

CONFIDENTIAL

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To all tenderers

Our reference	E2A0/VH	Tel.	+49 6196 79 2710
Email	vahram.hovhannisyan@giz.de	Date	30.03.2026 mod. 21.04.2026

**Tender number:** 81322059  
**Project processing number:** 21.2200.0-001.00  
**Project title:** Support to the ECOWAS Commission on the Implementation of the African Continental Free Trade Area (AfCFTA)  
**Works/services tendered:** Short-Term Expert (STE) Pool for Trade Advisory in the ECOWAS Region  
**Country:** ECOWAS Region  
**Procedure type:** Open procedure  
**Invitation to submit a tender**

Deutsche Gesellschaft für  
Internationale Zusammenarbeit (GIZ) GmbH

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Niels Annen, State Secretary

Management Board  
Thorsten Schäfer-Gümbel (Chair)  
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Anna Sophie Herken

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

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.

The tender consists of the following documents, which must be submitted in full:

- Self-declaration of eligibility with attachments
- Technical tender (including concepts and CVs)
- Price quotation
- Applicant/bidder consortium declaration (if relevant)
- Declaration – transfer of suitability (if relevant)

Please submit your tender **by 12:00:00 noon (Berlin, Germany time zone) on 11.05.2026**. 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. Please note that this is an 'open procedure' and that there will therefore be no negotiations.

Technical bids are weighted at 70%, price bids at 30%. Fixed budget items for price bids specified in the competition documents are not included in the evaluation and weighting of the same. The following formula is used for weighting:

$$= 0,7 \times \frac{\text{technical evaluation of the bidder}}{\text{Evaluation of the best technical bid}} + 0,3 \times \frac{\text{best offer}}{\text{bidder's price}}$$

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.

Planned schedule for the rest of the procurement procedure:

Information to tenderers about result of tender evaluation	Mid of June
Award of contract	End of June 2026
Commencement of service delivery	End of June 2026
Your tender will remain legally binding up to	31.08.2026

### Questions

Please raise any commercial, technical or procedural questions promptly, and no later than the deadline for submission of queries specified on 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 other procurement documents, which are listed in the annex below, also apply.

Yours sincerely,

Deutsche Gesellschaft für  
Internationale Zusammenarbeit (GIZ) GmbH

Vahram Hovhannisyan  
Contract Manager, E2A0  
Procurement and Contracting

(sent electronically without signature)

### **Annexes**

1. Valid version of the requirements 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. Self-declaration of eligibility for open procedures
6. Declaration of eligibility based on the capacities of other entities
7. Grid for assessing the eligibility of tenderers (incl. overview geographical regions)
8. Price schedule
9. Grid for the technical assessment of tenders above the EU threshold
10. Declaration by bidding consortium
11. Template CV in EU-Format (Europass)
12. Template time sheet (AVB)
13. Information on data processing in accordance with Article 13 of the EU General Data Protection Regulation (GDPR) ('data protection information')