

CONFIDENTIAL

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To all tenderers

Our reference	E2A0-MD	T:	+49 61 96 79-2181
E-Mail	markus.dyckhoff@giz.de	Date	14.04.2026

Tender number: 10015780
Project processing number: G-012172-001
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.

Please submit your self-declaration of eligibility using the designated form and your technical and financial bids by 05.05.2026, 12:00 (Berlin time) in English. 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.

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:

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

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

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.

Please also submit the annex 'Data processing services pursuant to Article 28 EU GDPR and technical and organisational measures'.

Within the framework of the basic project described in the terms of reference, GIZ reserves the right to award contracts for additional services to the successful tenderer in this procedure.

Planned schedule for the rest of the procurement procedure:

Contract award and information about the result of the evaluation	Mid of May 2026
End of binding period (i.e. tenders no longer legally binding)	30.06.2026
Commencement of service delivery	Mid of May 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

Markus Dyckhoff
Contract Manager, E2A0
Contract Management

Annexes

1. Terms and conditions of GIZ for the award of contracts for IT services and work below the EU threshold in the current version
2. Terms of Reference and annexes
3. EVB IT Cover Sheet
4. EVB-IT Cloud Contract
5. EVB IT Cloud Contract - Special Terms and Conditions of Contract
6. Valid version of the Supplementary Contractual Terms for Cloud Services (EVB-IT Cloud GTC)
7. EVB-IT IT-Services Contract (short version)
8. EVB-IT IT-Services Contract - Special Terms and Conditions of Contract
9. Valid version of the Supplementary Terms of Contract for IT Services (EVB-IT Standard Business Terms for IT Services)
10. Assessment grid for eligibility
11. Self-declaration of eligibility
12. Assessment grid for the technical evaluation of tenders
13. Price schedule
14. Information on data processing in accordance with Article 13 of the EU General Data Protection Regulation (GDPR) ('data protection information')
15. Data processing pursuant to Article 28 EU GDPR
16. Declaration by candidate/bidding consortium (Consortial Declaration)