

giz GIZ Office Addis Ababa (A.A)

**Dear Bidder,**

Your reference		Telephone	+251 115 587935
Our reference	83365504	Fax	+251 115 540764
Email		Date	October 9, 2020

**Project Title: GIZ - Biodiversity and Forestry Programme**  
**Project No: 17.2149.07.001-00**  
**CoSoft No.: 83365504**  
**Country: Ethiopia**

Ladies and Gentlemen,

The German Federal Ministry for Economic Cooperation (BMZ) has commissioned us with the appraisal/implementation of the aforementioned project.

The project is concerned with the following:

**Digital and TV Based Conservation Education Contents Targeting Children and The Youth; Focusing On Values of Biodiversity Conservation In Ethiopia.**

Should you be interested in implementing the tasks according to the ToR, we request you to submit a bid to arrive at GIZ Office latest by **October 23, 2020 04:00 pm**. Please submit your bid to GIZ office reception whose address is the following:

German Development Cooperation  
GIZ Office  
Kirkos Sub City – Kebele 18,  
Kazanchis, Next to Jupiter Hotel at Bloom Tower 9<sup>th</sup> Floor.  
P.O.Box 100009  
Addis Ababa, Ethiopia

If you have any further questions in the connection with the tender, please only contact through [pcc@giz.de](mailto:pcc@giz.de).

Bids are to be submitted using the two-envelope procedure; i.e. we request that you submit your price offer in sealed envelope addressed as follows:

Deutsche Gesellschaft für  
Internationale Zusammenarbeit (GIZ) GmbH

Registered offices  
Bonn and Eschborn, Germany

Friedrich-Ebert-Allee 32 + 36  
53113 Bonn, Germany  
T +49 228 44 60-0  
F +49 228 44 60-17 66

Dag-Hammarskjöld-Weg 1 - 5  
65760 Eschborn, Germany  
T +49 61 96 79-0  
F +49 61 96 79-11 15  
E [info@giz.de](mailto:info@giz.de)  
I [www.giz.de](http://www.giz.de)

Registered at  
Local court (Amtsgericht) Bonn,  
Germany: HRB 18384  
Local court (Amtsgericht) Frankfurt am Main,  
Germany: HRB 12394

Chairman of the Supervisory Board  
Martin Jäger State Secretary at the Federal  
Ministry for Economic Cooperation and Development

Management Board  
Tanja Gönner (Chair of the Management Board)  
Thorsten Schäfer-Gümbel

***Price offer for bid***

**Project Title: GIZ - Biodiversity and Forestry Programme**  
**Project No: 17.2149.07.001-00**  
**CoSoft No.: 83365504**

The outer package/envelope must be labelled as:

***Bidding documents***

**Project Title: GIZ - Biodiversity and Forestry Programme**  
**Project No: 17.2149.07.001-00**  
**CoSoft No.: 83365504**

**Form and Costs**

All copies of the bid must be submitted in hard copy using the above referred address. No remuneration will be paid by GIZ for preparing the bid.

Subsequent corrections or modifications to the bid can be submitted until the deadline for submission and must be made in the same form as the bid.

The bid must be based on the General Terms and Conditions of Contract ('Terms and Conditions local', 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 will become an integral part of the contract. The bidder's general terms and conditions of business or payment do not apply.

If you are forming a bidding consortium or association, 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 authorize 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 authorization must be attached to the bid.

**Content of the technical offer**

The technical offer submitted must contain a detailed methodological concept in accordance with the terms of reference which allows technical evaluation in terms of the objective of the measure.

Furthermore, the technical offer must contain the Curricula vitae for the experts proposed for the project. 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, positions held, projects and programs and responsibilities and management experience,

- special knowledge, language skills showing fluency.

The offer shall be submitted in the language of the tender documents.

**The technical offer may not include any price information. Non-compliance may result in your bid not being considered.**

### **Content of the price offer**

The price offer must contain the fee per expert, the travel costs (flight costs etc.) and other cost if necessary in local currency and specified according Annex 3 (price schedule). Please see the attached Terms of Reference for details of the quantities required. Personnel costs should be shown on the basis of days.

Please calculate your prices on a net basis. Taxes should be indicated separately.

### **Evaluation of Offer**

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 500 points will be opened and evaluated. Technical offers below 500 points will be considered as technical not acceptable. The technical offer has a weighting of 70%, the price offer 30%.

The evaluation of the bids is scheduled to be completed by **30<sup>th</sup> October 2020**.

The final result is an overall ranking, headed by the most cost-effective bid. Contract negotiations will be initiated on the basis of this overall ranking.

### **Commencement of work**

The work is scheduled to commence on **9<sup>th</sup> November 2020**. Your bid is binding until that date. If you do not receive an order in writing until that date, your bid has not been accepted. You shall not receive separate notice to this effect.

Following receipt of this letter, we ask you to confirm with the above-mentioned contact person whether or not you intend to submit a bid.

Yours truly,

### Annexes:

1. Terms of Reference (ToR)
2. Assessment Grid for the Technical Evaluation of Bids
3. Bid Sheet
4. General Terms of Contract
  - Local
  - International