

CONFIDENTIAL

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To all candidates

Our reference E2A0-CG T +49 6196 79 4465  
Email [chiara.geiger@giz.de](mailto:chiara.geiger@giz.de) Date 25.03.2026

**Tender number:** 81321585  
**Project processing number:** G-012017-004  
**Project title:** Public and Private  
Responsibility for Sustainable  
Supply Chains  
**Works/services tendered:** Outreach, publicity, and  
communications for the EU-  
Navigator  
for Partner Countries  
**Country:** ZPS  
**Procedure type:** Negotiated procedure with competitive tender  
**Invitation to submit a request to participate**

Dear Sir/Madam,

Thank you for your interest in this procurement procedure.

The German Federal Ministry for Economic Cooperation and Development (BMZ) has commissioned us to implement the above project. Against this background, Section 3.2 of the General Terms and Conditions of Insurance applies to public pricing law.

Please submit your request to participate **by 12:00 noon (Berlin, Germany time zone) on 30.04.2026**. Please submit your tender in English in accordance with the requirements stipulated in the procurement documents. Details of our submission requirements are explained in this letter and in the requirements for application included with the procurement documents.

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The **request to participate** consists of the following documents, which must be submitted:

- Self-declaration of eligibility with attachments
- Declaration by candidate/bidding consortium (if relevant)
- Declaration of eligibility based on the capacities of other entities (if relevant)

The following documents are not to be submitted at this stage, but only at the tender submission stage:

- Technical bid (including concepts and CVs)
- Price bid
- Annex on the outsourcing of data processing

The technical bid is weighted at T: 70%, the financial bid at F: 30%. Set budgets items stated in the tender documents for the financial bid are not part of the evaluation and weighting of the financial bids. Weighting is based on the formula:

$$= 0,7 \times \frac{\text{Technical assessment of tenderer}}{\text{Assessment of best technical bid}} + 0,3 \times \frac{\text{Lowest financial bid}}{\text{Tenderer price}}$$

GIZ reserves the right to change the contract by taking up an option pursuant to Section 132 (2) no 1 German Act Against Restraints on Competition (GWB) or entering into a follow-on contract pursuant to Section 14 (4) no 9 German Ordinance on the Award of Public Contracts (VgV) (see Section 7 of the terms of reference).

If we receive more than 7 requests to participate, we will make a selection on the basis of the criteria laid out in the procurement documents and invite tenders only from the 7 candidates with the highest scores. We reserve the right to cancel the procurement procedure if we receive fewer than 2 requests to participate.

If it is not possible to make a clear selection of up to 7 candidates for the tendering phase on the basis of the criteria listed in the procurement documents (e.g. if a number of candidates achieve the same overall eligibility score), we reserve the right to increase the maximum number of 8.

We also reserve the right to award the contract on the basis of initial tenders without entering into negotiations.

We also reserve the right, once the initial tenders have been submitted, to make a selection on the basis of the criteria listed in the procurement documents and only to enter into negotiations with the 3 tenderers that receive the highest scores.

In addition, we reserve the right to conduct the negotiations in consecutive phases with a view to reducing the number of tenders under negotiation on the basis of the contract award criteria specified in the annex.

Planned schedule for the rest of the procurement procedure:

Information to candidates about results of evaluation of the requests to participate, and invitation to submit tenders to successful candidates.	June 2026
Deadline for submitting tenders	July 2026
Negotiations	August 2026
Invitation to submit final tenders	August 2026
Information to tenderers about result of evaluation of tenders	End of September 2026
Award of contract	October 2026
Commencement of service delivery	October 2026
Your tender will remain legally binding up to	15.12.2026

### Questions

Please raise any commercial, technical or procedural questions promptly, and no later than the deadline for submission of queries specified in GIZ's e-procurement tender platform. Questions can only be submitted electronically, using GIZ's e-procurement tender platform. Non-compliance may result in your tender not being considered.

### Sustainability

We have developed a Guide for Practicing Corporate Sustainability (GPS) so that our contractors can learn about corporate sustainability at GIZ. We invite you to go through GPS and obtain a participation certificate, which you can hand in with the proposal.

Participation in GPS does not influence the award decision in this procedure. However, we would very much welcome your taking part in GPS: <http://gps.giz.de/en>.

Our requirements for application and other procurement documents, which are listed in the annex below, also apply.

Yours sincerely,

Deutsche Gesellschaft für  
Internationale Zusammenarbeit (GIZ) GmbH

Chiara Geiger, E2A0  
Contract Management

(Sent electronically without signature)

## **Annexes**

1. Valid version of terms and conditions for application for the award of contracts for services and work in the version currently in force
2. Valid version of General Terms and Conditions of Contract (AVB) for supplying services and work on behalf of GIZ in the version currently in force
3. Terms of reference and annexes
4. Special terms and conditions of contract
5. Request to participate and self-declaration of eligibility for calls for competitive tender
6. Declaration of eligibility based on the capacities of other entities
7. Grid for assessing the eligibility of candidates/tenderers
8. Price schedule
9. Grid for the technical assessment of tenders above the EU threshold
10. Declaration by candidate/bidding consortium
11. Template CV in EU-Format (Europass)
12. Annex on the outsourcing of data processing agreements in accordance with Article 28 of the GDPR
13. Information on data processing in accordance with Article 13 of the EU General Data Protection Regulation (GDPR) (data protection information')