

Dynamic Purchasing System (DPS)

Provisions for Mini Competitions - Award of Individual Contracts

01/2025

1. Principles

Following the establishment of the Dynamic Purchasing System (DPS), GIZ may award individual contracts (service contracts) for the provision of specific SME Training and Coaching Services by means of so-called mini competitions.

The award of individual contracts is possible during the validity period of the DPS. The contractor's obligation to provide services in accordance with an individual contract concluded via the DPS, remains unaffected by the validity period of the DPS.

The mini competitions are organised based on the following provisions.

2. Invitation to Submit Tenders – Mini Competition

When GIZ identifies a need that can be assigned to one of the service categories of the DPS "Provision of SME Training and Coaching Services (see ToR - DPS), GIZ will conduct a mini competition for the award of the contract.

All participants who are admitted to the DPS and part of the bidder pool for the service category in question at the time of the start of the respective mini competition will be invited to submit their tenders.

The participants will receive a corresponding notification via the procurement platform.

The relevant procurement documents for a mini competition are accessible via the procurement platform only to the admitted participants that are pool members for the service category in question.

Based on the provided procurement documents, all participants invited may submit a corresponding tender electronically via the procurement platform.

2.1 Offers

Bidders must upload their offers on the procurement platform. The submission of alternative offers is not permitted.

2.2 Procurement Documents and Submission of Tenders

As part of the mini competitions, GIZ will provide detailed information on the needed SME Training and Coaching Services for the respective category with the individual invitation to submit offers.

This includes, among others:

- Performance description with areas of activity
- Qualification and experience requirements of the needed experts
- Place of performance

2.3 Period and Extent of Deployment

Participants wishing to submit a tender must submit the required documents for the mini competition by the respective deadline specified for this tender via the procurement portal.

2.4 Deadline for Submission of Tenders

The deadline for the submission of tenders determined by GIZ will be at least ten calendar days, calculated from the day after the invitation to submit offers is sent (see Section 24 (4) VgV).

2.4 Binding Period

Participants are generally bound to their offers for up to six weeks after the expiration of the offer deadline determined by GIZ (binding period). Deviations from this will be announced by GIZ in the context of the mini competitions in advance.

3. Award criteria and the evaluation of offers

The examination and evaluation of offers is carried out in three stages:

- a) Formal Offer Examination
- b) Determination of the Most Economical Offer
- c) Assessment of Price Adequacy (Unusually Low Offers)

3.1 Formal Assessment

All offers will be formally assessed in accordance with Sections 56, 57 VgV; 41, 42 UVgO. Offers that are not submitted on time or do not meet the formal requirements will be excluded from the further process. The possibility of requesting additional documents in accordance with Section 56 VgV, 41 UVgO remains unaffected. There is no entitlement to such a request.

3.2 Determination of the Most Economical Offer

As a rule, offers will be evaluated in accordance with the two-stage evaluation procedure described below.

Nevertheless, it is possible that GIZ may use a different evaluation procedure. GIZ will announce this in the tender documents for the mini competition. The evaluation method used may vary for each mini competition but always considers the applicable public procurement law.

Criteria

Tenders are first rated on their technical merits in accordance with the technical assessment grid for offers specified in the tender documentation.

Once the tenders have been evaluated in this way, only technical bids awarded at least 500 points will be included in the evaluation of financial bids. Technical bids that fail to reach this cut-off point will be regarded as unsuitable. 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:

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

3.3 Assessment of Price Adequacy (Unusually Low Offers)

GIZ examines in accordance with Section 60 VgV/ Section 44 UVgO whether the price or costs of an offer appear unusually low in relation to the service to be provided and may request clarification from the bidder if necessary.

4. Information and Notification Obligation

In case of mini competitions for tenders above the EU-threshold, before the award is granted, the contracting authority informs the affected bidders whose bids are not to be considered, in accordance with Section 134 (2) of the GWB (Act Against Restraints of Competition), about the name of the company whose bid is to be accepted, the reasons for the intended non-consideration of their bid, and the earliest date for the conclusion of the contract, without delay in text form. The bidder whose bid is to be awarded the contract will receive corresponding information at the same time, without this constituting a contract.

5. Award of Contract

The contract is awarded by GIZ in writing via the procurement platform.
