

These conditions apply unless different conditions are set for a specific competitive tender.

1. Form and submission

Requests to participate and bids must be according to the requirements in the invitation letter.

2. Deadlines

The bidder is bound by the bid until the end of the contract award period.

3. Costs

There will be *no remuneration* for preparing a bid or any enclosed documents. These, together with the enclosed documents, become the property of GIZ.

4. Modification

Subsequent corrections or modifications to the request to participate and bid can be submitted up to the deadline for submission, and must be made in the same form as the bid or request to participate (see 1 above).

5. General Terms and Conditions of Contract

The bid must be based on the General Terms and Conditions of Contract ('Terms and Conditions') for supplying services and work on behalf of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH¹. 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.

6. Bidding consortia and associations

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 authorise this member to represent the association and to receive payments on behalf of the other members. The members must also acknowledge *joint and several liability* for performing the contract. A corresponding written authorisation (annex association clause) must be attached to the bid.

7. Statement of Integrity

With the submission of an offer the bidder or in case of a bidding consortium, the bidding consortium accepts the contents and the principles of the *Statement of Integrity*². If the said contents and principles of the Statement of Integrity are violated by the bidder or the bidding consortium, GIZ reserves the right to exclude the bid.

8. Content of the technical offer

- 8.1. The technical offer shall not have more than 20 pages (excluding annexes) and shall follow the same order as the technical evaluation grid. Technical offers may be downgraded if they exceed 20 pages considerably.
- 8.2. 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.
- 8.3. Confirmation of the *start of work* as requested in the invitation to tender, or the *earliest possible starting date* (possibly with alternatives).

¹ Available at: http://www.giz.de/en/workingwithgiz/important_documents.html

² Available at: http://www.giz.de/en/workingwithgiz/important_documents.html

Bidding conditions

- 8.4. A *project-related presentation* of the backstopping
- describing the participating working groups, departments or other units, if possible in the form of an organisation chart, and the allocation of staff (complete with their individual qualifications and experience) to these units and explaining how the overall project management is organised.
- 8.5. *Curricula vitae* for the experts proposed for the project. CVs should include information on:
- name, title, nationality, date and place of birth, marital status, number and age of children, education and professional training (from age 17),
 - professional experience showing length of employment, countries of assignment, employers, positions held, projects and programmes and responsibilities and management experience,
 - special knowledge, language skills showing fluency (categories: spoken, written, reading/comprehension, time spent in language region),
 - comments.
- Curricula vitae of the experts for assignment can also be submitted in German or one of the other common languages of the country of assignment (Spanish, French).
- 8.6. If experts are proposed who have *an employment relationship with GIZ*, or who have entered into a *topping-up agreement as Integrated Experts* with the Centre for International Migration and Development (CIM), or who have been assigned by *GIZ as development workers* on the basis of the German *Entwicklungshelfergesetz* (Development Workers Act), this must be stated explicitly, showing the remaining term of the existing contract.
- 8.7. Information on necessary *equipment and supplies to be procured* generally by GIZ, terms of reference for planned *subcontracts* and other specific tasks desired in connection with the *terms of reference*.
- 8.8. The *technical offer* may not include *any price information*.

9. Content of the price offer

- 9.1. The price offer must be structured in accordance with the price schedule and GIZ's General Terms and Conditions of Contract (Terms and Conditions³) and in accordance with the rules for pricing and, if necessary, must include a proposed payment plan.

10. Other provisions

- 10.1. You must treat the documents attached to the request to tender *as confidential* and may only make them accessible to third parties in connection with the present tender.
- 10.2. If the letter indicates that GIZ has not yet been commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ) with the services for which a contract is to be awarded, and if no commission is subsequently placed with GIZ, GIZ reserves the right to cancel the tender and not award any contract. In this case, claims for damages by bidders/applicants are excluded.

11. Further information

Further information on the contract award procedure can be found at www.giz.de, Doing Business with GIZ, Procurement, Important Documents: http://www.giz.de/en/workingwithgiz/important_documents.html

³ Available at: http://www.giz.de/en/workingwithgiz/important_documents.html