CONFIDENTIAL

giz Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

giz Postfach 5180 • 65726 Eschborn

To all tenderers

Date 24.11.2026

Tender number: **10055765**
Project processing number: **G-011902-004**

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 11 December 2026, 11:00 am (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
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

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	8 January 2027
End of binding period (i.e. tenders no longer legally binding)	28 February 2027
Commencement of service delivery	8 January 2027

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

Sarah Mehrinfar
Contract Manager, E270

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
- Assessment grid for the technical evaluation of tenders
- Draft contract
- Self-declaration of eligibility
- Price schedule
- Data protection information on GIZ awarding process and contracts
- Declaration by candidate/bidding consortium (Consortial Declaration)