

giz

German Development Cooperation
GIZ Country Office Ethiopia and Djibouti

To Whom It May Concern

Telephone: +251-11 518 0239
FAX: +251-11 554 07 64
Date: 01.02.2023

Your reference
Our reference
002/02/22/SUVASE/AA

Project title: GIZ- SUVASE
Project N°: 18.0128.1-006.00
Process N°: 002/02/23/SUVASE/AA
Country: Ethiopia, Addis Ababa

Dear Sir/Madam,

We intend to award a contract for the following project activity
Commissioned by the German Federal Ministry for Economic
Cooperation (BMZ):

Enumerator – Assistance for data collection on child labour prevalence in Illubabor zone / Metu town

Should you be interested in implementing the tasks according to the
ToR, we request you to submit an original bid to arrive at GIZ
SUVASE Project Office latest by **February 17, 2022, 04:30pm**.
Please note that the project intends to contract **3** enumerators for this
assignment. Please submit your bid to GIZ-SUVASE Project Office,
Reception Desk whose address is the following:

**GIZ-SUVASE Project Office, Kazanchis, Hisham
Complex, 3rd Floor beside Enat Bank
P.O.Box 100009, Addis Ababa, Ethiopia**

Bids are to be submitted using the two-envelope procedure; i.e.
Technical Proposal and Financial Offer. Hence, we request that to
submit your CV in one sealed envelope & Financial proposals in
separate sealed envelope.

Please state the following while bid submission;

**The two envelopes for the Technical and Financial Proposal for
bid, should be wrapped up in one envelope and marked;**

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
I www.giz.de

Registered at
Local court (Amtsgericht)
Bonn, Germany
Registration no. HRB 18384
Local court (Amtsgericht)
Frankfurt am Main, Germany
Registration no. HRB 12394
VAT no. DE 113891176
Tax no. 040 250 56973

Chairman of the Supervisory Board
Martin Jäger

Management Board
Tanja Gönner (Chair)
Ingrid-Gabriela Hoven
Thorsten Schäfer-Gümbel

Commerzbank AG Frankfurt am Main
BIC (SWIFT): COBADEFFXXX
IBAN: DE45 5004 0000 0588 9555 00

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All copies of the bid must be submitted in hard copy using the above referred addresses, **(See page 1)**. 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 and marked with the additional word of **“Correction”**.

The bid must be based on the General Terms and Conditions of Contract ('Terms and Conditions local', Annex 3) 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.

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 as stated on the Price Offer Sheet currency (ETB). Please calculate your prices on a net basis.

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Evaluation of Offer

After the final technical evaluation (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 offers 30%.

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

Commencement of work

The work is scheduled to commence on **01.03.2023**. 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.

Yours truly,

Project Manager

Project Assistant

Annexes:

1. Terms of Reference (ToR)
2. Assessment Grid for the Technical Evaluation of Bids
3. Price offer sheet
4. Local General Terms and Conditions