

Bidding Conditions

1. Applicable conditions

- 1.1 The **Individual bidder** is expected to carefully examine and respect all instructions, forms, terms and specifications contained in this document. Failure to submit in time all the required documents is at the risk of the Individual bidder and may result in the disqualification of the whole bid.
- 1.2 GIZ reserves the right to accept or reject any bid, and to cancel the bidding process and reject all bids at any time prior to award of the contract – in case the process is not following GIZ' basic principles of procurement and/or other related serious reasons for rejection or cancellation – without thereby incurring any liability to the Individual bidders.
- 1.3 "Individual bidder" means any **individual person** submitting full documentation according to the tender process.

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2. Sanction List

- 2.1 The foreign trade controls put in place by Germany, the EU and others include rules designed to prevent the financing of terrorist groups, control violent conflicts and achieve political goals. These controls are implemented, for example, by means of the EU's sanctions list directives, Germany's Foreign Trade Act (Außenwirtschaftsgesetz) and individual embargo regulations for specific goods. On account of its legal status and contractual ties, GIZ is obliged under European and German law to conduct EU and other sanctions list checks on its own contracts, to act in accordance with any embargo regulations established by Germany or others and not to contravene these regulations. The goal is to prevent any direct or indirect financing of terrorists.

The GIZ's Anticorruption Policy requires Individual bidders, suppliers, and contractors under GIZ-financed contracts to observe the highest standards of ethics during the procurement and implementation of contracts. In pursuance of this policy, GIZ:

- a) carefully checks whether the company and the relevant persons have been committed for:

- Formation of criminal organizations
- Formation of terrorist groups
- Terrorist financing
- Money-laundering and concealment of unlawful earnings
- Fraud
- Subsidy Fraud
- Bribery and corruptibility in commercial transactions
- Bribery and corruption in general

- Granting of advantages
- Human trafficking, forced prostitution, forced labor, exploitation of labor, exploitation by means of deprivation of liberty

b) would reject the whole bid, if it determines that the Individual bidder has (directly or through an agent) engaged in corrupt, fraudulent, collusive, or coercive practices.

c) will sanction a party and declare as ineligible, either indefinitely or for a stated period, to participate in GIZ-financed activities, if the firm has (directly or through an agent) engaged in corrupt, fraudulent, collusive, or coercive practices.

2.2 The Individual bidder shall, upon request, certify and provide evidence to the GIZ that none of these circumstances mentioned in this clause under a) apply.

2.3 The Individual bidder are invited to participate in clarifying any corruption-related circumstances.

2.4 The individual bidder should provide a sample of signature and a copy of the ID/ Passport.

3. Eligible Individual bidders

Individual bidders shall not be eligible for the award of contracts and GIZ may reject the whole bid or may terminate a contract in whole or in part, without compensation, if:

- The individual bidder has demonstrably infringed applicable environmental, social or labour law obligations in the performance of public contracts.
- The individual bidder is insolvent, if insolvency proceedings or similar proceedings have been initiated against the assets of the company, if the initiation of such proceedings has been refused for lack of assets, if the bidder is in liquidation or has ceased its activities
- The individual bidder demonstrable has been committed a gross misconduct which questions the integrity of the company.
- GIZ has sufficient evidence that the individual bidder has entered into agreements or concerted practices with other companies which purpose or effect the prevention, restriction or distortion of a competition.
- There is a conflict of interest in the process of the award procedure which could affect the impartiality and independence of a person working for GIZ in the process of the award procedure and which cannot be effectively eliminated by other less restrictive measures.
- A distortion of competition results from the fact that the individual bidder was already involved in the preparation of the award procedure and this distortion of competition cannot be eliminated by other, less restrictive measures.
- The individual bidder has substantially or persistently inadequately fulfilled services or deliveries during an earlier contract which resulted in premature termination, damages or an equivalent legal consequence.
- The individual bidder has committed serious fraud or withheld information or is unable to provide the necessary/supporting evidence/documents.
- The individual bidder has attempted to improperly influence the decision-making of GIZ, has attempted to obtain confidential information through which it could obtain improper advantages in the award procedure, or has negligently or intentionally transmitted misleading information which could significantly influence the award decision of the GIZ, or has attempted to transmit such information.

The Individual bidder shall, upon request, certify and provide evidence to the GIZ that none of these circumstances mentioned in this clause apply.

4. Amendment of bidding documents

- 4.1 At any time prior to the deadline for submission to bids, the GIZ may, for any reason, whether on his own initiative or in response to a clarification requested by a prospective Individual bidder, modify the bidding documents by amendment.
- 4.2 All prospective Individual bidders that have received the bidding documents will be notified of the amendment in writing or by email.

5. Costs of Bidding

The Individual bidder shall bear all costs associated with the preparation and submission of its bid, and GIZ will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

6. Language of bid

The bid prepared by the Individual bidder and all documents relating to the bid shall be written in the English language.

7. Content of the technical offer

The Individual bidder shall provide GIZ with the information which should in all respects satisfy the requirements laid down in the bidding documents. The bid should contain the following information, and any extra requirements will be requested during the evaluation process (if required)

- a. The Curricula vitae for the experts proposed for the demanded services. The CVs should include information on:
- Name, title, nationality, date and place of birth, education and professional training, Professional experience showing length of employment, countries of assignment, position held, project and programs and responsibilities and management experience, Special knowledge, language skills.
Please refer to the ToR (Annex 1) for more details.
- b. Local bank account including Bank (must be under bidder name) data with all details from a local bank (Bank Name, Account Holder, IBAN, SWIFT CODE). GIZ will not be responsible, if the local bank of the contractor converts the payments into another currency. The contractor is not entitled to claim for any charges or fees deducted by the bank due to the exchange and/or transfer of payments.
- c. To be potentially qualified for award the contract, the Individual bidders shall:
- 1) Provide Affidavit that the individual bidder has been neither blacklisted by any Government, semi-governmental institute or private institute nor involved in any litigation in the current or during the last two (2) years or a (self-disclosure will work also).
 - 2) The individual bidder should provide a sample of signature and a copy of the ID/ Passport.

Failure to submit all required documents signed will might result in the disqualification of the whole bid.

8. Content of the price offer

The price offer must contain all costs in US Dollars which are specified in Annex 3 (bid Sheet), and the Bid Sheet should be Signed and Stamped.

All the prices that would be stated in your offer, shall be free of taxes and other public charges that cannot be exempted and must be paid.

9. Form

- 9.1 The bidding documents shall contain no alterations, omissions or additions, except those to comply with conditions issued by the GIZ, or as necessary to correct errors made by the Individual bidder, in which case such corrections shall be initialled by the person or persons signing the bidding documents.
- 9.2 The bid must be based on the General Terms of Contract ('General Terms of Contract', Annex 4) for supplying services and work on behalf of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH. In the event of an award of contract, they would become an integral part.
- 9.3 Bids received after the date and time of submission might not be considered.

10. Submission

Please address your bid to the email address (IQ_Quotation@giz.de), the email subject must be **(83390027 Provision of Needs assessment training center of the Ministry of Finance services)**

Bids are to be submitted as Two parts

A. the signed and stamped:

1. **83390027**- Invitation letter to participate in a competitive tender.
2. **83390027**- Annex 1 – (ToR) Terms of reference
3. **83390027**- Annex 2 – Technical assessment Grid.
4. **83390027**- Annex 4 – General Terms of Contract
5. All technical and formal requirements stated in clause 7 in the bidding conditions.

B. the signed and stamped price offer (83390027- Annex 3- Bid Sheet).

The price must only be mentioned in the price offer. Using the Bid Sheet (Annex 3) Non-compliance will lead in exclusion of the whole bid!

11. Deadline for submission of bids

- 11.1 Bids must be received by the GIZ at the address specified under Clause 10 no later than

05:00 PM local time on 2021-09-22

The submission email is: IQ_Quotation@giz.de

- Any bid received by the GIZ after the deadline for the submission of bids prescribed by the GIZ, will be declared late and will result in the disqualification of the whole bid.

- **Please don't submit your documents using any cloud storage (e.g., google drive, OneDrive, etc.).**
- **If the email size is larger than 20MB then the receiving limit size will be exceeded, subsequently the email will not be received in GIZ dedicated mailbox. The interested individuals must make multiple submissions to avoid this problem.**

11.2 GIZ may extend the deadline for the submission of bids by amending the bidding documents in accordance with Clause 4.

12. Modifications and withdrawal of bids

Subsequent corrections, modifications and additions only to the technical offers bid can be considered only if they are received by the GIZ before expiry of the submission deadline to this email,

IQ_Quotation@giz.de

the email subject is **(Amendment to the bid_83390027 Provision of Needs assessment training center of the Ministry of Finance services)**

13. Evaluation of offers:

13.1 Both the technical offer and financial offer under this bid will be taken into consideration during the evaluation

After the final technical evaluation (cf. Assessment Grid for the Technical Evaluation of Bids (Annex 2)), only the price offers of bids with at least 50% points will be opened and evaluated. Technical offers below 50% of total points will be considered as technically not acceptable. The technical offer has a weighting of 70%, the price offer 30%.

The evaluation of the bids is scheduled to be completed within September 2021 (expected).

13.2 The work is scheduled to commence within September 2021. If you do not receive a notification in writing within one month of expiry of the deadline for the award of contract, your bid has not been accepted. You shall not receive separate notice to this effect

13.3 GIZ will examine the bids to determine whether they are complete, whether the documents have been properly signed, and whether the bids are substantially compliant to all terms and conditions of the bidding documents.

13.4 A bid determined as substantially non-compliant will be rejected by the GIZ

14. Offer Validity

Bids shall remain valid for 90 days after the deadline for submission of bids. Pay Prices shall be quoted in USD. Bids showing other currencies may not be considered.

15. Payment Terms

- Bank account details: The Individual's bank account details must be submitted with the Invoice. GIZ will only transfer payments to the bank account which is under the company's name."

Payment will be done bank transfer at GIZ Country Office.

16. Cancellation of the Tender

16.1 The tender can be cancelled, if:

Bidding Conditions

Tender no. 83390027

01 September 2021

- a) no bids have been received which corresponds to the bidding conditions,
- b) there have been substantial changes during the tender, or
- c) there are other serious reasons for such a cancellation.

16.2 The Individual bidders will be informed about the reasons of the cancellation of the tender without any delay by GIZ.

By signing these bidding conditions, the Individual bidder acknowledges that it has received, read, understood and accepted all conditions. Please add these signed and accepted bidding conditions.

place, date

Signature of the Individual bidder and stamp