

giz Kirkos Sub-City Fitawari Damtew Road in Front of the African Union  
Commission, Gate No. 3 • P.O. Box 100009 – Addis Ababa • Ethiopia

To: All Bidders

Your reference  
Our reference:

Telephone +251 114 70 3355  
Fax +251 114 70 3325  
Date April 12, 2021

**Project Title : Strengthening Good Governance and Human Rights in Africa- AGA III**  
**Project No : 19.2045.1-001.00**  
**Transaction no. : 83378318**  
**Country : Ethiopia**

Deutsche Gesellschaft für  
Internationale Zusammenarbeit (GIZ) GmbH

Registered offices  
Bonn and Eschborn, Germany

Friedrich-Ebert-Allee 32+36  
53113 Bonn, Germany  
T +49 228 44 60-0  
F +49 228 44 60-17 66

Dag-Hammarskjöld-Weg 1-5  
65760 Eschborn, Germany  
T +49 61 96 79-0  
F +49 61 96 79-11 15

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

Chairman of the Supervisory Board  
Martin Jäger, State Secretary

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

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

Dear Sir or Madam,

The German Federal Ministry for Economic Cooperation (BMZ) has commissioned us with the implementation of the above-mentioned project.

***Design and Development of Crowdfunding Platform for the African Centers for Disease Control and Prevention (Africa CDC)***

Should you be interested in implementing the tasks according to the Terms of Reference (see attachment), a bid electronically by **April 30, 2021** (date of receipt at GIZ) in English language.

**Labelling of offer**

Your email should be clearly marked with the following text:

**83378318 Bidding documents**

Please address your bid to: [AU\\_Quotation@giz.de](mailto:AU_Quotation@giz.de)

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

## Technical offer

The technical offer, **composed solely of your CV**, should be submitted as a separate and signed pdf-document, marked with the following text:

**Technical offer 83378318\_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 83378318\_your name.pdf**

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

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

**Please also submit your scanned copy of your VAT registration Certificate with the price offer 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 ('Terms and Conditions 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.

## Procedural questions

Please address any commercial, technical and procedural questions at an early stage. Questions will be answered if they are received at the latest three working days before the closing of the tender. Questions have to be raised in writing, by email only AU Bidder enquiry [AU\\_Bidderquestions@giz.de](mailto:AU_Bidderquestions@giz.de)

**Non-compliance may result in your bid not being considered.**

## **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:

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

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

## **Commencement of work**

The service delivery is scheduled to commence on **June 1, 2021**. Your bid is binding until that date.

## **Notification of intention to bid**

Please notify [AU\\_Quotation@giz.de](mailto:AU_Quotation@giz.de) within three days of dispatch of our enquiry (**April 19, 2021**) whether we can expect your bid, stating the transaction number in the subject heading of the email.

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. Terms of Reference (ToR)
2. General Terms of Contract (Local)
3. Bid Sheet
4. Technical assessment grid