

Bidding Conditions

1. Applicable conditions

- 1.1 The 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 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 bidders.
- 1.3 "Bidder" means any person or persons, partnership, firm or company 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 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 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 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 bidder, and/or business associates, project partners, target groups and interested members of the general public are invited to participate in clarifying any corruption-related circumstances.
- 2.4 A list of all relevant key personnel of the bidding company and/or consortium involved in this tender including the authorised manager and/or representants of the bidding company and/or consortium with the power of attorney, each with a sample of signatures and a copy of the ID, must be provided.

3. Eligible bidders

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 company has demonstrably infringed applicable environmental, social or labour law obligations in the performance of public contracts.
- The company 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 company is in liquidation or has ceased its activities
- The company demonstrable has been committed a gross misconduct which questions the integrity of the company.
- GIZ has sufficient evidence that the company 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 company was already involved in the preparation of the award procedure and this distortion of competition cannot be eliminated by other, less restrictive measures.
- The organization 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 company has committed serious fraud or withheld information or is unable to provide the necessary/supporting evidence/documents.
- The company 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 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 bidder, modify the bidding documents by amendment.
- 4.2 All prospective bidders that have received the bidding documents will be notified of the amendment in writing or by email.

5. Costs of Bidding

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

7. Content of the technical offer

The 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 Curriculum 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. A project-related presentation of the company with description of work groups taking part, divisions or other organizational units, if possible, in the form of an organizational chart, and a distribution of staff members to these organizational units with their respective qualifications and experience, the number of company's employees should be stated.
- c. The bidder must provide the **most recent and valid tax** clearance certificate that ensures that the company is cleared for the last year.
- d. **Bank account** including Bank (must be under company 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.
- e. Bank account details to be submitted in official bank letter signed, stamped, and dated no more than one year.
 - f. To be potentially qualified for award the contract, the bidders shall:
 - 1) Provide all relevant local legal registration documents of the company and all worldwide valid certificates, which includes place of **registration (Company Certificate)**, principal place of business and written power of attorney of the signatory (ID from Ministry). All documents must be valid. In addition, the copies of original documents showing the registration with the Contractor Union must be provided.
 - 2) In case of awarding GIZ might ask the awarded company to Provide Affidavit that the firm 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).

Failure to submit all required documents signed will 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 2 (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 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 If you are forming a bidding consortium or association (**'Association Clause, Annex 5**), the bid must show who the members are and how the work is divided between them. Specifically, all members must name the lead member and authorise this member to represent the association and to receive payments on behalf of the other members. The members must also acknowledge joint and several liabilities for performing the contract. A corresponding written authorisation must be attached to the bid.
- 9.4 Bids received after the date and time of submission might not be considered.

10. Submission

Please address your bid to the following Email Address, the email subject must be (**83404265- Project Management Training**)

IQ_Quotation@giz.de

All the link and web-based submissions will not be accepted and will be disqualified from the subsequent steps.

Bids are to be submitted as Two parts

A. the signed and stamped:

1. **83404265**- Annex A - Bidding Condition.
2. **83404265**- Annex 1 - Terms of Reference (ToR).
3. **83404265**- Annex 3 - Technical Assessment Grid.
4. **83404265**- Annex 4 - General Terms of Contract
5. **83404265** - Annex 5 - Association Clause
6. **83404265** - Annex 6 - Supplier Information Form
7. All technical and formal requirements stated in clause 7 in the bidding conditions.

B. the signed and stamped price offer (83404265 - Annex 2- Bid Sheet).

The price must only be mentioned in the price offer. Using the Bid Sheet (Annex 2) Non-compliance will lead in exclusion of the whole bid!

Detailed instructions, what information your bid should contain and how it should be presented are given in the attached bidding conditions (Annex A),

The bid must be submitted to the above-mentioned email before expiry of the submission deadline.

If the email size is bigger than 20MB, then the receiving size limit will be exceeding; subsequently the email will not be received in GIZ dedicated mailbox. The interested companies must make multiple submissions to avoid this problem.

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

14:00 PM local time on 2022-03-27

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.

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_-3404265- Project Management Training)**

13. Evaluation of offers:

Tender no. 83404265

07 March 2022

- 13.1 Both the technical offer and financial offer under this bid will be taken into consideration during the evaluation
- 13.2 Offers that are eligible according to Annex 3-Eligibility Grid, will be forwarded for further evaluation processes. After the final technical evaluation (Assessment Grid for the Technical Evaluation of Bids, Annex 4) only the price offers of bids with at least 50% points will be opened and evaluated. Technical offer 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 March 2022 (expected).
- 13.3 The work is scheduled to commence within April 2022. 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
- 13.4 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.
- 13.5 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 company'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 shall be made within 30 days period after the receipt and acceptance of invoice and shall be concluded in a manner consistent with the written agreement of both parties

Payment will be done bank transfer at GIZ Country Office.

16. Cancellation of the Tender

- 16.1 The tender can be cancelled, if:
- 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 bidders will be informed about the reasons of the cancellation of the tender without any delay by GIZ.

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

place, date

Bidding Conditions

Tender no. 83404265

07 March 2022

Signature of the bidder and stamp