

Invitation to tender (ITT) for provision of Travel Services

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 Country Office Iraq invites eligible Please Select to submit offers for the provision of Travel Services service as per Annex 1 -Terms of Reference

2. Tender Detail

Procurement reference number:	83437827
Subject of ITT	Procurement of Travel Services
Name and address of procurement entity:	GIZ Iraq Procurement and Contract Unit – Erbil Office
Project Title	Country Office Iraq
Basis for award	Technical 70% and Financial 30%
Bid submission method:	Hard Submission
	Two separate envelope: one containing Financial Bid' and the other 'Technical Bid"
Date of Issue (Dispatch)	3 July, 2023
Documents comprising the bid	The tender package comprises the following documents: • Invitation to Tender • Terms of Reference • Technical assessment grid • Bid Form • General Terms and Conditions of Contract
Deadline for submission	17:00 local time on Monday, July 24, 2023
Hard for submission of bid	GIZ reception office – Erbil – world trade center – business tower floor 2
Activity expected start date	Sunday, October 1, 2023

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 initialed 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 numbers 8 3 4 3 7 8 2 7 - Travel Services**

- The GIZ delivery address for bid submissions to:

GIZ reception office – Erbil – world trade center – business tower floor 2

- 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

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 Monday, July 24, 2023**

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

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 4 - 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)

- Please Select . in accordance with Annex 1 – Terms of Reference and Annex Please Select Grid for technical assessment
- 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 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 3 - Bid Form and must 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 the formal 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	Review and sign Annex 1 - Terms of Reference before completing Financial offer
3	Annex 2	Technical Assessment Grid	Review and sign Annex 2 - Technical Assessment Grid, the Bidder's technical offer will be assessed based on the indicated weightings
4	Annex 3	Bid Form (Financial Offer)	Complete and sign Bid Form based on the requirements stated in Annex 1 - Terms of Reference
5	Annex 4	General Terms and Conditions of contract	Review and sign General Terms and Conditions of Contract, and submit it

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 offered 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 Bidder 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.
- All the services are against proof of Evidence and 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 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.
- Any attempt to submit fraudulent or fake proofs of payment evidence including invoices, bills, receipts...etc. will be thoroughly validated and investigated by GIZ; the contractor will be subject to non-compliant behavior and therefore prohibited from further tender invitations.

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		
Bidder's 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:

Invitation to Tender

Stakeholder's Name	Full Name:	Phone No:
	Email:	Position Held:
Number of Staff		
Number of Locations		
Year established		
Type of business		
For Companies: Please provide Annual turnover for the last three (3) years		
2021		
2020		
2019		

Section 2: Bank Account 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	☐		
Company Bank Account Detail	☐		
Completed tender package	☐		

Invitation to Tender

<u>Concept and Proposals</u>	☐		
Signed and Stamped invitation to tender ITT	☐		
Signed and Stamped General Term and Condition	☐		
Bid Submitted in two separate e-mails one containing the technical offer and the other financial offer, both bearing the tender 83437827 and name described in the ITT.	☐		

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 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