CONFIDENTIAL

giz Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

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To all tenderers

Date 20.11.2026

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

Tender number: **10068227**
Project processing number: **G-060036-007 / 60036990400**

Type of procedure: **Negotiated award with competitive tender**

Invitation to submit a request to participate

Dear Sir/Madam,

We intend to award the services/work described in the enclosed procurement documents.

In a first step, please only submit your request to participate (self-declaration of eligibility) by 02.12.2026, 14:00 o'clock (Berlin time) in English. Details of our submission requirements are explained in the terms and conditions for application. By submitting your offer, you accept GIZ's General Terms and Conditions of Contract (in the version valid currently).

If we receive more than 5 requests to participate, we will make a selection on the basis of the criteria laid out in the self-declaration of eligibility and invite tenders only from the 5 tenderers with the highest scores. We reserve the right to cancel the contract award procedure if we receive fewer than three requests to participate.

If a consortium is to be formed for the service offered, please submit the consortial declaration.

GIZ also reserves the right to award the contract on the basis of initial tenders without entering into negotiations.

Planned schedule for the rest of the procurement procedure:

Information about the evaluation of the requests to participate, and invitation to tender	11.12.2026
Deadline for submission of a tender	23.12.2026
End of negotiations	13.01.2027
Contract award and information about the result of the evaluation	January/February 2027
End of binding period (i.e. bids no longer legally binding)	28.02.2027
Commencement of service delivery	February 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: http://gps.giz.de/en.

Yours sincerely,

Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH

Philip Stark

Contract Management

Annexes
- Application requirements of GIZ for the award of contracts for service and work below the EU threshold (in version valid currently)
- General Terms and Conditions of Contract for Supplying Services and Work (in the version valid currently)
- 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)