

Terms of reference (ToRs) for the procurement of services below the EU threshold

Expert for Policy, Economy and Technical in Energy	Project number/ cost centre:
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0. List of abbreviations

Aneka EBT	Directorate of Various New and Renewable Energy
Bappenas	Ministry of National Development Planning (<i>Kementerian Perencanaan Pembangunan Nasional</i>)
BPP	Levelized Cost of Electricity/LCOE (<i>Biaya Pokok Penyediaan</i>)
CASE	Clean, Affordable and Secure Energy for Southeast Asia
DJEBTKE	Directorate General of New and Renewable Energy and Energy Conservation (<i>Direktorat Jenderal Energi Baru, Terbarukan dan Konservasi Energi</i>)
Kemenkeu	Ministry of Finance (<i>Kementerian Keuangan</i>)
KESDM	Ministry of Energy and Mineral Resources (<i>Kementerian Energi dan Sumber Daya Mineral</i>)
EE	Energy Efficiency
ExploRE	Strategic Exploration of Economic Mitigation Potential through Renewables
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit
GR	Government Regulation (<i>Peraturan Pemerintah</i>)
IPP	Independent Power Producer
KBLI	Standard Classification of Indonesian Business Field (<i>Klasifikasi Baku Lapangan Usaha Indonesia</i>)
NA	Academic Draft (<i>Naskah Akademik</i>)
PLN	State Electricity Company (<i>Perusahaan Listrik Negara</i>)
PR	Presidential Regulation (<i>Peraturan Presiden</i>)
PtX	Power-to-X
RE	Renewable Energy
SEA	Southeast Asia
SETI	Sustainable Energy Transition Indonesia
SOE	State Owned Enterprise
ToRs	Terms of reference

1. Context

Indonesia is heading towards a sustainable future through energy transition. There are several targets in regard with climate change mitigation action which Indonesia has committed to, namely the Nationally Determined Contributions (NDC) target. It stated that Indonesia is committed to reduce its GHG emissions by 31.89% unconditional or 43.2% conditional (subject to availability of international support for finance, technology transfer and development and capacity building). To help Indonesia in achieving their emission reduction targets, the *Deutsche Gesellschaft für Internationale Zusammenarbeit* (GIZ) Indonesia, through the GIZ Indonesia Energy Programme is supporting several ministries such as Ministry of National Development Planning (Bappenas), Ministry of Energy and Mineral Resources (KESDM) and Ministry of Finance (Kemenkeu) in the deployment of renewable energy in a form of technical assistance.

The deliverance of activities within this contract will be under the Energy Programme of GIZ Indonesia, in particular, the Sustainable Energy Transition Indonesia (SETI), the Strategic Exploration of Economic Mitigation Potential through Renewables (ExploRE) and the Clean, Affordable and Secure Energy for Southeast Asia (CASE) and other projects under GIZ Energy Programme. Those projects deliver technical assistance to its counterparts, which is not limited to the KESDM but also to the Ministry of National Development Planning (Bappenas), Ministry of Finance (Kemenkeu) and to some extent includes the State-Owned Enterprises (SOEs) in energy sector such as PLN and Pertamina. The assistances provided to the counterparts are translated into various forms of deliverables, ranging from capacity building, policy review, policy recommendations, study, etc. The contractor is expected to deliver technical assistance products as mentioned in this ToR, including but not limited to conducting technical, economic or policy study in conjunction with the topics mentioned in this ToR, providing advisory services to the counterparts, and pinpointing and coordinating with relevant stakeholders.

2. Tasks to be performed by the contractor

Generally, the contractor is expected to provide the following services:

1. Advisory services which are translated into knowledge products, for instance study report or policy brief or academic draft.
2. Capacity building which can be in a form of workshops, trainings, modules, FGDs, or dissemination events.

The tasks to be covered specifically as follows:

Task I. Study: Assessment of PLN Tender Process for Renewable IPP Procurement

Description:

Centralised renewable energy is governed by the Presidential Regulation (PR) No. 112 of 2022. It was previously regulated under the Ministerial Regulation No. 50 of 2017. One of the main differences between both regulations is the pricing scheme of renewable energy electricity bought by the PLN. Initially, the pricing was capped based on the BPP, after revised by Perpres 112, the pricing is now capped by the predetermined price cap. However, after the new pricing was implemented, no significant rise of new renewable projects being built. With assumption that the pricing increase has no effect on the renewable energy uptake, there might be other problem somewhere else. One of the areas to look further is the procurement process of PLN.

Consultant objectives:

- a. To review the procurement process of PLN, one that related to the IPP tender process.

- b. To provide benchmarking from other countries.
- c. To pick good practices which are relevant to PLN case and to recommend the plan to integrate the practices to PLN case.

Time window:

- a. July – October 2024 (Kick-off, FGDs, data gathering, report formulation)
- b. November – December 2024 (report submission and final dissemination)

Expert requirement:

Policy expert, Economy expert, Power expert

Task II. Formulation of Academic Draft of Biomethane Regulation

Description:

One of the main focuses of the Directorate Bioenergy of the DJEBTKE is to support the development of Biomethane to be used as potential replacement for LNG/LPG. The support was initiated by the establishment of a new KBLI for Biomethane, KBLI 35203. However, presently, there is no regulation to govern the biomethane business chain. Therefore, ExploRE will support the Directorate Bioenergy to formulate an Academic Draft to serve as the underlying basis of the future regulation on biomethane.

Consultant objectives:

- a. To map and synchronize relevant regulations.
- b. To analyse prevailing conditions of the proposed regulation.
- c. To identify objectives and needs of the proposed regulation.
- d. To analyse and formulate the academic draft.

Time window:

- a. July / August 2024 (Kick off)
- b. July / August – December 2024 (Data gathering, FGDs, report formulation)
- c. January – March 2025 (Report submission and final dissemination)

Expert requirement:

Policy expert, Bioenergy expert

Task III. Study: Provide Technical and Financial Recommendation on Identified Regulatory Gap to Support the RE and EE implementation in Indonesia (Focus: Industry and Building Sector)

Description:

The Government of Indonesia has stipulated several regulations to support decarbonisation in industry and building sector, focusing on reducing green gas emissions and promoting renewable energy. The regulations reflect Indonesia's commitment to reducing its carbon footprint and promoting sustainable development in the industrial and building sectors. Key measures include, for example:

- Environmental Protection and Management Law No. 32 Year 2009, sets environmental standards for industrial activities, requiring companies to comply with regulations that limit emissions and promote sustainable practices
- Law on Industry No. 3 Year 2014 – provides a framework for the development and regulation of the manufacturing sector, emphasizing the need for sustainable practices and the use of renewable energy sources to reduce the carbon footprint of industrial operation
- Presidential Regulation on Renewable Energy (Perpres No. 112 Year 2022) – imposes a moratorium on new on-grid coal power plants and promotes the early retirement of existing coal-fired power plants. It also restricts the development of captive coal fired-power plants and encourages the use of renewable energy solutions for industrial power generation

- Regulation of the Minister of Public Works and Housing No.21 Year 2021 – sets out the requirements for assessing the performance of green building in Indonesia that are more energy efficient, environmentally friendly, and sustainable.
- Presidential Regulation No. 33 Year 2023 on Energy Management – to enhance energy conservation efforts across various sectors, including industry, building, transportation and energy suppliers.

To provide a strategic and comprehensive policy recommendation, the result of RE and EE regulatory gap analysis and its recommendation can be used by the consultant candidate to devise recommendation in technical and financial aspects.

Consultant objectives:

- a. To review the regulatory gap analysis provided by the current legal consultant
- b. To identify technical and financial gap based on result of regulatory gap analysis
- c. To provide analysis and recommendation on technical and financial aspects

Time window:

- a. September 2024 (Kick off)
- b. September - October 2024 (Data gathering and report writing)
- c. January 2025 (Report submission and dissemination)

Expert requirement:

Policy expert, Renewable energy expert, Energy efficiency expert

Task IV. Study: Bankability Criteria for Biogas and Biomass Power Plants

Description:

Bioenergy-based power plants, including biogas and biomass are important pieces of Indonesia's energy transition. If the feedstock is available sustainably, they could become a base-load power plant. However, due to its relatively "new" technology, developers often faced difficulty in securing financing for biogas and biomass projects. Conventional national financing institution such as bank is often reluctant to give out loan as they perceive the projects as "unbankable". Part of the cause was because of the lack of experiences of national financial institution in such project, thus they perceive the investment risk to be high. Therefore, having criteria which embody the aspects to be considered for a project to be deemed as "bankable" from the perspective of investors and project developers alike would be beneficial.

Consultant objectives:

- a. To identify criteria of bankable biogas/biomethane project.
- b. To recommend threshold of each criteria identified.
- c. To be the trainer/resource persons to disseminate the final report.

Time window:

- a. September 2024 (Kick off)
- b. October – December 2024 (Data gathering, FGDs, report formulation)
- c. January – February 2025 (Report submission and final dissemination/workshop)

Expert requirement:

Economy expert, bioenergy expert

Task V. Study: Assessment of the required energy threshold of Industry for Energy Management Obligation

Description:

Government Regulation (GR) number 33/2023 on energy conservation mandates several derivatives which includes Permen ESDM on energy management which SETI supports. It is also

mandated by GR33 that ministry set out which industries and industrial parks that use energy above 4000 TOE in the regulation of Ministry of Industry (Permenperin). The Permenperin will further elaborate the methodology for calculating energy use for industries to determine if they are subject to energy management obligations.

Consultant objectives, include but not limited to:

- a. To assess methodology conducted to get the threshold 4000 TOE from GR33
- b. To develop a methodology that measures and tracks industrial energy consumption across various sources like electricity, gas, and fuel
- c. To design a methodology for calculating the energy use that is adaptable and applicable for specific industries (priority sectors from ministry of Industry)
- d. To assess the gap between the reporting platform in Mol (SIINAS) and EBTKE (Sinergi - POME)

Time window:

- a. September 2024 (Kick off)
- b. September - December 2024 (Data gathering and report writing)
- c. Januari 2025 (Report submission)

Expert requirement:

Energy engineering, energy management system (EnMs)

Task VI Additional relevant tasks

Description:

GIZ Energy Programme work focuses on 6 different topics, (1) power system transformation, (2) industrial decarbonisation, (3) island energy solutions, (4) fossil fuels phase out & renewable energy expansion, (5) sustainable energy finance, and (6) green skills & employment.

Consultant objectives, include but not limited to:

- e. To conduct exercises related to electricity tariff and total fiscal cost for subsidy and calculations on electricity tariff levels in a condition where electricity subsidy is removed or reduced.
- f. To analyse policy and regulation on sub-national (provincial, city level) related to investments specifically for renewable energy technologies (including components, export-import (CAPEX component), electricity tariffs for renewables
- g. Overview of regulations and basic analysis on public-private partnership (PPP/KPBU) implementation at sub national level (city level) for RE and EE
- h. Other relevant tasks, based on agreement with GIZ.

Time window:

Tentative along the contract period

Based on the services to be performed above, the contractor is responsible for the following deliverables:

Activity	Milestone/process steps/partial service	Deadline
Task I	a. Presentation for Kick off (PPT, minutes of meeting)	July 2024
	b. Interim report and presentation for FGD(s) (word, PPT, minutes of meeting)	October 2024
	c. Final report and presentation for dissemination) (word, PPT, minutes of meeting)	November – December 2024

Task II	a. Presentation for Kick off (PPT, minutes of meeting) b. Interim report and presentation for FGD(s) (word, PPT, minutes of meeting) c. Final report and presentation for final dissemination (word, PPT, minutes of meeting)	July / August 2024 July / August – December 2024 January – March 2025
Task III	a. Presentation for Kick off (PPT, minutes of meeting) b. Interim report and presentation for FGD(s) (word, PPT, minutes of meeting) c. Final report and presentation for final dissemination (word, PPT, minutes of meeting)	August 2024 September 2024 December 2024
Task IV	a. Presentation for Kick off (PPT, minutes of meeting) b. Interim report and presentation for FGD(s) (word, PPT, minutes of meeting) c. Final report and presentation for final dissemination (word, PPT, minutes of meeting)	September 2024 October – December 2024 January – February 2025
Task V	a. Presentation for Kick off b. Data gathering and report writing c. Report submission	September 2024 September - December 2024 Januari 2025
Task VI	d. Should there is any additional task, the concept; the objectives; the deliverables; and so on will be put in a separated mini-TOR agreed upon GIZ and the consultant.	Tentative until December 2026

Note:

- The responsibility to plan and to execute any event related (i.e.: venue and meeting pax) to every activity will be borne by GIZ, the consultant will only be responsible for the substance. Exception may be made upon discussion and agreement between GIZ and the contractor.
- For the deliverable documents. it is in both Bahasa Indonesia and English for each document. Exception may be made upon discussion and agreement between GIZ and the contractor.

Milestones

Milestones	Deadline	Criteria for acceptance
30% of total mandays used	Upon signing	Timesheet submitted and all deliverables/partial deliverables are accepted and approved by GIZ and counterpart(s)
Up to 55% of total mandays used	Up to June 2025	Timesheet submitted and all deliverables/partial deliverables are accepted and approved by GIZ and counterpart(s)

Up to 80% of total mandays used	Up to March 2026	Timesheet submitted and all deliverables/partial deliverables are accepted and approved by GIZ and counterpart(s)
Up to 100% of total mandays used	Up to December 2026	Timesheet and all deliverables/partial deliverables are accepted and approved by GIZ and counterpart(s)

Please note that the Milestones are used to claim the payment. Initial payment/advance payment will be granted upon signing, equals with 30% of total Mandays used. The contractor is entitled to the second payment if they have used up to 55% of the total Mandays or in June 2025 (whichever comes first). The contractor is entitled to the third payment if they have used up to 80% of the total Mandays or in March 2026 (whichever comes first). The contractor is entitled to the final payment if they have used up to 100% of the total Mandays **or** the contract term is ending. Second, third and final payments will be made when the criteria for acceptance are met.

3. Concept

In the tender, **the tenderer is required to show how the objectives defined in Chapter 2 (tasks to be performed) are to be achieved**, if applicable under consideration of further method-related requirements (technical-methodological concept). In addition, the tenderer must describe the project management system for service provision.

Technical-methodological concept

Strategy (1.1): The tenderer is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1 Context) (1.1.1). Following this, the tenderer presents and justifies the explicit strategy with which it intends to provide the services for which it is responsible (see Chapter 2 Tasks to be performed) (1.1.2). The tenderer should avoid repeating information from the ToR.

The tenderer is required to present the actors relevant for the services for which it is responsible and describe the **cooperation (1.2.1)** with them.

The tenderer is required to describe the key **processes** for the services for which it is responsible and create an **operational plan** or schedule (1.4.1) that describes how the services according to Chapter 2 (Tasks to be performed by the contractor) are to be provided.

Project management of the contractor (1.6)

The tenderer is required to explain its approach for coordination with the GIZ project (1.6.1). In particular, the project management requirements specified in Chapter 2 (Tasks to be performed by the contractor) must be explained in detail. - not applicable

The tenderer is required to draw up a **personnel assignment plan** with explanatory notes that lists all the experts proposed in the tender; the plan includes information on assignment dates (duration and expert months) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule (1.6.2).

4. Personnel concept

The tenderer is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 7), the range of tasks involved and the required qualifications.

The below specified qualifications represent the requirements to reach the maximum number of points in the technical assessment.

Team leader

Tasks of the team leader

- Overall responsibility for the advisory packages of the contractor (quality and deadlines)
- Coordinating and ensuring communication with GIZ, partners and others involved in the project
- Personnel management, in particular identifying the need for short-term assignments within the available budget, as well as planning and steering assignments and supporting local and international short-term experts
- Regular reporting in accordance with deadlines

Qualifications of the team leader

- Education/training (2.1.1): minimum of bachelor degree in engineering or or law or management or economy
- Language (2.1.2): C2-level language proficiency in Indonesian and B2-level language proficiency in English
- General professional experience (2.1.3): 13 years of professional experience in economics or law or engineering
- Specific professional experience (2.1.4): 8 years in renewable energy or oil and gas or mining or power sector or industry sector specifically within policy and regulation aspects
- Leadership/management experience (2.1.5): 5 years of management/leadership experience as project team leader or manager in a company

Key expert 1 (Policy Expert)

Tasks of key expert 1

- Overall responsibility for the advisory within policy scope, including but not limited to area with focus in energy policy, renewable energy policy, energy efficiency policy, industry related policy, etc.

Qualifications of key expert 1

- Education/training (2.2.1): minimum of bachelor degree in law
- Language (2.2.2): C2 -level language proficiency in Indonesian and B2-level language proficiency in English
- General professional experience (2.2.3): 10 years of professional experience in the policy/regulation area of work
- Specific professional experience (2.2.4): 6 years in energy policy
- Regional experience (2.2.6): 6 years in projects in Indonesia (country)

Key expert 2 (Economy Expert)

Tasks of key expert 2

- Overall responsibility for the advisory within economy scope, including but not limited to area with focus in energy economy, macro economy, energy finance, sustainable finance, financial modeling, etc.

Qualifications of key expert 2

- Education/training (2.3.1): minimum of bachelor's degree in economy
- Language (2.3.2): C2 -level language proficiency in Indonesian and B2-level language proficiency in English
- General professional experience (2.3.3): 10 years of professional experience in economics
- Specific professional experience (2.3.4): 6 years in oil and gas or mining or industry or power or renewable energy sector specifically within economy and financial aspects
- Regional experience (2.3.5): 6 years in projects in Indonesia (country)

Key expert 3 (Technical Expert)

Tasks of key expert 3

- Overall responsibility for the advisory within technical scope, including but not limited to area with focus in power system and technology, renewable energy system and technology, hydrogen system and technology, energy production and utilisation, industry process, energy management system, etc.

Qualifications of key expert 3

- Education/training (2.2.1): minimum of bachelor's degree in engineering
- Language (2.2.2): C2 -level language proficiency in Indonesian and B2-level language proficiency in English
- General professional experience (2.2.3): 10 years of professional experience in engineering field
- Specific professional experience (2.2.4): 6 years in oil and gas or mining or industry or power or renewable energy sector specifically within engineering aspect
- Regional experience (2.2.5): 6 years in projects in Indonesia (country)

Short-term expert pool consist of 5 Junior expert and 5 senior expert

For the technical assessment, an average of the qualifications of all specified members of the expert pool is calculated. Please send a CV for each pool member (see below Chapter 7 Requirements on the format of the bid) for the assessment.

The short-term expert pool consists of junior and senior expert members, on-demand basis. The tenderer shall propose experts aside from the Key Experts which are relevant to the tasks in Chapter 2.

Qualifications of the short-term junior expert pool (serves as the minimum qualifications)

- Education/training (2.4.1): Minimum Bachelor degree
- Language (2.4.2): C2-level language proficiency in Indonesian and B2-level language proficiency in English
- General professional experience (2.4.3): 1-3 years of professional experience in the finance or policy or energy sector or industry sector

Qualifications of the short-term senior expert pool (serves as the minimum qualifications)

- Education/training (2.5.1): Minimum Bachelor degree
- Language (2.5.2): C2-level language proficiency in Indonesian and B2-level language proficiency in English
- General professional experience (2.5.3): more than 5 years of professional experience in the finance or policy or energy sector or industry sector

The tenderer may propose the short-term experts and provide a clear overview of all proposed short-term experts and their individual qualifications depend on tasks given OR additional experts might be determined later based on discussion with GIZ, the consultant and the stakeholders relevant to the task.

5. Costing requirements

Assignment of personnel and travel expenses

Per-diem and overnight accommodation allowances are reimbursed as a lump sum up to the maximum amounts permissible under tax law for each country as set out in the country table in the circular from the German Federal Ministry of Finance on travel expense remuneration (downloadable at <https://www.bundesfinanzministerium.de>).

Accommodation costs which exceed this up to a reasonable amount and the cost of flights and other main forms of transport can be reimbursed against evidence

All business travel must be agreed in advance by the officer responsible for the project.

Sustainability aspects for travel

GIZ would like to reduce greenhouse gas emissions (CO₂ emissions) caused by travel. When preparing your tender, please incorporate options for reducing emissions, such as selecting the lowest-emission booking class (economy) and using means of transport, airlines and flight routes with a higher CO₂ efficiency. For short distances and travel inside Java island travel by train (executive class) or e-mobility should be the preferred option.

If they cannot be avoided, CO₂ emissions caused by air travel should be offset. GIZ specifies a budget for this, through which the carbon offsets can be settled against evidence.

There are many different providers in the market for emissions certificates, and they have different climate impact ambitions. The [Development and Climate Alliance \(German only\)](#) has published a [list of standards \(German only\)](#). GIZ recommends using the standards specified there.

Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments
Designation of TL	1	40	40	
Designation of key expert 1	1	55	55	

Designation of key expert 2	1	35	35	
Designation of key expert 3	1	30	30	
Designation of short-term Junior expert pool	Up to 5	Up to 25	Up to 125	
Designation of short-term Senior expert pool	Up to 5	Up to 20	Up to 100	
Travel expenses	Quantity	Price in IDR	Total	Comments
Domestick flight, economy class	100	1,500,000	150,000,000	Against evidence, based on GIZ travel regulation
Land transport (taxi, train, other public transportation)	100	1,085,000	108,500,000	Against evidence, based on GIZ travel regulation
Accommodation	50	1,500,000	75,000,000	Against evidence, based on GIZ travel regulation
Daily allowance	50	350,000	17,500,000	Against evidence, based on GIZ travel regulation

6. Requirements on the format of the tender

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 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 (language).

The complete tender must not exceed **15 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 4 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 (language).

Please calculate your financial tender based exactly on the parameters specified in Chapter 5 Quantitative requirements. The contractor is **not contractually entitled to use up the days, trips, workshops or budgets in full**. The number of days, trips and workshops and the budgets will be **contractually agreed as maximum limits ("up to")**. The specifications for

pricing are defined in the price schedule. Payment will be solely determined by the exact Man-days are used under the contract.

7. Option

After the services put out to tender have been completed, additional tasks or follow up assignments of these tasks can be used to continue or extend the contract. Specifically:

The contractor is responsible for providing the following optional services, for example:

- Advisory services which are translated into knowledge products, for instance study report or policy brief or academic draft.
- Capacity building which can be in a form of workshops, trainings, modules, FGDs, or dissemination events.

Requirements

Exercising the option will depend on the conclusion of the main contract, the extension of the project duration by the commissioning parties of GIZ, the extension of the scope of activities under the relevant output, the commissioning of a follow-up project or new closely related energy project, or the availability of an additional co-financing. The decision on continuation is expected to be made before the end of main contract (before 31 December 2026). If the option is exercised, it is anticipated that the contract term will be extended up to additional 18 months (until 30 June 2028).

The option will be exercised by means of a contract extension on the basis of the individual approaches already offered.

Quantitative requirements for the optional services

Fee days	Number of experts	Number of days per expert	Total	Comments
Designation of TL	1	40	40	
Designation of key expert 1	1	55	55	
Designation of key expert 2	1	35	35	
Designation of key expert 3	1	30	30	
Designation of short-term Junior expert pool	Up to 5	Up to 25	Up to 125	
Designation of short-term Senior expert pool	Up to 5	Up to 20	Up to 100	
Travel expenses	Quantity	Price	Total	Comments

Domestick flight, economy class	100	1,500,000	150,000,000	Against evidence, based on GIZ travel regulation
Land transport (taxi, train, other public transportation)	100	1,085,000	108,500,000	Against evidence, based on GIZ travel regulation
Accommodation	50	1,500,000	75,000,000	Against evidence, based on GIZ travel regulation
Daily allowance	50	350,000	17,500,000	Against evidence, based on GIZ travel regulation

Requirements on the format of the tender for the option

Please submit two price schedules: one price schedule for the main service and one price schedule for the main service and the option (main service + optional service). Please designate each one in the file name.