

1. Content of the expression of Interest (EOI)

Your Bid / Offer / EOIs should contain the following information:

1.1 Detailed portfolio which allow us to examine the competence and technical aspects in the light of the project and assignment's objective.

This includes:

- Description of services provided in the required fields of competences.
- Experience and Qualification matrix which explains the perfect match with the required competences.
- Working approach for the tasks described in ToR along with methodology for acquiring optimal results that matches the objectives of the project.
- Time schedule for highlighting the individual measures you are to implement.
- If applicable, special tasks requested within the scope of the terms of reference (ToR).

1.2 updated Curriculum vitae (CVs) which shall described the following:

name, title, nationality, date and place of birth, marital status, schooling and vocational education, employment record stating the duration of service, the countries of assignment, the employers, the positions held, the projects as well as the scope of duties and management experience, particular skills, language skills with an indication of the level (categories: spoken, written, reading / comprehension, period spent in the language area)

1.3 Earliest possible date for commencing the work, with alternatives where appropriate.

1.4 Listing of relevant projects

1.5 Details on the involvement of local companies or experts in the form of subcontracts, joint venture groups / consortiums or the division of work within the scope of the project will not be considered.

1.6 Following documents should be submitted with the portfolio

- copy of the up-to-date TIN certificate
- tax exemption certificate (If applicable)
- Domicile Certificate or other relevant documents for proof of Nationality

1.7 Your financial proposal should consider the following aspects:

- Quote the price in Euro or USD (Included **TAX**)

- Financial offer should be submit in the attached template
- VAT status to be identified.

Tax will be deducted according to the government law of Bangladesh.

Payment installment will be in line with GIZ's standard regulations.

2. Cost of preparing the EOI

No payment will be acceptable for the preparation or bid / EOI or any other documents. The EOIs together with the attached documents shall become the property of the *Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ), GmbH*.

3. Queries during offer preparation

Queries regarding commercial, technical and procedural issues should be addressed in writing at contract-bangladesh@giz.de only to the contracts officer named in the invitation to tender. Failure to comply with this provision may result in the bid / Offer / EOI being disqualified.

4. Address, formal requirements

Bid / Offer / EOI are to be sent to the

Interested parties are requesting to go through the attached documents and submit the Technical and Financial Proposal by 4 PM; June 10, 2020 in separate folder to the following email address: BD_Quotation@giz.de

The EOI must be submitted by email The email subject line shall be 83352811- To provide support in Energy Auditing in 12 Public Buildings-Your Company name'..

The above formal requirements regarding envelopes and marking also apply to further copies of the bid.

5. Modification/withdrawal of the Bid/offer/EOI

Adjustments to or withdrawal of Bid / offer / EOIs are to be communicated in writing by the deadline for submission of EOIs.

Subsequent adjustments or modifications to in the Bid / offer / EOIs shall also be subject to the requirements for sending in the bid (section 4 herein).

6. Other requirements/conditions

Agreements with third parties in restraint of competition which are to the disadvantage of the GIZ will not be permissible and will lead to the Bid / offer / EOI not being considered.

Annex-02 Bidding Conditions

The documents submitted in response to the request to Bid / Offer / EOI shall be treated confidentially by you and shall not be made available to any third party in connection with potential subcontractors. Non-compliance may result in the bid not being considered.