

giz Indonesia, ASEAN

To

All invited bidders

Invitation to tender – RFP No. 83456879

Project no.: 19.2288.9-037.00
Project title: GIZ ASEAN SFF AEC 2025
Country: Indonesia

Service Tendered:
**ASEAN Economic Blueprint End-term Review (ETR) and post 2025
Recommendations**

Dear Sir/Madam,

As a federal enterprise, the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH supports the German Government in achieving its objectives in the field of international cooperation for sustainable development.

The ASEAN Economic Community (AEC) is amidst its critical juncture to transition from the implementation of its existing Blueprint 2016–2025 towards the development of its strategic plans beyond 2025. In this regard, the need to ensure inclusive development of *ASEAN Community Vision 2045* and its strategic plan(s), including that under economic pillar, has been reiterated since 2020 through the adoption of the *Ha Noi Declaration on the ASEAN Community's Post-2025 Vision*. The Declaration reaffirmed that the visioning exercise needs to be built upon the achievement of the implementation of Community Blueprint 2025, as well as participatory, inclusive, and holistic approach of visioning in the post-2025, entailing greater engagement and consultations with ASEAN's relevant stakeholders.

GIZ ASEAN SFF AEC 2025 project is currently seeking a **Consulting company through tender process for ASEAN Economic Blueprint End-term Review (ETR) and post 2025 Recommendations**.

The detail services is set forth in the attached of Term of Reference and other annexes.

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Jochen Flasbarth, State Secretary

Management Board
Thorsten Schäfer-Gümbel (Chair)
Ingrid-Gabriela Hoven

Should you be interested in participating in this tender, please submit the proposal at **the latest by Wednesday, 24 January 2024 proposal arriving after the deadline will not be considered (disqualified).**

Requirements on the format of the tender:

The structure of the tender must correspond to the structure of the ToRs. In particular, the detailed structure of the concept (Chapter 3) should be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). The tender must be legible (font size 11 or larger) and clearly formulated. It must be drawn up in English.

The complete tender must not exceed 10 pages (excluding CVs). If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment. External content (e.g., links to websites) will also not be considered.

The CVs of the personnel proposed in accordance with Chapter 0 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 4 pages each. They must clearly show the position and job the proposed person held in the reference project and for how long. The CVs can also be submitted in English.

As the contract to be concluded is a contract for works, please offer a fixed lump sum price that covers all relevant costs (fees, travel expenses etc.). The price bid will be evaluated on the basis of the specified lump sum price. In addition, please also provide the underlying daily rate. A breakdown of days is not required.

The tender requirement :

1. Requirement and the Content of The Technical and Financial Proposal

Proposal must be stamp and signed by an authorized representative of the bidding company using the **Price of Schedule Form** provided as **Annex 3 of this Invitation**.

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Proposal should be submitted in English and must be sent by email to :
ID_Quotation@giz.de no later the date and time indicated in section 2
above.

Bids are to be submitted using the two-files procedure.

Please submit your technical and financial proposal in two-files, technical
and financial (PDF format). Price information shall not appear in any part of
technical proposal.

**To secure your financial proposal (pdf and excel file) please set up a
password** which will be used at later stage once the evaluation of the
technical proposal is completed. The proposers who achieve the technical
score will be requested to provide a password.

*Please make sure to save the password. Bidders are not allowed to change
the password after the deadline of submission.*

The bidder may send the proposal partially with the maximum size of each
email should not exceed 10 MB.

The subject line of the email will include the reference **RFP No. 83456879 –
ASEAN Economic Blueprint End-term Review (ETR) and post 2025
Recommendations** and the name of the submitting company.

Content of Technical and Financial Proposal as follow :

Technical Proposal should consist of:

- Proposal with requirement details as set forth in the Term of Reference
- Company Profile - Presentation of the bidding company/institution include organization chart.
- Curriculum Vitae of Key Experts as stipulated in the TOR.
- Self-declaration form

Financial Proposal:

- Financial Proposal with Price Schedule form as Annex 3, it must be signed and stamp by company
- All prices/rates must be inclusive of income tax (PPh 23)
GIZ obliged to withhold the income tax.
(Certificate of Residence is required for companies outside Indonesia)
- All prices/rates quoted must be exclusive of all taxes (VAT)
- it is Mandatory to present SPKP for VAT
- The currency of the financial proposal shall in IDR.
- Financial Proposal shall be protected by password.

2. Value Added Tax

▪ Bilateral Project and ASEAN Project

The Value Added Tax shall be paid by GIZ (**code 010**)

3. Technical and Financial Assessment or Evaluation

We will evaluate the bids received in the light of both technical and price considerations (see the attached **Technical Evaluation Grid as Annex 2**).

The technical proposals will be evaluated based on the criteria and weighting as Annex 2.

When the technical evaluation has been completed, the financial proposal of those bidders which are eligible from the technical point of view will be opened and evaluated by the commercial officer responsible. The technical and financial proposals are weighted at a ratio of 70:30 respectively. The technical bid will be weighted with 70% and the financial proposal with 30% on the basis of the following formula: (Technical points obtained by Bidders X divided by the best number of points) x 70 % + 30 % x (Lowest price divided by the price of Bidders X).

$$\frac{\text{Technical evaluation of bid} \times 70\%}{\text{Technical evaluation of best bid}} + \frac{\text{most economical bid} \times 30\%}{\text{price of bid}}$$

An overall order of rank is thus established, with the most cost-effective bid at the top. 500 point is the minimum obtained score for passing technical evaluation

GIZ shall have the right to invite the bidder for the presentation as part of the technical evaluation if required.

4. Validity of Proposals

Proposals should be valid for a period of not less than 100 days after proposal opening, unless otherwise specified in the Specific Terms and Conditions. Proposers are requested to indicate the validity period of their proposals.

5. Modification/withdrawal of the bid

Adjustment to or withdrawal of bids are to be communicated in writing by post by the deadline for submission of bids.

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Subsequent adjustments or modifications to the bid, which can be submitted up to the deadline for submission of bids, shall also be subject to the requirements for sending in the bid (section 3 herein).

**"Adjustment to RFP reference RFP No. 83455220 – ASEAN
Economic Blueprint End-term Review (ETR) and post 2025
Recommendations**

GIZ General Terms and Conditions for the contract as Annex 4 of this document.

6. Contract Award / Adjudication of Proposals

The Contract will be awarded to the bidders offering the most responsive evaluated proposal and whose services are commercially and technically acceptable (best overall value).

If you have any further questions in this respect, please send an email to CP-Indonesia@giz.de within the period **02.01.2024 – 23.01.2024**. The queries will be answered by E-mail, both queries and answers will be forwarded to all companies involved in the bidding process.

Thank you very much for your kind attention. Kindly looking forward to hearing from you.

Yours truly,

**Contract and Procurement Unit
GIZ Country Office Indonesia**

Annexes

01. Terms of Reference
02. Technical Assessment Grid
03. Price Schedule or Commercial Form
04. General Terms & Conditions
05. Bidding Q & A
06. Grid for assessing the eligibility of firms.
- 06.a. Self-declaration form
07. Timeframe