

giz Postfach 5180 • 65726 Eschborn

**To: All Bidders**

Your reference  
Our reference 83430872  
Email

Telephone +251-11 518 02 68  
Fax +251-11 554 07 64  
Date 26.01.2023

**Project title: GIZ STEP**  
**Project N°: 19.2040.4-005.00**  
**CoSoft N°: 83430872**  
**Country: Ethiopia**

Ladies and Gentlemen,

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

**The contractor will be responsible for a contribution to output area 2 “framework conditions for the decent work agenda are created in the targeted IAIPs” by producing an Amharic version of the “EnJOY weekly Radio awareness programme” for the Amhara Region.**

**Submission deadline**

Should you be interested in implementing the tasks according to the attached Terms of Reference, we kindly ask you to submit your bid to the GIZ by **February 06, 2023 @ 04:30pm**.

Please address your bid to:

**German Development Cooperation**  
**GIZ-Office, Addis Ababa**  
**Kazanchis, Near Jupiter Hotel**  
**Bloom Tower 9<sup>th</sup> Floor, Reception Desk**

If you have any further questions in the connection with the tender, please only contact via email address [pcc@giz.de](mailto:pcc@giz.de) at the GIZ Office.

Deutsche Gesellschaft für  
Internationale Zusammenarbeit (GIZ) GmbH

Registered offices  
Bonn and Eschborn, Germany

Friedrich-Ebert-Allee 32+36  
53113 Bonn, Germany  
T +49 228 4460-0  
F +49 228 4460-1766

Dag-Hammarskjöld-Weg 1-5  
65760 Eschborn, Germany  
T +49 6196 79-0  
F +49 6196 79-1115

E [info@giz.de](mailto:info@giz.de)  
I [www.giz.de](http://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  
Jochen Flasbarth, State Secretary

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

***Price offer for bid***

**Project title: GIZ STEP**  
**Project N°: 19.2040.4-005.00**  
**CoSoft N°: 83430872**

The sealed price offer is to be placed inside the envelope containing the technical bid.

The outer package/envelope must be labelled as:

***Bidding documents***

**Project title: GIZ STEP**  
**Project N°: 19.2040.4-005.00**  
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**Form and Costs**

All of the bids must be submitted in written form. 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 costs if necessary in the specified currency according to Annex 3 (price schedule). Please see the attached Terms of Reference and price sheet for details of the quantities required.

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 501 points will be opened and evaluated. Technical offers below 501 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 **15.02.2023**.

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 **20.02.2023**. 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.

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,

\_\_\_\_\_  
Director, Admin and Finance

\_\_\_\_\_  
Contract Officer

### **Annexes:**

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