



Implemented by  
**giz** Deutsche Gesellschaft  
für Internationale  
Zusammenarbeit (GIZ) GmbH

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## INVITATION TO BID (ITB): #91186229

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The GIZ Cairo Office invites qualified **IT Suppliers** to make firm offers on one tender for the supply of **IT equipment & mobile phones** (referred to hereinafter as goods) for its **GIZ-Ensure Cluster**. It is strongly recommended that this ITB document and its annexes are read thoroughly. Failure to observe and adhere to the procedures, terms and conditions laid out therein may result in disqualification from the evaluation process.

**IMPORTANT: \*This bid is organized as ONE LOT\***

Failure to provide offers for all tendered items of goods will result in disqualification of the whole offer.

**Reference number: 91186229**

**Project Name: GIZ-Ensure Cluster**

**Project Internal Code: 22.2211.001-00**

**Delivery Condition:** Priority for **In-Stock** items.

**Payment Currency: Euro (€)**

Prices should be indicated in Euros (EUR) in case the company has a Euro bank account.

Prices should be indicated in USD in case the company has only a USD bank account

**Closing Date and Time: Monday, 24.03.2025.**

## ABOUT GIZ

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Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is a service provider in the field of international cooperation for sustainable development. Operating in Egypt since 1956, GIZ provides technical expertise, develops capacities, and delivers effective solutions in close partnership with local governmental and non-governmental organisations. GIZ supports Egypt in its efforts to achieve the Sustainable Development Strategy: Egypt Vision 2030 and to create better social and economic prospects for the Egyptian people.

On behalf of the German Government, the European Union, and other parties, GIZ implements 16 projects, with a total budget of 150 million Euros, in all parts of Egypt in the following areas of cooperation: Renewable Energy and Energy Efficiency; Water Supply and Sanitation, Irrigation and Waste Management; Sustainable Economic Development for Employment; Governance and Urban Development.

## 1 BIDDING INFORMATION

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### 1.1 DOCUMENTS

The below Annexes form a fundamental part of this ITB's documents, **one Annex for each lot**:

- ◆ **Annex A:** List of items and specifications of “goods” required
- ◆ **Annex B:** Financial Proposal template
- ◆ **Annex C:** Vendor Registration Form

### 1.2 REQUESTS FOR CLARIFICATION

- ◆ Bidders who request clarification in any aspect of this ITB (commercial, technical, or procedural matters) are asked to communicate **via email** with the respective contact person in written form, latest by 20.03.2025.

**Procurement:** Ms. Ebtesam Hanna | email: [ebtesam.hanna@giz.de](mailto:ebtesam.hanna@giz.de)

Mr. Hisham Mamdouh | email: [hisham.mamdouh@giz.de](mailto:hisham.mamdouh@giz.de)

- ◆ Any questions and answers that are of general interest will be published in anonymous form to all bidders on the GIZ tendering portal (<http://etender.espege.net>).
- ◆ Bidders are solely responsible for regularly checking the website for any information they may require, as well as any additional updates and changes.

## 1.3 SUBMISSION GUIDELINES

- ◆ Submission of bids shall be made **ELECTRONICALLY** via email to: **[eg\\_quotation@giz.de](mailto:eg_quotation@giz.de)**
- ◆ The bidder is required to submit **FOUR SEPARATELY SCANNED .PDF FILES:**
  - Prequalification Document
  - Technical Offer
  - Financial Offer
  - Letter of Guarantee/Draft Cheque
- ◆ The bidder should indicate the names (Pre-qualification/Technical/Financial/LoG or Draft cheque) and the ITB reference number "**PO: 91186229.**" on each .PDF file.
- ◆ The **e-mail subject** shall indicate the ITB reference number "**PO: 91186229**".
- ◆ Any proposal received after the given deadline or sent to another GIZ email address may be rejected.
- ◆ It is the responsibility of the bidder to verify that their proposal has been received in good order and before the deadline.

**Deadline: Monday, 24.03.2025**

## 2 PREPARATION OF BIDS

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**Please make sure your submitted offer adheres to the following criteria:**

- ◆ Bids/offers and any additional correspondence must be drawn up and prepared in **English**.
- ◆ The technical and financial proposals MUST bear the company's official letter head; clearly identifying the company.
- ◆ The editable templates/Annexes (Word, Excel) provided by GIZ in electronic form must be used to prepare the bids.

**Your submitted bid should comprise the following FOUR .PDF FILES:**

## 1. THE PRE-QUALIFICATION DOCUMENTS:

*Please submit **one** scanned .PDF file.*

Bidders who have not received purchase orders from the GIZ in the past year are required to provide **ONE** scanned file that compromises the following documents:

- ◆ **Vendor Registration Form “Annex C”:**

The bidder shall complete, sign, stamp, and submit a scanned copy of “Annex C”.

- ◆ **Similar Experience:**

The bidder shall submit copies of purchase orders/invoices of the supply of similar goods to organizations comparable to GIZ as evidence of the bidder’s experience.

- ◆ **Legal Documents:**

Bidders shall provide scanned copies of the following:

- Tax card.
- Commercial registration form.
- Company’s valid record in the companies’ registry.
- Foundation/Association documents.

## 2. THE TECHNICAL OFFER

*Please submit **one** scanned .PDF file.*

The technical specification details of the goods requested by GIZ are specified in “**Annex A**”.

**The technical offer should include and adhere to the following:**

- ◆ The technical offer should clearly state the conformance of the goods offered to the product specifications requested. Any discrepancies with the specifications given must be clearly indicated and disclosed.
- ◆ The bid should indicate for each item the manufacturer, part number, and country of origin.
- ◆ **Delivery Capacity:** The bidder shall state in-stock quantities and delivery periods.  
**IMPORTANT NOTE:** Priority goes to bidders with **in-stock** items.
- ◆ **Warranty:** The bidder shall include defects and liability period with terms of warranty. The warranty period of the supplied goods shall **not** be less than one year.

- ◆ **Alternative Products:** If the bidder chooses to submit alternative product(s) that fulfill the same function or provide better performance in terms of specifications, quality, cost-effectiveness, environmental impact... etc., the bidder is kindly requested to include them in a separate technical offer, in addition to the main (standard) offer for the items requested.
- ◆ The supplier/provider shall furnish -as part of the technical proposal- any descriptive material such as extracts, descriptions, and other information that would enhance the comprehension of its offer.
- ◆ **No pricing information should be included in the technical offer.**

**IMPORTANT:** The supplier must submit the bid according to the goods and quantities stated in "Annex A", including installation, trainings, VAT and transportation if applicable. Any missing item in the submitted offer will result in the DISQUALIFICATION of the entire offer.

### 3. THE FINANCIAL OFFER:

*Please submit one scanned .PDF file.*

**The financial offer should adhere to the following criteria:**

- ◆ Bidder must use "**Annex B**" format for the financial offer submission.
- ◆ **Quotation Currency:**
  - **Prices should be indicated in Euros (EUR) in case the company has a Euro bank account.**
- ◆ **Prices should be indicated in USD in case the company has a USD bank account** The following details shall be provided for each item:
  - **Unit costs:** The bidder shall indicate the unit price excluding VAT; VAT should be calculated and mentioned **SEPARATELY**
  - **Total Cost:** The bidder shall also indicate the total price for all required items **including** cost of delivery, installation, configuration, training, VAT, and transportation, if applicable. **Failure to comply with this condition may result in disqualification of offer.**
- ◆ **Advance payments only against letter of guarantee.**
- ◆ The financial offer should be valid at least for 45 days from the deadline of submission.

- ◆ The cost of preparing a bid and negotiating a contract, including any related travel, is not reimbursable nor can it be included as a direct cost in the financial proposal.

**IMPORTANT: GIZ - Ensure Cluster is NOT EXEMPTED of Value Added Tax (VAT) and customs' duties. Price must be indicated WITH Value Added Tax (VAT), written separately.**

#### **4. LETTER OF GUARANTEE/DRAFT CHEQUE**

*Please submit one scanned .PDF file.*

The bidder is required to submit a **SCANNED .PDF COPY** of a **Letter of Guarantee (LoG) or a Draft Certified Cheque, printed, stamped and issued by the bank, handwritten cheques will not be accepted**, in the amount of **20,000 EGP** (twenty thousand Egyptian Pounds).

**The LoG should adhere to the following criteria:**

- ◆ **Valid for a period of not less than 3 months after the final delivery date.**
- ◆ Bidders must **electronically** submit the LoG/draft cheque as a “Scanned .PDF file” to the indicated **email** against a **delivery receipt** from a GIZ officer.
- ◆ **Issued the LoG in the name of:**

**“German International Cooperation - GIZ “**

**4D, El Gezira St., 2nd Floor**

**El Zamalek, 11211 Cairo, Egypt**

- ◆ Indicating the following details on the LoG:

- **Invitation to Bid (ITB): No. 22.2211.5-001.00 / 91186229**  
**Ensure Cluster – GIZ**

Letter of guarantees/draft cheques should be ready for submission as a hard copy at any given point upon the request of a GIZ officer.

**IMPORTANT:** Please **DON'T ADD** the letter of guarantee or draft cheque to any of the bid files.

*Failure to adhere to the mentioned criteria of submission and offer preparation may result in disqualification.*

## 3 BID EVALUATION

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Evaluation will be done on **THREE** stages:

### 1. Pre-qualification assessment of business capabilities and data validation

Suppliers who provide legal documents and evidence of business capabilities will compete for the next stage of technical evaluation.

### 2. Technical Evaluation

- ◆ A bid is technically accepted if it includes **ALL** the required items and quantities according to or higher than the specifications provided in Annex A per lot.
- ◆ Bidders with In-Stock items are higher ranked in the technical evaluation process.
- ◆ Product or material samples must be provided at any stage during the tender process.
- ◆ A proposal MUST be technically accepted to be included in the financial evaluation.

### 3. Financial Evaluation

- ◆ Passing both the prequalification assessment and the technical evaluation is mandatory to be included in the financial evaluation.
- ◆ The purchase order will be awarded to the financial proposal with the lowest and most economic cost among the technically accepted bids, taking into consideration bidders with higher technical evaluation points received for the faster delivery time, see 3.2.

## 4 SUPPLIER REGISTRATION

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The qualified suppliers will be added to the GIZ Vendor Database after investigating their suitability based on the submitted "Vendor Registration Form" **Annex C** and the supporting documents. The investigation involves consideration of several factors such as the supplier's:

- ◆ Financial standing
- ◆ Core business
- ◆ Track record
- ◆ Contract capacity.

The GIZ reserves the right to conduct performance evaluations of the supplier, including:

- ◆ Random / periodic testing of the supplier's products,
- ◆ Ability to respond quickly to Agency's needs,
- ◆ Timely delivery,
- ◆ Reliability of products and services.

## 5 PAYMENT TERMS FOR PURCHASE ORDERS

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- ◆ Any Purchase Order issued as a result of this ITB will be made in the currency of the proposal.
- ◆ Payment will be made in accordance with the General Conditions for the Purchase of Goods and in the currency in which the Purchase Order is issued.
- ◆ An **advance payment of 40%** of the total Purchase Order value may be issued to the winning supplier against a Letter of Guarantee valid for 3 months after the end of the Delivery Period.
- ◆ Final payments shall only be initiated after the confirmation of successful completion and handing over of the supplied goods by GIZ Project Coordinator.
- ◆ GIZ may keep **10% retention** of total purchase order amount at any stage.

## 6 BIDDING TERMS

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- ◆ GIZ reserves the right to accept the whole or part of your bid.
- ◆ GIZ may at its discretion increase or decrease the proposed content when awarding the contract and would not expect a significant variation of the rate submitted. Any variation would be negotiated with the successful bidder as part of the finalization of the Purchase Order for Goods.
- ◆ GIZ will not be responsible for securing any information that is not identified in the proposal.
- ◆ GIZ may, at its discretion, extend the deadline for the submission of bids by notifying all prospective suppliers in **writing**. The extension of the deadline may be associated with a modification of the solicitation documents prepared by GIZ at its own initiative or in response to a clarification requested by a prospective supplier.
- ◆ Please note that GIZ is not bound to select any of the firms submitting bids and does not bind itself in any way to select the firm offering the lowest price. Likewise, the contract will be awarded to the bid considered most responsive to the needs, as well as conforming to GIZ's general principles, of economy, efficiency, and best value for money.
- ◆ Interested companies/bidders and any consultants working on their behalf are explicitly **prohibited** from discussing with GIZ projects and their staff members any issues that are related to the project or the awarding procedure.

**By participating in this bid the Bidder confirms the acceptance of these terms and conditions.**