giz

Letter to participants in a public tender

Your ref., your message		Phone	+49 6196 79839210
Our ref.	83372933	Fax	
Email	pre-bid-queries@giz.de	Date	01.20.2021

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

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Martin Jäger, State Secretary

Management Board
Tanja Gönner (Chair)
Thorsten Schäfer-Gümbel

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

Project No.: 18.2008.3.001.00
Co-Soft No. 83372933

Submission / Opening Date:

by Email (PDF Only)
on Tuesday
the 02.02.2021
at 16:00 Hrs (Afg Local Time)
Late bids shall be rejected.

Invitation to Tender for Contractors
(Consulting services)

1. Subject: Monitoring, Evaluation, and Communication Project (MEC) II
(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

Video Editing
(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.

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 (annex-4)

2.5. General Terms of Contract (annex- 5)

2.6. Declaration of Integrity (annex-6)

2.7. Code of Conduct (annex-7)

2.8. Technical Assessment Grid (annex-8)

2.9. Invitation to Tender

3. Labelling of offer and Submission of bidding documents

Your bid, comprising the technical offer and the financial offer, must be clearly marked as such and submitted in two separate PDF files. The price offer must always be separate from the technical offer and sent in separate PDF file.

The files and cover page of PDF files shall be titled as:

Technical offer from [please note sender] for: <83372933> <18.2008.3-001.00>

Financial offer from [please note sender] for: <83372933> <18.2008.3-001.00>

And sent by email to:

AF_Quotation@giz.de

All bidding documents shall be submitted, **signed and stamped**, as **PDF only**. Documents submitted in other formats will be considered invalid.

The bids will be accepted only if the Email subject line indicates the respective Co-Soft. No.

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 **February/** 2021. 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 pre-bid-queries@giz.de.

All questions in regard to that tender (technical and financial) please send in written but no later than **30.01.2021** at the aforementioned e-mail address. While inquiring about the bid, your subject line must indicate the Co-Soft Number . Your question can only be answered, If the respective Co-Soft number is mentioned in the subject line.

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 tendering is made based on public tender, the awarding procedure after evaluation and eventually negotiation with one or more bidders.

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 28.02.2021**.**

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

"electronically send without signature due to the Corona caused absence"

.....	.....
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 of contract
Annex 6:	Declaration of integrity
Annex 7:	Code of Conduct
Annex 8:	Technical Assessment Grid