

CONFIDENTIAL

giz Postfach 5180 • 65726 Eschborn

To all tenderers

Date 01.07.2026

Tender number: 10031046
Project processing number: G-011859-500
Type of procedure: Negotiated award with
competitive tender

Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH

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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

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) and the order form for registration of a business partner by 16.07.2026, 14:00 pm (Berlin time) in English language. 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.

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	03.08.2026
Deadline for submission of a tender	17.08.2026
End of negotiations	01.09.2026
Contract award and information about the result of the evaluation	After contract conclusion Mid of September 2026
End of binding period (i.e. bids no longer legally binding)	30.10.2026
Commencement of service delivery	After contract conclusion Mid of September 2026

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

Denise Özlem Akan
Contract Manager, E270
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
- Annex VI of the Delegation or Contribution Agreement 'Communication and Visibility Plan'