GIZ Office to the African Union, Fitawrari Damtew Road Next to the Finland Embassy • P.O.Box 100009 - Addis Ababa • Ethiopia

To **All shortlisted Bidders**

Project Title: Support to Tana
Project No: 21.9005.6-001.00
Transaction no.: 83445121
Country: African Union

Type of procedure: Negotiated tender procedure.

Invitation letter

Dear Sir or Madam,

The German Federal Office (AA) has commissioned us with the implementation of the above-mentioned project.

Consultant for Communication and Evaluation Services for the 2023 Tana Forum services

Should you be interested in participating to this tender, please submit your bid electronically by **22/08/2023 latest at 23:59 – UTC+3** (date of receipt at GIZ) in English language (requests sent after this date will be automatically disqualified).

Details of our submission requirements are explained in this letter and in the terms and conditions for application included with the tender documents.

Labelling of offer

Your email should be clearly marked with the following text:

83445121 Bidding documents

Please address your bid to: **AU_Quotation@giz.de**

Bids which are sent to other GIZ e-mail accounts will not be considered for the award of contract.

giz African Union Office Addis Ababa

German Development Cooperation
GIZ Office to the African Union

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E: africanunion@giz.de

Your reference
Our reference

Date:

Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH

Registered offices
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65760 Eschborn, Germany
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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
Jochen Flasbarth, State Secretary

Management Board
Thorsten Schäfer-Gümbel (Chair)
Ingrid-Gabriela Hoven

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

Technical offer

The technical offer, **according to the Terms of reference (ToR) and the bidding conditions**, should be submitted as a separate and signed pdf-document, marked with the following text:

Technical offer 83445121 *_your name*.**pdf**

Your technical offer may not contain any details of prices.

Please see the enclosed Terms of Reference and the bidding conditions for details of the content of your bid.

Financial offer

The financial offer should be submitted as a separate and signed pdf-document, marked with the following text:

Financial offer 83445121 *_your name*.**pdf**

The price offer must be submitted **in ETB** in accordance with the attached format for the price sheet. Personnel costs should be shown based on days (generally working days).

Please calculate your prices on a net basis. Taxes should be indicated separately.

Please also submit your scanned copy of the proof of your registration in one of the AU-States as well your correspondent VAT registration Certificate in PDF format.

Form and Costs

The bid must be submitted in an electronic version using the above referred address. No remuneration will be paid by GIZ for preparing the bid.

Subsequent corrections or modifications to the bid can be submitted until the deadline for submission and must be made in the same form as the bid.

The bid must be based on the General Terms and Conditions of Contract (“AVB local”, Annex 2) for supplying services and work on behalf of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH. In the event of an award of contract, they will become an integral part of the contract. **The bidder’s general terms and conditions of business or payment do not apply.**

Important information:
Kindly note that bids that have a volume of more than 30 MB cannot be sent via e-mail. Should your bid reach this volume, we request you to share it via Filetransfer (marked with following text: **83445125 Bidding documents**) and send an e-mail to AU_Quotation@giz.de with the password. For security reason, only bids sent via Filetransfer will be accepted. Bids sent via other Data sharing tools will be rejected.

GIZ is not responsible for the failure of electronic delivery of e-mail messages to the address provided, either for technological problems on the part of GIZ or the bidder. Bids sent via Filetransfer without the necessary **password** will not be considered.

This invitation to tender is in no way binding on GIZ. The GIZ's contractual obligation commences only upon signature of the contract with the successful Tenderer.

Up to the point of signature, GIZ may either abandon the procurement or cancel the award procedure, without the candidates or tenderers being entitled to claim any compensation.

Procedural questions
Please address any commercial, technical, and procedural questions at an early stage, and no later than **18/08/2023**. All questions must be raised in writing, by email and with the subject **83445125 _ Tana Communication Expert** only to the following address: AU_Bidderquestions@giz.de

Non-compliance with these guidelines may result in your bid being rejected.
Questions will be answered if they are received at the latest three working days before the closing of the tender.

Evaluation of Offer

We will evaluate the technical and price information in the received bids.

After the technical evaluation, only the price offers of bids with more than 500 points will be opened and evaluated. Technical offers below 500 points will be considered as technical not acceptable. The technical offer has a weighting of 70%, the price offer 30%. The following formula will be used:

$$\frac{technical\ evaluation\ of\ bid\ x\ 70}{technical\ evaluation\ of\ best\ bid} + \frac{most\ economical\ bid\ x\ 30}{price\ of\ bid}$$

The result is an overall ranking, headed by the most cost-effective bid. Contract negotiations will be initiated based on this overall ranking.

Commencement of work

The service delivery is scheduled to commence on ***15/09/2023***. Your bid is binding until that date.

All tenderers will be informed in writing of the results of this tender procedure.

Planned schedule for the rest of the procurement procedure:

Submission of bids	***2****2/08/2023*
Contract award and information about the result of the evaluation	***0****1/09/2023*
Commencement of service delivery	***1****5/09/2023*

Notification of intention to bid

Please notify AU_Bidderquestions@giz.de within three days of dispatch of our enquiry (not later than ***10/08/2023***) whether we can expect your bid, stating the transaction number in the subject heading of the email.

We look forward to receiving your response
Yours sincerely,

GIZ Office to the African Union
Service Unit Procurement

_____	_____
Head of Service Unit Procurement (Electronically mailed without signature)	Procurement Officer (Electronically mailed without signature)

Annexes:

1. Bidding conditions
2. General Terms and Conditions of Contract (AVB local)
3. Terms of Reference (ToR)
4. Technical assessment grid
5. Price Sheet
6. Declaration of integrity