



Selection procedure for consulting firms and suppliers



This information sheet is designed for consulting firms and suppliers interested in working with GIZ.

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is an international cooperation enterprise for sustainable development with worldwide operations. It provides viable, forward-looking solutions for political, economic, ecological and social development in a globalised world. GIZ promotes complex reforms and change processes, often working under difficult conditions. Its corporate objective is to improve people's living conditions on a sustainable basis.

GIZ is a federal enterprise based in Eschborn near Frankfurt am Main. It was founded in 1975 as a company under private law. The German Federal Ministry for Economic Cooperation and Development (BMZ) is its major client. The company also operates on behalf of other German ministries, partner-country governments and international clients, such as the European Commission, the United Nations or the World Bank, as well as on behalf of private enterprises.

GIZ works on a public-benefit basis. Any surpluses generated are channelled back into its own international cooperation projects for sustainable development.

The company is currently implementing some 2,700 projects in over 130 countries.

It employs the services of suitable private-sector consulting firms and suppliers with export experience to help implement its projects.

When placing orders with consulting firms and suppliers on behalf of federal clients, GIZ is contractually obliged to apply the relevant national and European regulations on the award of contracts and public price law (VO/PR 30/58).

Order placement procedure for buying in services

Consulting firms are called in by GIZ to provide the following services:

- Implementation of consulting projects
- Preparation of expert reports as part of project appraisals and evaluations
- Feasibility studies

When awarding contracts to consulting firms, GIZ applies the provisions contained in part A of the contracting rules for award of public service contracts (VOL/A) and in the contracting rules for award of public freelance service contracts (VOF).

Order placement procedure pursuant to VOF¹⁾

Procedure	Announcement of order placement
Orders worth up to EUR 193,000: Direct award of contract, preceded wherever possible by competitive bidding, by analogy to VOL/A, Section 1	Usually not published; GIZ chooses the bidders from among suitable firms
Orders worth EUR 193,000 or more: If classified under VOF Appendix IB, negotiation procedure without prior announcement of order placement	If expedient in order to gain an overview of the market, publication in NfA ³⁾ and, where appropriate, the relevant specialist press, announcement of the invitation to tender (expression of interest) on GIZ's website
Orders worth EUR 193,000 or more: If classified under VOF Appendix IA, negotiation procedure with prior announcement of order placement (Europe-wide prequalification round)	Publication in the supplement to the EU Official Bulletin, in NfA ³⁾ and on GIZ's website

¹⁾ Contracting rules for award of public freelance service contracts
³⁾ *Nachrichten für Außenhandel* (daily newspaper with news on foreign trade)

The services required are usually of an intellectual/creative nature. Contracts are therefore awarded directly or through the negotiation procedure. However, wherever possible and expedient, order placement is preceded by competitive bidding.

Expression of interest

GIZ enables consulting firms to submit letters of interest in participating in tenders on GIZ's website under "Bidding Opportunities". Letters of interest are generally requested for a tender volume exceeding EUR 193,000 and/or a term exceeding 12 months.

Order placement procedure for materials and equipment

GIZ procures technical equipment and materials for projects abroad, primarily in the following product categories:

- Vehicles
- Machine tools, tools
- Agricultural machinery and equipment
- Laboratory supplies and equipment
- Electrical and optical equipment
- Measuring, controlling and testing equipment
- Medical equipment and drugs
- Hardware and software for data processing
- Basic foodstuffs

When entering into contracts of purchase on behalf of other international organisations or governments, GIZ applies the relevant client's rules on competition.

If you are interested in working with GIZ as a supplier, please request our "Questionnaire for Suppliers". When placing orders for materials and equipment on behalf of BMZ and other federal government departments, GIZ applies the provisions contained in the contracting rules for award of public service contracts (VOL).

Order placement procedure pursuant to VOL²⁾

Procedure	Announcement of order placement
Orders worth up to EUR 20,000: Direct award of contract preceded by competitive bidding	Not published GIZ chooses the bidders from among suitable firms
Orders worth EUR 20,000 or more: Restricted invitation to tender	
Orders worth EUR 50,000 or more: Public tender	Publication in NfA ³⁾
Orders worth EUR 193,000 or more: Europe-wide public tender (open procedure)	Publication in NfA ³⁾ and in the supplement to the EU Official Bulletin with an invitation to tender
Orders worth EUR 193,000 or more: Europe-wide restricted tender subsequent to a public prequalification round (non-open procedure)	Publication in NfA ³⁾ and in the supplement to the EU Official Bulletin with an invitation to submit participation applications
Orders worth EUR 193,000 or more: Europe-wide negotiation procedure with/without prior public announcement of order placement	Publication in NfA ³⁾ and in the supplement to the EU Official Bulletin with an invitation to submit participation applications

²⁾ Contracting rules for award of public service contracts

³⁾ *Nachrichten für Außenhandel* (daily newspaper with news on foreign trade)

Assessment of offers and decision on order placement

Offers received on time are assessed within the stated deadlines on their technical and commercial merits in accordance with predefined criteria.

This selection procedure ensures that the order placement decision is fair and transparent and meets the legal requirements.

For further information about the selection procedure, please go to our website.

Deutsche Gesellschaft für
Internationale Zusammenarbeit
(GIZ) GmbH

Division 503
Contracting, Procurement and Logistics

Postfach 5180
65760 Eschborn
Federal Republic of Germany

Tel.: + 49 6196 792159
Fax: + 49 6196 792269
VEL@GIZ.de

<http://www.GIZ.de/>