

## Invitation to tender (ITT) for provision of {National Digital Skills Strategy}

### 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 Project Information and Communication Technology (ICT) for Youth in Iraq invites eligible bidders to submit offers for the provision of National Digital Skills Strategy service as per Annex 1 Terms of Reference

### 2. Tender Detail

<b>Procurement reference number:</b>	<b>83425942</b>
<b>Subject of ITT</b>	<b>Procurement of National Digital Skills Strategy</b>
<b>Name and address of procurement entity:</b>	GIZ Iraq Procurement and Contract Unit – Erbil Office
<b>Project Title</b>	Information and Communication Technology (ICT) for Youth in Iraq
<b>Basis for the award</b>	Technical 70% and Financial 30%
<b>Bid submission Method:</b>	Hardcopy Submission
	Two separate envelopes: one containing Financial Bid' and the other 'Technical Bid"
<b>Date of Issue</b>	15 November, 2022
<b>Documents comprising the bid</b>	The tender package comprises the following documents: <ul style="list-style-type: none"> <li>• Invitation to Tender</li> <li>• Terms of Reference</li> <li>• Technical assessment grid</li> <li>• Bid Form</li> <li>• Eligibility assessment grid</li> <li>• General Terms and Conditions of Contract</li> <li>• Association Clause</li> <li>• All additional documents</li> </ul>
<b>Deadline for submission</b>	<b>14:00 local time on Thursday, December 1, 2022</b>
<b>Delivery address for bid submissions #1</b>	<b>GIZ reception office – Erbil – world trade center – business tower floor 2</b>
<b>Delivery address for bid submissions #2</b>	<b>Baghdad Harlow Riverside Compound GIZ office reception - Al-Karrada – near Oyoon Baghdad restaurant.</b>

Activity expected start date	Thursday, December 15, 2022
------------------------------	-----------------------------

### 3. INSTRUCTION

#### BID Submission

#### 3.1 Hard Copy Submission

##### Please use the following instruction:

The bid documents shall be typed or handwritten in indelible ink and shall be signed by the Bidder or a person duly authorized to sign on behalf of the Bidder. And the following condition should be applied:

- Any alterations, erasures or overwriting shall be initialled by the person signing the bid.
- The sealed envelopes containing the original bid shall then be enclosed in a sealed single outer envelope/package.
- Both the inner and outer envelopes shall be marked clearly with Tender detail:
  - The ITT number **83425942 - National Digital Skills Strategy**
  - The name and address of the bidding company.
  - The words 'Not to be opened before the tender opening session'
- The technical proposal shall contain (Annex A, approved terms of reference, concept or Company Technical offer(if required), CV of expert(s), Company legal registration, company local Bank detail, and all other documents required by the tender), It is the exclusive responsibility of the bidder to ensure that the sealed envelope/package containing the bid reaches the GIZ delivery address for bid submissions before the bid submission end date.
- Bids delivered to any other GIZ office other than specified in the ITT will not be accepted.
- All documents should be signed and stamped
- Hardcopy submission of bids is mandatory. Interested bidders are also requested to submit their technical offers to [ig\\_quotation@giz.de](mailto:ig_quotation@giz.de) a day after the deadline. The email subject (**83425942 - National Digital Skills Strategy**). A bidder will be disqualified from bidding if they only submit by email. If E-Mail attachments exceeding 20MB will not be received in GIZ Mailbox, Bidders shall send the bid in multiple emails.

##### Failure to comply with the above may disqualify the Bid

Please follow the below instructions when visiting the GIZ office

- Please follow building entry instructions, guidance, and signs by the receptionist responsible and building management.
- Use PPE comprised of masks and gloves.
- Clean- Disinfect your hands with disinfectants placed in the reception and office entry.
- Avoid touching eyes, nose, and mouth, and cough or sneeze into the crook of their elbow
- Avoid physical contact with anybody.
- Ensuring the principles of social distancing and hand hygiene are maintained

#### 3.2 Deadline for Submission

Complete Bids must be received no later than **14:00 local time on Thursday, December 1, 2022**

Any BID received after the deadline might 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](mailto:iq_quotation@giz.de). The e-mail subject is (Amendment - **83425942 - National Digital Skills Strategy**).

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 Annex 5 - General terms and conditions 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 by 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 2 - 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 – Terms of Reference 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 account including Bank must be under company's 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 3 - Bid Form, and must 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. Validity of Bid**

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

**10. No Commitment**

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.

GIZ reserves the right to accept or reject any bid, cancel the bidding process, and reject all bids at any time before 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	Invitation to Tender	Complete ALL sections in full, sign and submit
2	Annex 1	Terms of Reference	Please review Annex 1 , sign and Submit
3	Annex 2	Technical Assessment Grid	Please review the document, Approve and submit
4	Annex 3	Bid Form	In accordance with Annex 1 - Terms of reference, please complete the financial offer and submit it.

5	Annex 4	Eligibility Assessment Grid	Please review the document, Approve and submit
6	Annex 5	General Terms and conditions of contract	Please review the document, Approve and submit
7	Annex 6	Association Clause	Please review the document, Approve and submit
8	Others	Concept and CVs	In accordance with Annex 1 - Terms of Reference, please submit the technical proposal
9	Others	CV of Expert (s)	Bidder to attach all required documents and ensure all are valid
10	Others	Company Legal Documents including bank detail	Bidder to attach all required documents and ensure all are valid

**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 2 - Technical assessment grid obtained from the requirements specification, as well as from any qualification conditions as specified in the 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 awarded company will be selected based on overall scores obtained in the technical and financial evaluation.

**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, and prices indicated in Annex 3 – Bid Form, the notice award email is to invite Company to the GIZ country office – in Iraq to sign the Contract and special agreement, the awarded Company is 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 in different installments.
- All the services are against proof of Evidence , 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 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 cancelled, 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		
Company Name		
Full Address	Country:	Street:
	City:	Office No:
Phone/Fax Numbers	Phone:	Website:
	Email:	
Company Owner's Information	Full Name:	Phone No:
	Email:	Current address:
Stakeholder's Name	Full Name:	Phone No:
	Email:	Position Held:
Number of Staff		
Number of Locations		
Year established		
Type of business		
Avg. USD Value of Stock on Hand		

Section 2: Bank Account information (Local)	
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 is not provided
Business Registration Certificate	<input type="checkbox"/>		
Valid Tax Clearance 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"/>		
The bid was Submitted in two separate Envelopes one containing the technical offer and the other financial offer, both bearing the tender <b>83425942</b> and the 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 Manager**

**Function Title**

**Authorized Signature and Stamp**

**Date**