

CONFIDENTIAL

giz Postfach 5180 • 65726 Eschborn

**To all tenderers**

Date 08.05.2026

**Tender number:** 10005480  
**Project processing number:** G-018071-001  
**Type of procedure:** Negotiated award with  
competitive tender

Deutsche Gesellschaft für  
Internationale Zusammenarbeit (GIZ) GmbH

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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) by 26.05.2026, 10:00 (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.

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.

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	08.06.2026
Deadline for submission of a tender	22.06.2026
End of negotiations	29.06.2026
Contract award and information about the result of the evaluation	End of June/ beginning of July 2026
End of binding period (i.e. bids no longer legally binding)	31.07.2026
Commencement of service delivery	End of June/ beginning of July 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

Conrad Siebert, Senior Contract  
Manager, E270

Full first and last name, function, OU  
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
- Declaration - Eligibility through reliance upon the capacities of other entities
- Price schedule
- Data protection information on GIZ awarding process and contracts
- Data processing pursuant to Article 28 EU GDPR (AuV)
- Declaration by candidate/bidding consortium (Consortial Declaration)