

Invitation to tender (ITT) for provision of (Cleaning Services for the GIZ project office in Ramadi, Anbar)

1. INTRODUCTION

- 1.1 The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH in Iraq assists the Iraqi Government on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ) the Federal Foreign Office (AA) and the European Union (EU). GIZ offers a wide range of services concentrating on the following sectors; Reconstruction and peacebuilding; Economic development and employment; Good governance.
- 1.2 GIZ RePLECA & ARILA invites eligible bidders to submit offers for the provision of Cleaning Services for the GIZ project office in Ramadi, Anbar service as per Annex 1 ToR Terms of References

2. Tender Detail

Procurement reference number:	83419470
Subject of ITT	Procurement of Cleaning Services for the GIZ project office in Ramadi, Anbar
Name and address of procurement entity:	GIZ Iraq Procurement and Contract Unit – Baghdad Office
Project Title	RePLECA & ARILA
Basis for award	Technical 70% and Financial 30%
Bid submission method:	Email Submission
	Two separate e-mails: one containing Financial Bid’ and the other ‘Technical Bid”
Date of Issue	6 October, 2022
Documents comprising the bid	The tender package comprises the following documents: <ul style="list-style-type: none"> 1. Invitation to Tender 2. ToR/ Technical Specification 3. Bid Form 4. All additional documents
Deadline for submission	17:00 local time on 10/20/2022
Email for submission of bid	iq_quotation@giz.de
Activity expected start date	2022-11-01

3. INSTRUCTION

BID Submission

3.1 Email Submission

Please address your bid to the following dedicated, controlled, & secure email address. And the following condition should be applied:

IQ_Quotation@giz.de (Please refrain from adding any other GIZ e-mail; otherwise, the GIZ will assume the offer is unresponsive and invalid.

- The email subject must be **(8 3 4 1 9 4 7 0 - C l e a n i n g S e r v i c e s f o r t h e G I Z p r o j e c t o f f i c e i n R a m a d i , A n b a r)**
- Separate emails shall be used for the Financial Bid' and 'Technical Bid', and the Subject Heading of the email shall indicate which type the email contains
 - The financial bid shall only contain the financial Annex.2 – Bid Form
 - The technical bid shall contain Annex A, approved terms of reference, Company Technical offer (if required), CV of cleaner(s), Company legal registration, company local valid Bank detail, and all other documents required by the tender but excluding all pricing information.
- Bid documents required, shall be included as an attachment to the e-mail in PDF format, or the same type of files provided as a ZIP file. Documents in MS Word or Excel and other types of formats will result in the bid being disqualified.
- Email attachments shall not exceed 20MB; otherwise, the Bidder shall send the bids in multiple emails. Emails attachments exceeding 20MB will not be received in GIZ mailbox.
- All documents should be signed and stamped

Failure to comply with the above may disqualify the Bid

3.2 Deadline for Submission

Complete Bids must be received no later than **17:00 local time on 10/20/2022**

Any BID received after the deadline will not be considered; however, If the deadline date was on a weekend or unexpected public holiday, the tender submission will be shifted to the following working day.

4. Bid Currency

The bid's prices, costs, charges, discounts, and other financial aspects shall be indicated in **USD**.

5. Tender submission Cost

The Bidder shall bear all costs associated with the preparation and submission of the tender.

6. Bid Language

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

7. Correction or Modification

Subsequent corrections, modifications, and additions to the technical offers bid can be considered only if the GIZ receives them before the deadline submission to this e-mail, IQ_Quotation@giz.de. The e-mail subject is (Amendment - 83419470 - Cleaning Services for the GIZ project office in Ramadi, Anbar).

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 initiated by the person or persons signing the bidding documents.

The bid must be based on the General terms and conditions (Annex 4) for providing of services on behalf of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH. In the event of an award of a contract, they would become an integral part.

8. Content of Bid

8.1 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 detailed methodological concept in accordance with (Annex 1 – Terms of reference) which allows the GIZ assessors to examine the technical aspects in the light of the project objective (see also Annex 3 - Assessment Grid for the Technical Evaluation of Bids)
- 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 the length of employment, countries of assignment, position held, project and programs and responsibilities, and management experience, Special knowledge, language skills.

Please refer to Annex 1- ToR for more details.

- A project-related presentation of the Bidder with a description of workgroups taking part, divisions, or other organizational units, if possible, in the form of an organizational chart, and distribution of staff members to these organizational units with their respective qualifications and experience, the number of company's employees should be stated.
- Local Bank accounts must be under company name data with all details from a local bank (Bank Name, Account Holder, IBAN, SWIFT CODE).

To be potentially qualified for the award of the contract, the Bidders shall:

- Provide all relevant local legal documents of the expert and all worldwide valid ID, which includes place (Passport and National ID), All documents must be valid.

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

8.2 Content of the Financial Offer

- The price offer must contain all costs in (**US Dollars**), as specified in Annex 2- Bid Form, and it must be signed and stamped
- All the prices that would be stated in the offer, shall be free of taxes and other public charges that cannot be exempted and must be paid.

9. Validity of Bid

Bids shall remain valid for **90 days** after the deadline for submission of bids, subject to extension.

10. No Commitment

GIZ reserves the right to accept or reject any bid, cancel the bidding process, and reject all bids at any time prior to the award of the contract – in case the process is not following GIZ’s basic principles of procurement and/or other related serious reasons for rejection or cancellation – without thereby incurring any liability to the bidders.

GIZ is not responsible for fluctuations in the prices of any items in the local and international markets during the contract period and the Offeror is obliged to the proposed price according to the contract and until the end of the contract period between the parties.

11. Bid Evaluation

The evaluation of bids shall be conducted in three sequential stages:

11.1 Phase I – Administrative Evaluation

Bids will be checked for their compliance with formal and eligibility criteria stated in this Tender Document. GIZ will check all administrative documents to ensure all forms have been submitted, signed, and are following the administration requirement. The below documents should be submitted with the bid and will be checked at this stage:

#	Annex	Document	Instruction
1	Annex A	ITT including Checklist	Complete ALL sections in full, sign and submit
2	Annex 1	Terms of Reference	Complete ALL sections in full, sign and submit
3	Annex 2	Bid Form	Complete ALL sections in full, sign and submit
4	Annex 3	Technical Assessment Grid	Complete ALL sections in full, sign and submit
5	Annex 4	General Terms and conditions of contract	Complete ALL sections in full, sign and submit
6	Map 1st floor and Map ground floor	Other	Complete ALL sections in full, sign and submit

11.2 Phase II – Technical evaluation (70%)

Bids that pass the preliminary evaluation are subjected to a technical evaluation against the technical and qualification evaluation criteria listed in Annex 3 - Technical assessment grid obtained from the requirements specification, as well as from any qualification conditions as specified in the Annex1-ToR. Only offers that received a minimum of 50% will be considered for the subsequent stages. the admissible weighting for the awarding procedure is valued for the technical offer at 70%, and the price offers is 30%.

11.3 Phase III – Financial evaluation (30%)

Only the price offers of bids with at least 50% points will be opened and subjected to financial assessment which assesses the price (/cost) and any related commercial terms. The lowest-priced; technically compliant offer will be selected and awarded.

12. Tender Result

Suppose the Bidder does not receive any written award notice within 90 days. In that case, it means GIZ has not accepted the bid, the Bidder will **not** receive any separate notification, and only awarded Bidder will be officially informed by GIZ.

13. Contract

After the evaluations are completed, GIZ reserves the right to share the notice award email with the most compliant Bidder based on the accepted technical offer, prices indicated in Annex 2 – Bid form, the notice award email is to invite Company to the GIZ country office – Iraq to sign the Contract and special agreement, the awarded Company allowed to start the implementation

14. Payment Terms

- Payment will be issued only through Bank transfer, and the bank account must be under company name
- Payment will be released based on the negotiated payment plan.
- All the services are against proof of Performance , payment occurs when services are rendered
- There is no provision of verbal agreement, therefore, both parties must mutually agree on any changes and documented them in written form
- 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.
- The normal terms of payment by GIZ are 30 (thirty) days, upon satisfactory delivery of goods or performance of services. Bidders must therefore clearly specify in their bid the payment terms being offered.

15. Cancellation of tender and Service contract

15.1 The tender can be canceled, if:

- No bids have been received which corresponds to the bidding conditions.
- There have been substantial changes during the tender
- All technically acceptable tenders exceed the financial resources available.
- There are other serious reasons for such cancellation.

16. Supplier Information Form

Section 1: General Information	
Bidder Name	
Address	City: _____ Post Code: _____ Country: _____
Website	
Phone/Fax Numbers	Phone: _____ Website: _____ Email: _____ Fax: _____
Primary Contact	Name: _____ Phone Number: _____ Email Address: _____ Position Held: _____
Number of Staff	
Number of Locations	
Year established	
Type of business	
Avg. USD Value of Stock on Hand	
Annual Turnover for past 3 years	

Section 2: Legal Information (only fill if available/applicable)	
Tax Registration Certificate	Please attach the relevant documents
Company Registration Documents in Iraq / KRG	Please attach the relevant documents
Chamber of Commerce Registration	Please attach the relevant documents

Section 3: Financial Information	
Account Name	
Bank Name and Address	
Account NO	
IBAN	
Swift Code	

17. Tender Submission Checklist

We, the Bidder, acknowledge that we have provided all of the required information and supporting evidence:

Required Document/ Evidence	Please tick if provided	Annex #	Justification if proof not provided
Business Registration Certificate	<input type="checkbox"/>		
Company Bank Account Detail	<input type="checkbox"/>		
Completed tender package	<input type="checkbox"/>		
<u>Concept and Proposals</u>	<input type="checkbox"/>		
Signed and stamped invitation to tender ITT	<input type="checkbox"/>		
Signed and Stamped General Term and Condition	<input type="checkbox"/>		
Bid Submitted in two separate e-mails one containing the technical offer and the other financial offer, both bearing the tender 83419470 and name described in the ITT.	<input type="checkbox"/>		

I/We acknowledge our understanding and acceptance of the GIZ General Conditions of Contract, and all the conditions described in this ITT. We also confirm that the above-mentioned Company has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, any Contracts and has never been in any dispute with any Governmental Agency nor international aid organization.

DECLARATION I/we the undersigned state that the above information is correct and that I/we give the right to GIZ to seek any references concerning my/our company from whatever sources deemed relevant.

Name of Bidder

Name of Authorized Signature

Function Title

Authorized Signature

Date

Company stamp