**Contract number:** **81255539**

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**I/we hereby declare:**

### Information on the tenderer or on the company authorised to represent a bidding or other consortium:

|  |  |
| --- | --- |
| **Name:** |  |
| **Street address** |  |
| **Postcode and town/city** |  |
| **Name of bank** |  |
| **Name of account holder** |  |
| **IBAN** |  |
| **BIC** |  |
| **Tax number** |  |
| **VAT ID number (Germany)** |  |
| **Questions may be addressed to:** |  |
| **Email:** |  |
| **Tel.:** |  |

### Information required of **partnerships (as well as (individual) appraisers)**

**Please submit a copy of your passport or personal ID card in a separate file!**

|  |  |
| --- | --- |
| **Name at birth** |  |
| **Place of birth** |  |
| **Date of birth** |  |
| **I am/was employed in the public sector** | NO  YES, on paid leave of absence  YES, on unpaid leave of absence  YES, retired |
| **I have or had an employment relationship with Deutsche Gesellschaft für internationale Zusammenarbeit (GIZ) GmbH. I am working or have worked as integrated expert through the Centre for International Migration and Development (CIM). I have been or was seconded as development worker pursuant to the German Development Workers Act (Entwicklungshelfer-Gesetz).** | NO  YES, during the period  YES, I receive a GIZ company pension  YES, staff member on leave of absence |

By submitting this self-declaration (please check the appropriate box),

I declare and assure that I have generated and will generate less than 5/6 of my entire income from self-employment over the last and next 12 months (as at the dispatch date of this declaration) from contracts with the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH (option 1).

I declare that I cannot rule out having generated or generating more than 5/6 of my entire income from self-employment over the last and next 12 months (as at the dispatch date of this declaration) from contracts with the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH. I therefore, upon demand, agree to provide GIZ with further details of the income generated over the last 12 months and the income expected to be generated over the next 12 months from self-employment and dependent employment (option 2).

Please note that exceeding the given threshold of 5/6 may trigger a comprehensive social security duty and wage tax liability and in this event, GIZ will therefore not enter into a contract with you. Should you untruthfully declare that you have generated and will generate less than 5/6 of your entire income from GIZ contracts over the last and next 12 months (option 1) or provide GIZ with false information in this respect (option 2), you shall be held liable for damages.

### Information required of legal entities

**Please submit a copy of the up-to-date extract from the commercial register in a separate file!**

|  |  |
| --- | --- |
| **Company’s commercial register / registration number:** |  |
| **Competent local court / authorities** |  |
| **A proposed expert has or had an employment relationship with the Deutsche Gesellschaft für internationale Zusammenarbeit (GIZ) GmbH. A proposed expert is working or has worked as integrated expert through the Centre for International Migration and Development (CIM). A proposed expert has been or was seconded as development worker pursuant to the German Development Workers Act (Entwicklungshelfer-Gesetz).** | NO  YES, over the period  YES, she/he receives a GIZ company pension  YES, staff member on leave of absence |

### Information required of bidding and other consortiums

**Please submit the association clause signed by all members in a separate file!**

*If you are submitting the self-declaration on behalf of an application/bidding consortium, the information required must be provided for all members.*

|  |  |
| --- | --- |
| **Name, address** |  |
| **Name, address** |  |
| **Name, address** |  |

### Exclusion grounds

**Do any of the grounds for exclusion specified in Section 123 or 124 of the German Act against Restraints of Competition (GWB) apply in your case?**

YES, pursuant to Section 123  YES, pursuant to Section 124  NO

If yes, please provide details:

If yes, has remedial action been taken by the company?

YES  NO

If yes, please describe the action taken:

**Applicable only to companies based in Germany:**

**Has a fine of at least two thousand five hundred euros been imposed on you for non-compliance as specified in Section 21 of the German Minimum Wage Act (MiLoG)?**

YES  NO

**Have you been sentenced to imprisonment of more than three months or a pecuniary fine of more than 90 daily rates or a fine of more than EUR 2,500 over the past three years as a result of non-compliance with any of the requirements set forth in Section 124, Paragraph 2 GWB resulting in an entry in the Central Trade and Industry Register (‘Gewerbezentralregister’)?**

YES  NO

If yes, has remedial action been taken to re-establish reliability?

YES  NO

If yes, please describe the action taken:

GIZ will assess the action taken by the company and decide on a case-by-case basis whether there are grounds for exclusion.

In addition, the tenderer undertakes to inform GIZ immediately if any of the grounds for exclusion pursuant to Sections 123, 124, Paragraph 1 GWB arise in the course of the procurement procedure or if the bidder is sentenced to imprisonment of more than three months or a pecuniary fine of more than 90 daily rates or a fine of more than EUR 2,500 as a result of non-compliance with any of the requirements set forth in Section 124, Paragraph 2 GWB resulting in an entry in the Central Trade and Industry Register (‘Gewerbezentralregister’) in the course of the award procedure.

### Self-declaration of eligibility for an open tender

*To ensure smooth processing, please only provide the information requested and do not submit additional attachments (such as CVs, company brochures etc.). If you announce your interest as part of a service delivery consortium (Association), please provide the requested information for all consortium partners and present it clearly.*

*Please note that even for a consortium (Association), only a maximum of 10 reference projects (see table 1) may be specified.*

**Company key figures**

Did turnover amount to at least **EUR** 50.000 net (per year) in the last three concluded financial years?

Yes  
 No

On 31 December of last year, did you have at least 2 **employees**?

Yes  
 No

Technical capacity

*Proof of technical eligibility is provided by naming up to 10 reference projects. In table 1, ’Overview of reference projects’, enter up to 10 reference projects from the past 3 years, taking account of the required criteria (including the minimum contract value).*

*If you list more than 10 reference projects, we will only consider the first 10.*

*The minimum requirements are checked based on the following criteria and the reference projects entered in table 1 below. Bidders that do not meet these criteria will be considered ineligible and excluded from the subsequent tender procedure.*

Minimum requirements for references

The technical assessment is based only on reference projects with a minimum contract volume of EUR 70,000.

At least 2 reference projects in the field of biofuel Standardsand at least 2 reference projects in West Africa/Africa in the last 3 years.

**We declare:**

**1) The minimum requirements for reference projects in the required technical field are fulfilled.**

The corresponding reference project numbers (as per table 1) are: Numbers

**2) The minimum requirements for reference projects in the required technical field are fulfilled.**

The corresponding reference project numbers (as per table 1) are: Numbers

**Table 1: Overview of reference projects** (*only reference projects with the minimum contract volume stipulated in ‘A. Minimum requirements for references’)*

|  | | | | | | **Criteria used for technical assessment** | | |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Project name** | **Commissioning party** | **Period** | **Contract value in EUR** | **Country** | **Region/ country[[1]](#footnote-1) (yes/no)** | **Technical experience [[2]](#footnote-2)  (numbers)** | **ODA financed[[3]](#footnote-3) (yes/no)** | **Project description (brief description of the content of the measure, approx. 5-10 sentences)** |
| 1 |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |  |  |

### Declaration of integrity

§ 1 Declarations by GIZ

As a federal enterprise, GIZ supports the German Government in achieving its objectives in the field of international cooperation for sustainable development. It is also engaged in promoting international education work around the globe. GIZ is guided by the concept of sustainable development and takes account of political, economic, social and environmental factors. Integrity, participation, transparency and accountability are essential to the company as cornerstones of efficient prevention of corruption.

GIZ views integrity as a living and constantly developing process. It covers more than just anti-corruption and stands for the embodiment of standards, values and guidelines, for example with regard to environmental protection and the protection of human rights. The GIZ Code of Conduct sets out clear rules of behaviour for GIZ staff. Our actions are guided by the principles of equal treatment, compliance with contract and statute, transparency, loyalty, confidentiality and cooperation in partnership. Observance of the rules is monitored by the Compliance Committee, the integrity advisors and the external ombudsperson.

If GIZ learns of conduct on the part of its staff or a tenderer, applicant, contractor or subcontractor that constitutes a criminal offence in Germany and/or in other countries, or has grounds for suspicion in this regard, it will initiate internal investigations and in the event of reasonable suspicion call in the public prosecutor’s office.

Business associates, project partners, target groups and interested members of the general public are called upon to participate in clarifying any corruption-related circumstances. Should they have reasonable grounds to suspect any infringement of the Code of Conduct, they can contact GIZ’s integrity advisors or ombudsperson. Both are committed to secrecy and can also be contacted at a preliminary stage in the event of any uncertainties.

* GIZ’s Integrity Advisors,   
  Ms Carola Faller (Eschborn office), Tel.: +49 6196 79-3529and   
  Mr Hans-Joachim Gante (Bonn office), Tel.: +49 228 4460-1557  
  Email: [integrity-mailbox@giz.de](mailto:integrity-mailbox@giz.de)
* GIZ’s external ombudsperson,   
  Dr Edgar Joussen (lawyer, ombudsman), Tel.: +49 30 315 18 7-0  
  Email: ombudsmann@ra-js.de  
  [www.giz.de/ombudsmann](https://www.giz.de/de/ueber_die_giz/8180.html)

GIZ is also committed to the provisions of Germany’s Public Corporate Governance Code and follows its recommendations concerning transparency. GIZ publishes an annual corporate governance report on the internet, disclosing for instance the remuneration of the members of its Management Board. With regard to procurement operations, GIZ as a public sector commissioning party complies strictly with the rules of procurement law, with priority given to public tenders and fundamental separation of planning, procurement and accounting procedures.

Furthermore, GIZ is subject to regular internal and external financial control. As a federal enterprise, GIZ is audited by the Bundesrechnungshof (German supreme audit authority).

§ 2 Declarations by the contractor

The contractor declares that it is familiar with and undertakes to observe GIZ’s values and integrity system as described above. The contractor is in particular obliged to comply with the principles of integrity set out in the General Terms and Conditions of Contract (‘Terms and Conditions’) for Supplying Services and Work (sections 1.15 to 1.19 of the Terms and Conditions) right from the preparatory phase of contract negotiations.

If the contractor is a legal person, it shall take organisational measures to transmit GIZ’s integrity principles to its staff and subcontractors pursuant to section 1.4 of the Terms and Conditions, and to support and monitor compliance. The contractor shall inform its staff and subcontractors that GIZ has appointed an external ombudsperson, the lawyer Dr Edgar Joussen, to whom any suspicions can be reported in confidentiality, ensuring the absolute anonymity of the informant, in particular where corruption is suspected.

The contractor declares that in performing the contract it will not award subcontracts to contractors of doubtful reliability.

In ongoing competitive tendering procedures, the contractor shall not enter into contact with any persons involved in the procedure outside the GIZ Contract Management sections. The contractor shall request any information required concerning the ongoing procurement procedure in writing only from GIZ’s Procurement and Contracting Division, which is also responsible for coordinating responses to technical questions. The contractor is aware that failure to comply with this can lead to exclusion from the competitive tender procedure.

### Priority of GIZ’s own clauses

We acknowledge and agree that all clauses introduced in the procurement procedure by GIZ via the procurement documents will take priority and declare that no content other than the tender content submitted, including but not limited to previous contracts, other documents or our own general terms and conditions, will be made an integral part of the tender.

**By submitting this document using the GIZ eProcurement Tender Platform, I/we confirm that the aforementioned information is complete and true.**

1. **Information on filling out table 1:**

   Region/country as stipulated in ‘*A. Minimum requirements for references’* on page 2 of this document. Only answer with yes or no [↑](#footnote-ref-1)
2. Technical experience by fields and cross-cutting themes as stipulated in ’*A. Minimum requirements for references*’. Only enter the numbers of the requested fields or cross-cutting themes. [↑](#footnote-ref-2)
3. If relevant, please state (yes or no) whether the reference project was financed to at least 50% by official development assistance (ODA) funds. [↑](#footnote-ref-3)