

TO ALL BIDDERS

Address:
Tel:
Email:
Contact:

Your reference

Our reference Tender 91130353

**German Development
Cooperation GIZ Office Iraq**

Thomas Schaefer
Country Director GIZ Iraq

Baghdad, Harlow Riverside Compound, Al
Karrada
Erbil (KRI), Gulan Tower, Mosul Road

thomas.schaefer@giz.de

30-Jun-19

INVITATION TO TENDER, GIZ tender no: 91130353

Tenderer: Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

Project name: Migration for development (PME)

Supply and delivery of: Office Furniture (As per Annex 1 - Technical Specifications).

Dear Sir / Madam,

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is implementing Technical Cooperation measures for the above-mentioned subject, on behalf of the of the Government of the Federal Republic of Germany.

GIZ Office Iraq now invites Bidders to submit, free of charge, and without obligation on part of GIZ, a bid based on the following terms and conditions. Non-conformity with all conditions mentioned could lead to the exclusion of the bid.

The bidders are requested to submit their price offers using the attached 'Bid form' (Annex 2). Further the bidders must prepare their offer under particular attention of the instructions and conditions stated in this invitation letter. Bidders are also requested to submit the attached 'Supplier Information Form' (Annex 3) which is including Bank Account Information, all bank account information must be submitted correctly, otherwise the offer will not be considered as responsive offer.

Required products and goods:

The technical specification of the goods to be delivered is attached to this "Invitation to Tender" in Annex 1.

Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH

Sitz der Gesellschaft Bonn und

Eschborn Friedrich-Ebert-Allee 36 + 40
53113 Bonn, Deutschland
T +49 228 44 60-0
F +49 228 44 60-17 66

Dag-Hammarskjöld-Weg 1 - 5
65760 Eschborn, Deutschland
T +49 61 96 79-0
F +49 61 96 79-11 15

E
info@giz.de
I
www.giz.de

Amtsgericht Bonn
Eintragungs-Nr. HRB
18384
Amtsgericht Frankfurt am
Main Eintragungs-Nr. HRB
12394

Vorsitzender des
Aufsichtsrats Staatssekretär
Martin Jäger

Vorstand
Tanja Gönner (Vorstandssprecherin)
Dr. Christoph Beier (Stellv. Vorstandssprecher)

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GIZ reserves the right to increase or reduce the above quantities by maximum 20% according to the available budget.

Tender deadline:

We request you to submit a bid

Before 14:00 hrs. On 11.07.2019 to GIZ Erbil Office, Gulan Tower, 2th Floor,
Office No: Reception, Gulan Road, Erbil, Kurdistan Region, Iraq

The bids not delivered at the time and date may not be evaluated.

A bid letter and all the Technical Specifications must be dated, signed and stamped.

Submission of your quotation:

The bid is to be contained in a sealed envelope. The following data must be given on the front of this envelope such that it is clearly visible:

- GIZ tender (Ref No: **91130353**)
- Remark "Not to be opened before bid opening session! "

Terms of delivery and place of delivery:

By Road Transportation DDP Dohuk (Incoterms 2010)
Transport costs are included in the product prices.

Delivery time:

The delivery time of the goods after ordering must be stated. All ordered goods must latest be delivered at the date stated in the bid. In the event of late delivery goods may not be accepted by us.

Prices:

Prices shall be free of taxes and other public charges. The prices shall include the costs for goods, Transportation, packing, marking, and insurance and all other local costs incidental to deliver the goods to the final destinations.

Bid Currency, Validity and Language:

Prices shall be quoted in USD.

Bids showing other currencies may not be considered.

Bids shall remain valid for 30 days after the deadline for submission of bids.

A bid valid for a shorter period may be rejected by the GIZ as non-responsive.

The language of the bid shall be English.

Payment Terms:

Full payment will be made after completion of delivery, subject to appropriate deduction for incomplete and delayed deliveries, upon presentation of

- A commercial invoice (specifying quantities, unit and total prices etc.)

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- Acceptance certificate issued by the authorised GIZ representative

Payment of goods will be done within 30 working days after taking over of the goods/services at the address as stated in the purchase order.

Payment will be done cheque or bank transfer at GIZ CO Offices.

Evaluation criteria

The order is awarded to the technically compliant and most economic offer.

The offer Tender Results:

All companies tendering will be advised on the outcome of the tender process.
The results will not be made public.

Question:

For any questions about our tender the contact address is:

E-mail: procurement.giz.kri@giz.de

All quotation will be evaluated based on compliance with the established specifications

Quotation not complying with the above requirement will state as non-responsive

All quotations (**Invitation to Tender Letter (ITT), Annex1, Annex2 and Annex3**) must be signed and stamped in a sealed envelope by a person or persons duly authorized to sign on behalf of the supplier, otherwise the offer will not be considered as responsive offer.

The outer packing of the sealed envelope must be as below:

Tender Name: **Office Equipment**

Tender No: **91130353**

Yours sincerely,

Nina Clausung

Zeravan Mohammed

Enclosures:

Annex 1: Technical Specifications

Annex 2: Bid Form

Annex 3: Supplier Information Form