

CONFIDENTIAL

giz Postfach 5180 • 65726 Eschborn

To all candidates

Date 18.09.2026

Tender number: 10021350
Project processing number: G-100422-001
Project title: Employment-oriented promotion
of the competitiveness of micro,
small and medium-sized
enterprises (ProPME 2)
Works/services tendered: Lot 2: Support for employment
promotion structures to improve
employment support services
Country: Benin
Procedure type: Restricted procedure
Invitation to submit a request to participate

Dear Sir/Madam,

Thank you for your interest in this procurement procedure.

The German Federal Ministry for Economic Cooperation and Development (BMZ) has commissioned us to implement the above project. Against this background, Section 3.2 of the General Terms and Conditions of Contract governing legislation on public sector pricing applies.

Please submit your request to participate **by 12:00 noon (Berlin, Germany time zone) on 20.10.2026**. Please submit your request to participate in English in accordance with the requirements stipulated in the procurement documents. Details of our submission requirements are explained in this letter and in the requirements for application included with the procurement documents.

The request to participate consists of the following documents, which must be submitted in full:

Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH

Registered offices
Bonn and Eschborn, Germany

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Registered at
Local court (Amtsgericht)
Bonn, Germany
Registration no. HRB 18384
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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

- Self-declaration of eligibility with attachments
- Declaration by candidate/bidding consortium (if relevant)
- Declaration of eligibility based on the capacities of other entities (if relevant)

The following documents are not to be submitted at this stage, but only at the tender submission stage:

- Technical bid (including concepts and CVs)
- Price bid

The technical bid is weighted at T: 70%, the financial bid at F: 30%. Set budgets items stated in the tender documents for the financial bid are not part of the evaluation and weighting of the financial bids. Weighting is based on the formula:

$$= 0,7 \times \frac{\text{Technical assessment of tenderer}}{\text{Assessment of best technical bid}} + 0,3 \times \frac{\text{Lowest financial bid}}{\text{Tenderer price}}$$

Please note that this is a 'restricted procedure' and that there will therefore be no negotiations.

The contract for which you are being invited to submit a request to participate is part of a procurement procedure that is divided into 2 lots:

- Lot 1 Strengthening MSME Competitiveness, Market Access and Business Environment Reform in Benin
- Lot 2 Support for employment promotion structures to improve employment support services

It is possible to apply for several lots at the same time.

GIZ reserves the right to change the contract by taking up an option pursuant to Section 132 (2) no 1 German Act Against Restraints on Competition (GWB) (see Section 7 of the terms of reference).

If we receive more than 5 requests to participate, we will make a selection on the basis of the criteria laid out in the procurement documents and invite tenders only from the 5 candidates with the highest scores. We reserve the right to cancel the procurement procedure if we receive fewer than 3 requests to participate.

If it is not possible to make a clear selection of up to 5 candidates for the phase of submitting the tenders on the basis of the criteria listed in the procurement documents (e.g. if a number of candidates achieve the same overall eligibility score), we reserve the right to increase the maximum number of 5.

Planned schedule for the rest of the procurement procedure:

Information to candidates about results of evaluation of the requests to participate, and invitation to submit tenders to successful candidates.	Start of November 2026
Deadline for submitting tenders	December 2026
Information to tenderers about result of tender evaluation	Start of February 2027
Award of contract	Mid of February 2027
Commencement of service delivery	Mid of February 2027
Your tender will remain legally binding up to	28.02.2027

Questions

Please raise any commercial, technical or procedural questions promptly, and no later than the deadline for submission of queries specified in GIZ's e-procurement tender platform. Questions can only be submitted electronically, using GIZ's e-procurement tender platform. Non-compliance may result in your tender not being considered.

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, which you can hand in with the proposal.

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>.

Our requirements for application and other procurement documents, which are listed in the annex below, also apply.

Yours sincerely,

Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH

Dr. Gailute Judickaite

Contract Manager, E2A0

Contract Management

(Sent electronically without signature)

Annexes

1. Valid version of terms and conditions for application for the award of contracts for services and work in the version currently in force

2. Valid version of General Terms and Conditions of Contract (AVB) for supplying services and work on behalf of GIZ in the version currently in force
3. Terms of reference and annexes
4. Special terms and conditions of contract
5. Request to participate and self-declaration of eligibility by candidates in calls for competitive tender
6. Declaration of eligibility based on the capacities of other entities
7. Grid for assessing the eligibility of candidates/tenderers
8. Price schedule
9. Grid for the technical assessment of tenders above the EU threshold
10. Declaration by candidate/bidding consortium
11. Template time sheet (AVB)
12. Information on data processing in accordance with Article 13 of the EU General Data Protection Regulation (GDPR) ('data protection information')