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To: All Bidders

German Development Cooperation
GIZ Office Nigeria

12 Charles de Gaulle Close, Asokoro,
Abuja, Nigeria
T 08055299996
F

giz-nigeria@giz.de

Your ref:
Our ref:

Date 11.02.2021

INVITATION TO BID

Subject: Evaluation of the ECPF Plans of Action
Project Title: GIZ EPSAO
Project No.: 18.2135.4-001.00
Cosoft N°: 83374547
Country: Nigeria

**Deutsche Gesellschaft für Internationale
Zusammenarbeit (GIZ) GmbH**

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Registered at

Local court (Amtsgericht) Bonn, Germany: HRB
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DE 113891176

Chairperson 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)
Ingrid-Gabriela Hoven
Thorsten Schäfer-Gümbel

Dear Sir/Madam,

We intend to award a contract for the evaluation of the ECPF Plans of Action 2018-2020.

Please see the attached Terms of Reference (Annex 1) for detailed information.

Submission deadline and Labelling of offer

Should you be interested in implementing the tasks according to the attached Terms of Reference, we kindly ask you to submit your bid either as an email attachment to **NG Quotation@giz.de** or submit as a hard copy on or before 01.03.2021 (date of receipt by GIZ).

Please address your bid to: GIZ Nigeria Office – 12 Charles de Gaulle Close, Asokoro, Abuja.

If you have any further questions in connection with the bidding, please only contact Procurement Unit Nigeria (procurementunitnigeria@giz.de) at the GIZ Office.

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

Price offer for bid

Subject: Evaluation of the ECPF Plans of Action
Project Title: GIZ EPSAO
Project No.: 18.2135.4-001.00
Cosoft N°: 83374547

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

Subject: Evaluation of the ECPF Plans of Action
Project Title: GIZ EPSAO
Project No.: 18.2135.4-001.00
Cosoft N°: 83374547

And the package/envelope should be sent to the GIZ Nigeria Office – No.12 Charles de Gaulle Close, Asokoro, Abuja.

If submitted by email, kindly send offer to NG_Quotation@giz.de (attachment should be saved as two (2) separate folders comprising the technical offer and the price offer) with email subject line as:

Bidding documents for – ‘Evaluation of the ECPF Plans of Action–83374547’

Or your bid would not be considered.

Form and Costs

All copies of the bid 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.

The technical offer shall not have more than 15 pages (excluding annexes) and shall follow the same order as the technical evaluation grid (Annex 2).

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

Please see the attached Terms of Reference for details of the quantities required.

Please calculate your prices on a net basis. Taxes should be indicated separately. Your price offer should be in your local currency using the price schedule (Annex 3).

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 technically 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 08.03.2021.

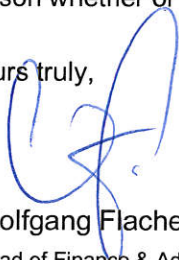
The final result is an overall ranking, headed by the most cost-effective bid. Contract negotiations will be initiated on the basis of this overall ranking.

Commencement of work

The provision of service is expected to commence on 15.03.2021. 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,



Wolfgang Flache
Head of Finance & Admin
GIZ Nigeria Office



Tobi Oyetunde
Procurement Officer
GIZ Nigeria Office

“Electronic dispatch without signature due to absence due to Corona”

Annexes:

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