

CONFIDENTIAL

giz Postfach 5180 • 65726 Eschborn

To all tenderers

Our reference 10004853 Date 18.03.2026
E-Mail gunnar.volkmann@giz.de

Tender number: 10004853
Project processing number: G-012142-009

Type of procedure: Public invitation to tender

Invitation to submit a tender

Dear Sir/Madam,

We intend to award the services described in the enclosed procurement documents.

The tender comprises two lots. Bidders have the option of applying for one of the two lots or for both lots. The contract will be awarded to the highest ranked bidder in each case, whereby a bidder may also be awarded both lots. Therefore, bidders may only bid for both lots if they have the necessary capacity. In the tender system, bidders will be asked to select which lot they apply for and to submit a complete bid for each lot they are bidding on.

Please submit your self-declaration of eligibility using the designated form and your **technical and financial bids separately by 09.04.2026, 12 pm (noon)** (Berlin time) in **Englisch**. Details of our submission requirements are explained in the enclosed terms and conditions for application. By submitting your tender, you accept GIZ's General Terms and Conditions of Contract (in the currently valid version).

Please note that this is a public invitation to tender so there will be no negotiations.

Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH

Registered offices
Bonn and Eschborn, Germany

Friedrich-Ebert-Allee 32+36
53113 Bonn, Germany
T +49 228 4460-0
F +49 228 4460-1766

Dag-Hammarskjöld-Weg 1-5
65760 Eschborn, Germany
T +49 6196 79-0
F +49 6196 79-1115

E info@giz.de
I www.giz.de

Registered at
Local court (Amtsgericht)
Bonn, Germany
Registration no. HRB 18384
Local court (Amtsgericht)
Frankfurt am Main, Germany
Registration no. HRB 12394
VAT no. DE 113891176
Tax no. 040 250 56973

Chairperson of the Supervisory Board
Niels Annen, State Secretary

Management Board
Thorsten Schäfer-Gümbel (Chair)
Ingrid-Gabriela Hoven (Vice-Chair)
Anna Sophie Herken

Commerzbank AG Frankfurt am Main
BIC (SWIFT): COBADEFFXXX
IBAN: DE45 5004 0000 0588 9555 00

Please note that when you submit a tender, the tender is binding until the expiry of the deadline. The contract will come into force upon notification of its award within the deadline.

The tender documents, comprising the following, are to be submitted in their entirety per lot:

- completed self-declaration and annexes
- financial bid in the format provided (price schedule)
- technical bid: curriculum vitae (CV) for each expert and concept

When preparing the financial bid, you must adhere to the requirements of the specification of inputs as set out in the Terms of Reference. The tenders received will be subject to a technical assessment based on the CV and the concept in accordance with the annexed technical assessment grid. Only tenders that score at least 500 points in the technical assessment will be accepted for the financial evaluation. Technical bids that fail to reach this cut-off point will be regarded as unsuitable.

The technical bid is weighted at 70% and the financial bid at 30%.

If a consortium is to be formed for the service offered, please submit the consortial declaration.

Planned schedule for the rest of the procurement procedure:

Contract award and information about the result of the evaluation	13.05.2026
End of binding period (i.e. tenders no longer legally binding)	29.05.2026
Commencement of service delivery	15.05.2026

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.

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

Yours sincerely,

Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH

Gunnar Volkmann,
Contract Manager, E250

Full first and last name, function, OU
Contract Management

Annexes

- Application requirements of GIZ for the award of contracts for service and work below the EU threshold (in the currently valid version)
- General Terms and Conditions of Contract for Supplying Services and Work (in the currently valid version)
- Terms of reference (Lot 1 + Lot 2)
- Assessment grid for the technical evaluation of tenders Lot 1
- Assessment grid for the technical evaluation of tenders Lot 2
- Draft contract
- Self-declaration of eligibility
- Price schedule Lot 1
- Price schedule Lot 2
- Data protection information on GIZ awarding process and contracts