

Application requirements (local) of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH for contract award procedures for supplying services, materials and equipment

October 2025

These requirements apply unless different conditions are set out in the other tender documents.

1. Submission of tenders and requests to participate

The editable templates (Word, Excel) provided by GIZ in electronic form must be used to prepare the request to participate or a tender.

The tender must be submitted electronically to the designated mailbox. The subject of the email must always state the tender number (please find the email address and the tender no. in the invitation letter).

The tender must be submitted in **one (1) email** including **one (1) zip folder** named as follows:

[Tender number] (*see invitation letter*)

The tender including the bid may not exceed a total file size of 25 MB. To submit tenders exceeding 25 MB to the designated mailbox, [File Transfer](#) must be used.

2. Tenderers' questions regarding the tender documents and contract award procedure

Please address any commercial, technical and procedural questions at an early stage.

Please provide the following details in the email subject line [Tender no. - Questions - (your company initials)] and send it to: [\[ge_quotation@giz.de\]](mailto:ge_quotation@giz.de).

Any responses that are of general interest will be communicated simultaneously in writing to all companies who have submitted an expression of interest.

3. Reservation of the right in negotiated procedures to award contracts on the basis of the initial tenders

In negotiated procedures GIZ reserves the right to award the contract on the basis of the initial tender (bid), even without any prior negotiation. GIZ additionally reserves the right to negotiate solely with the top-ranked tenderer after the first tendering round.

4. Prices

All prices must be indicated net in **GEL**. Offered Price shall be excluding VAT.

According to the article 71 of the Order No 996 of the Minister of Finance of Georgia of 31 December 2010 on Tax Administration, International Agreement on Technical Cooperation between Government of Georgia and Federal Republic of Germany executed on 19 December 2008 and International Agreement on Technical Cooperation between Government of Georgia and Federal

Republic of Georgia executed on 11 May 1998, GIZ and projects under the project “Support of Social and Economic Development of Georgia” are exempt from VAT tax and GIZ procures goods/services exclusive of VAT (issuing “0” VAT rate), using off-setting right. The relevant status may be checked at the web-page <https://rs.ge/TaxPrivileges>

5. Eligibility

- 5.1 The contract will be awarded to competent and capable (eligible) companies that satisfy the eligibility criteria indicated in the tender documents.
- 5.2 GIZ checks the identity of candidates/tenderers prior to awarding the contract. The evidence will usually consist of a copy of the extract from the official register in the respective country. Companies must provide a copy of the register entry or a valid registration document for their company.
- 5.3 GIZ checks the candidates/tenderers against the sanctions lists of the United Nations and the European Union prior to awarding the contract. GIZ will inform the candidate or tenderer if facts come to light during the verification that prevent the contract from being awarded to the tenderer.
- 5.4 GIZ may check the creditworthiness of candidates/tenderers.

6. Candidate or bidding consortia

Candidate or bidding consortia must designate a lead member and authorise this member to represent the consortium and receive payments for all members of the consortium in discharge of GIZ's liability. A formal agreement to this effect must be signed by each member of the consortium and attached to the tender using the template supplied by GIZ.

7. Subcontractors

If a tenderer intends to let a subcontractor implement some of the services, the nature and extent of these services must be stated when submitting the tender, and the subcontractor must be mentioned by name.

8. Criteria for awarding the contract and assessment procedure

The criteria for awarding the contract and the assessment procedure are set forth in the tender documents.

9. Awarding of contract in lots

In cases where a contract is to be awarded in lots, tenders may be submitted for all or for individual lots; tenders that do not cover a complete lot will not be considered.

The individual and overall prices of each lot are to be specified. In addition, all packaging and transport costs as well as any ancillary costs are to be specified for each lot, as is the overall price if the tender is being submitted for several lots.

10. Inaccurate statements and modification of tender documents

Intentionally inaccurate statements in the contract award procedure and modification of tender documents can lead to exclusion from the contract award procedure.

11. Mandatory accompanying documents and information; compulsory pricing information

The tender must be drawn up in accordance with the Terms of Reference and conditions of delivery.

The tender should indicate for each item the manufacturer and the type designation in accordance with the Terms of Reference, the unit price and total price, the prices of individual potential lots, packaging and shipping costs as indicated in the delivery clause and for the complete service offered, as well as payment terms and delivery dates. A price must be indicated for each requested item.

The tender should additionally be accompanied by technical documentation, data sheets or other documents related to the products offered. The anticipated volume and weight of the shipment and individual lots must be indicated.

12. General Purchase Conditions (Local) for supplying services, materials and equipment in [country of assignment]

The tender must observe the General Purchase Conditions (Local) [Version] of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH. These will become an integral part of the agreement if the contract is awarded.

The tenderer's general terms and conditions of business and payment do not apply.

13. Storage and use of personal data

GIZ stores and processes personal data in compliance with the document 'Information on data processing in accordance with Article 13 of the EU General Data Protection Regulation (GDPR) ('data protection information')', which is attached to these tender documents.

14. Confidentiality

In order to ensure that all interested companies/tenderers are treated equally, tenderers and any consultants working on their behalf are not permitted to obtain any additional or confidential information on the project for which services are being tendered or on the tendering procedure itself from GIZ or any members of its official bodies, or to make use of any such information. This prohibition does not include information that is available to the public or can be accessed by all interested companies/tenderers within the framework of this contract award procedure.

Interested companies/tenderers and any consultants working on their behalf are explicitly prohibited from discussing with GIZ, its staff members or members of its official bodies issues that are related to the project or the contract award procedure without first obtaining written permission from GIZ.

15. Assessment confirming compliance with embargoes and other trade restrictions currently in place

Before entering into any contract, GIZ reserves the right to ascertain the origin of the goods offered. This assessment will be conducted to ensure compliance with embargoes and other trade restrictions in place within the scope of GIZ's due diligence. This is particularly true of the EU sanctions against Russia, Belarus, Crimea and the affected parts of Eastern Ukraine currently in place (primarily the EU Council Regulations No. 833/2014 and 765/2006).

By submitting their tender, the tenderer undertakes towards GIZ the responsibility that in the event of a probable award, the tenderer will provide all necessary support to enable GIZ to ensure compliance with the sanctions regime – this assurance is thus given prior to the award of any contract. This includes in particular the obligation, if so requested by GIZ, to complete a self-declaration to determine the origin of the goods offered and/or to provide GIZ with the required evidence of the origin of such goods. Should the tenderer fail to meet these obligations, or fail to do so within a reasonable period of time, this can result in their tender being excluded.

A contract can only be awarded on completion of this assessment of the origin of the goods offered. Should this check give grounds for concern or reveal facts that constitute a contractual impediment, GIZ shall inform the tenderer without delay. GIZ shall also reserve the right in such cases to award the contract to the next-ranked tenderer in the competitive tender procedure.

As part of the tender submission, all bidders must duly complete and sign the **Self-Declaration Form** attached to these tender documents. This form is intended to confirm the origin of the goods offered and to ensure compliance with applicable embargoes and trade restrictions.

16. No fee payment or cost reimbursement

No fees will be paid or costs reimbursed for the preparation of requests to participate and tenders, or for the participation in presentations and inspections.