Afghanistan Energy Sector Improvement Program (AESIP)
(Insert name of project)

Dear Sir or Madam,

The **Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, Dag-Hammarskjöld-Weg 1-5, D - 65760 Eschborn, Federal Republic of Germany**, hereinafter referred to as "The Employer", intends to

Event Management (ASEW 2020)
(Insert brief description of project)

The execution of the Works will be performed within the frame of the Technical Cooperation between the Federal Republic of Germany and the Afghanistan
(Recipients country).

It is intended to award the contract for the planning / services works as detailed in the attached Terms of Reference & Price sheet.

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

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Martin Jäger, State Secretary

Management Board
Tanja Gönner (Chair)
Dr Christoph Beier (Vice-Chair)
Thorsten Schäfer-Gümbel

Commerzbank AG Frankfurt am Main
BIC (SWIFT): COBADEFFXXX
IBAN: DE45 5004 0000 0588 9555 00

2. **The Tender Documents** consist of

2.1. Consulting Firms Contract Draft (Annex-1)

2.2. Bidding Conditions (annex-2)

2.3. Terms of Reference (annex-3)

2.4. Price Sheet - in duplicate (annex-4)

2.5. General Terms & Condition of Contracts (5)

2.6. Declaration of Integrity (annex-6)

2.7. Code of Conduct (annex-7)

2.8. Technical Evaluation Grid (annex-8)

2.9. Letter of Tender

3. **Labelling of offer**

Your bid, comprising the technical offer and the financial offer, must be clearly marked as such and submitted in a package containing two envelopes. The price offer must always be separate from the technical offer and placed in a separate envelope. The envelope containing the financial offer & technical Offer must be sealed and be labelled with your address as follows:

The inner packing shall be sealed and labeled:

Technical offer from [please note sender] for: <83338879> <18.2006.7-001.00>

Financial offer from [please note sender] for: <83338879> <18.2006.7-001.00>

The outer packing shall be sealed and labeled:

Bidding documents for: <83338879> <18.2006.7-001.00> **And be addressed to:**

GIZ Office Kabul Charahi-e-Sedarat, House Nr.: 33/2, Kabul- Afghanistan

The period for submission of Tender shall expire with the date and time mentioned under clause 1. Tenders may be withdrawn by email including letter prior to the submission time and date.

The period of adjudication begins with the submission / opening date and expires **60** calendar days later on in **Jan. / 2020**. The Tenderer is bound to his Tender until this date.

Your confirmation of the receipt of the tender documents would be appreciated. If you are not interested to submit a Tender, please return the enclosures blank as soon as possible.

4. Further information, regarding the intended project, may be obtained at

The Contracts & Procurement Management of the GIZ Office Kabul, Afghanistan

E-mail: **consulting-tenders@giz.de**

All questions in regard to that tender (technical and financial) please send in written but no later than **4** calendar days before the date of submission.

5. Price offer

The price offer must be submitted in AFN in accordance with Terms of Reference & Price Sheet and General Terms and conditions 5. In addition.

"All prices (unit prices, lump-sum prices, settlement rates, hourly wages, and bonuses) shall be stated with tax, according to the income law of Afghanistan. (Including all tax according to §72 income tax manual / Ministry of Finance; Islamic Republic of Afghanistan; May 2010)".

Please see the attached Terms of Reference for details of the required quantities / personal & materials needed. Personnel costs should be shown on the basis of months of 30 days each.

6. Evaluation of Offer

Following presentation of the technical assessment, the quoted prices from those bidders which meet the technical criteria shall be opened and evaluated by the officer responsible for commercial matters. The technical bid is weighted at **70** and the price at **30**

This will result in an overall ranking, which will be headed by the most economically efficient bid. As a rule, contract negotiations shall be entered into with the first bidder in the ranking. In the event of failure of these negotiations, the next lower bidder in the ranking shall be invited to negotiate.

7. Further Information

Alternative bids are not allowed to be attached.

The offer should follow the given structure and prices shall be quoted in **Afghani.** (AFN)

The opening of the sent bid documents will be held with GIZ members only.

The sent offer will be evaluated according to financial & Technical criteria only. That evaluation results in an economical ranking. Probably a bidder meeting will be held with the company offering the most economical bid. The announcement of the winner will be most probably on 22.12.2019.

The winner might start his work **immediately after announcement.**

For the prepared offer and its attachments no compensation will be paid by GIZ. The sent offer together with documents attached will become property of GIZ.

Yours faithfully,

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

GIZ Office Kabul

GIZ Office Kabul

Enclosure:

Annex 1:	Consulting Firm Contract Draft
Annex 2:	Bidding Conditions
Annex 3:	Terms of Reference
Annex 4:	Price Sheet
Annex 5:	General Terms & Condition of Contracts
Annex 6:	Declaration of integrity
Annex 7:	Code of Conduct
Annex 8:	Technical Assessment Grid