Terms and conditions for application of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH for the award of contracts for IT Services

11/2026

These conditions apply unless different conditions are set out in specific invitations to tender.

1. Submission of requests to participate and tenders

Requests to participate or tenders must be submitted in electronic form before the deadline stated in the covering letter, using the editable templates provided on GIZ's eProcurement Tender Platform, https://ausschreibungen.giz.de.

To submit requests to participate or tenders, please proceed as follows:

Only if you are not yet registered:
Register at the address https://ausschreibungen.giz.de (Note: in order to register, you will be sent to the page https://en.dtvp.de/. Here it is sufficient to select the free BASIC model.)

After you have registered:

1. Use your access details to log in at https://ausschreibungen.giz.de.
2. Select the required tender procedure and click on the button to the right entitled 'Informationen zu diesem Projekt' ('More information about this project'). This will give you an overview of the process in question.
3. Click on the 'Jetzt teilnehmen' ('Join now') button.
4. In the left-hand menu, click on 'Kommunikation' ('Communication'). Check there for answers to questions from tenderers that were published before your participation. If answers are given in the future, you will automatically be notified by email that new answers are available.
5. In the left-hand menu, click on 'Angebote' ('Tenders') or Teilnahmeanträge ('Requests to participate').
6. Click on the 'Bietertool starten!' ('Launch tenderer tool') button. The 'tenderer tool' will then open.

Note

Please make sure sufficiently **well in advance** that your computer meets the necessary specifications for running the tenderer tool (**in particular, that Java is installed**). You can obtain further assistance by clicking on the button 'Online help' or at https://support.cosinex.de/unternehmen/.

Notes on preparing and submitting requests to participate or tenders using the tenderer tool

a. **General information:** You will find general information here on the procedure, including the name of the procedure and the deadline for submission.

b. **Tender documentation:** You will find all the tender documents for the procedure here.

c. **Basic information for the tender:** Enter the name of the contact person under the 'Allgemeine Angaben' ('General information') tab. When tendering as part of a consortium, the name of the bidding consortium must be entered.

d. **Documents for the tender:**

Under the 'Auszufüllende Dokumente' ('Documents to be filled out') tab:

- The documents provided here must be filled out and become an integral part of the request to participate or tender.
- Word and Excel documents are filled out online and saved. You can find detailed information on how to fill out and save the documents online directly in the tenderer tool at 'Zur Bearbeitung dieser Dateien gehen Sie bitte wie folgt vor' ('Please proceed as follows to process these files').

Under the 'Eigene Dokumente' ('Own documents') tab:

- Upload all other documents you would like to become an integral part of the request to participate or tender (in particular, the technical bid and where applicable, a scan of the consortial declaration).

e. **Submission:** As soon as your request to participate or tender is ready to be submitted, click on the 'Abgabe' ('Submission') section, then the 'Textform' ('Text form') tab and start the submission wizard by clicking on the 'Abgabe-Assistent starten' ('Start submission wizard') button.

According to Section 126 b of the German Civil Code (BGB), the details required are as follows: Last name, first name, company name of responsible officer.

2. No remuneration or reimbursement of costs

GIZ will not provide any remuneration or reimbursement to cover the preparation of requests to participate or tenders, or to cover presentations given as part of the competitive tender.

3. Terms and conditions of contract

Tenders are subject to the published EVB-IT Contract with annexes. These will form part of the contract at the point when the contract is awarded to the selected tenderer.

The contractor's terms of delivery, conditions of contract and conditions of payment are not part of the contract.

4. Questions about the procedure for the award of contract and the tender documents

Any commercial, technical or procedural questions shall be raised promptly, and no later than the 'deadline for submission of questions to be clarified' stated on GIZ's eProcurement Tender Platform. Questions can only be submitted electronically via the Tender Platform. Failure to comply with the rules may result in the exclusion of your tender from the award procedure. During ongoing tender procedures, candidates/tenderers may not enter into contact with people involved in the procedure, apart from GIZ Contract Management. Insofar as they are of general interest, questions and answers will be made available in anonymous form to all candidates/tenderers on the Tender Platform for the award of contracts. Questions and answers that are relevant to only one candidate/tenderer will be discussed with them alone.

Note

Only if you are registered with GIZ's Tender Platform for the award of contracts, and after you have logged in and clicked on the link 'Join now', will you be sent emails automatically with new information relevant to the procedure. We strongly recommend you register. This does not oblige you to take part in an award procedure.

5. Eligibility

5.1 The contract will only be awarded to companies with the required expertise and capacity (eligible companies) which meet the criteria listed in the self-declaration of eligibility and which are not excluded under the terms of Sections 123 or 124 of the German Act against Restraints on Competition (GWB) or Section 22 of the German Supply Chain Due Diligence Act (LkSG).

If there is a previously announced limit to the number of candidates, an assessment will be carried out according to the relevant evaluation scale included in the tender documents.

5.2 GIZ checks the identity of candidates/tenderers prior to awarding the contract. The evidence will usually consist of a copy of the extract from the official register in the respective country. Translations into German or English shall be enclosed for any official documents in another language. European companies must provide a copy of the current register entry within the scope of Annex XI to EU Directive 2014/24/EU on public procurement. International companies must provide a copy of the register entry or a valid registration document for their company.

5.3 GIZ checks the candidates/tenderers against the sanctions lists of the United Nations and the European Union prior to awarding the contract. GIZ will inform the candidate or tenderer if facts come to light during the verification that prevent the contract from being awarded to the tenderer.

5.4 As a condition for contract performance, GIZ checks the risk of false self-employment of candidates and tenderers. GIZ reserves the right to not award the contract in the event of an increased risk of false self-employment.

6. Contents of the technical bid

The requirements for the technical bid are derived from the terms of reference.

6.1 If CVs are required for the proposed experts, these must be submitted in the standard EU format and in the language specified for the competitive tender.

6.2 The contractor ensures that the experts proposed by them are available to carry out the contract. As proof of availability, the experts in question shall issue a declaration to this effect if so required in the terms of reference.

6.3 Should any of the proposed experts have an existing work contract or development service contract with GIZ, or an existing subsidy agreement as an integrated expert, the bid must specify the contract/agreement end date.

Note

The technical bid may not contain any information on the financial bid, neither full nor in part. The technical bid is to be submitted in a separate PDF document from the financial bid. The technical bid is to be named: 100xxxxx-Technical Bid-[name of tenderer].

7. Financial bid

7.1 The financial bid must be in euros and structured in accordance with the price sheet and GIZ's General Terms and Conditions of Contract; all items must be costed in accordance with the established financial bid configuration rules.

7.2 The financial bid is to contain the specification of inputs as required in the terms of reference (number of experts and number of corresponding expert days) and, where applicable, the budget as defined by the commissioning party.

7.3 All prices are to be quoted with their net value. Any VAT incurred should be indicated separately.

Note

The financial bid is to be submitted in a separate Excel document from the technical bid. The financial bid is to be named: 100xxxxx-Price Bid-[name of bidder].

8. Presentation

GIZ reserves the right to require tenderers to give a presentation outlining the tender and the proposed personnel. This presentation must include information showing that the concept and proposed long-term experts provide sufficient guarantee of the successful implementation of the measure for which the invitation to tender has been issued.

9. Award criteria and the evaluation of tenders

Tenders are first rated on their technical merits in accordance with the technical assessment grid in the tender documents.

Only technical bids for which the technical evaluation results in a rating of at least 500 points will undergo a financial evaluation. Technical bids with less than 500 points will be excluded from the tender procedure. If a technical minimum/mandatory criterion specified in the terms of reference is not fulfilled, the financial bid will not be opened and the tender will likewise be excluded. The specific weighting of the technical and financial bid will be specified in the letter to the candidates/tenderers. Fixed budget items stipulated in the tender documents for the financial bid are not included in the evaluation and weighting of financial bids.

10. Pricing law

The service that is the subject of the tender is for an indirect contribution to a public contract. In line with the demands of the public-sector commissioning party, Regulation PR-NR 30/53 on the Prices for Public Contracts (Federal Gazette, No. 244, 18 December 1953) must be observed by tenderers based or with branch offices located in Germany and it is applicable to the contract for services or works.

11. Candidate/bidding consortia

Candidate/bidding consortia must designate a lead member and authorise this member to represent the consortium and receive payments in discharge of GIZ's liability towards all members of the consortium.

A formal agreement to this effect must be signed by each member of the consortium and attached to the request to participate or the tender. This can be done using the template provided by GIZ.

12. Subcontracting party and eligibility based on the capacities of other entities

12.1 Subcontracting party with eligibility based on the capacities of other entities

If candidates/tenderers intend to make use of the capacities of another person or company to implement a contract, they are required to prove that the relevant capacities are at their disposal to implement the contract or will be delivered by the subcontractor in question; to do so they must complete and submit the 'Declaration of eligibility through reliance upon the capacities of other entities' form.

12.2 Subcontractors

If a candidate/tenderer intends to let a subcontractor implement some of the services, the nature and extent of these services must be stated with the submission of the tender, and the subcontractor must be mentioned by name.

13. Changes to requests to participate or tenders; variant tenders

Corrections of, or changes to requests to participate or tenders must be submitted in the same form as the original request to participate or tender. They must be unequivocal.

Variant tenders are not permitted. Any variant tenders submitted shall be excluded, but do not lead to the main tender being excluded

14. Storage and processing of personal data

The storage and processing of personal data at GIZ is carried out in accordance with the document 'Information on data processing pursuant to Article 13 of the General Data Protection Regulation (GDPR) (Data Privacy Policy)', which is attached to these tender documents.

15. Duty to inform in the event of prior involvement

If the list of proposed experts includes anyone who advised GIZ before the award procedure or was involved in preparation of the award procedure in any other way, the candidate/tenderer must inform GIZ of this fact.

16. Candidates / tenderers from non-covered third countries

GIZ reserves the right to exclude candidates/tenderers based in countries outside the European Union that are neither party to the World Trade Organization Agreement on Government Procurement nor to any other international agreement with the European Union on ensuring equal and reciprocal access to participation in public procurement procedures ('non-covered third country') from participation in this specific procure ment procedure at any time during the procurement procedure. Candidates/tenderers based in non-covered third countries are also not entitled to legal protection from review bodies under public procurement law.

This section applies mutatis mutandis to candidate/bidding consortia in which at least one member of the consortium is based in a non-covered third country.

This section also applies accordingly to candidates/tenderers who, as part of the eligibility through reliance upon the capacities of other entities, make use of a company which is based in non-covered third country.