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General information

- a. Brief information on the project

German Language Course/ Classes

- b. GIZ shall hire the contractor for the anticipated contract term, from **April 2023** to **30 November 2023**

- c. The contractor shall provide the following service: **German Language Courses for GIZ South Africa, and Lesotho**

The Service Provider will offer the following German Language Courses for GIZ South Africa, and Lesotho Nominated Staff for the following levels as per the Common European Framework of Reference for Languages CEFR or CEF or CEFRL:

- **Beginner**
 - **A1.1.**
 - **A1.2. Including Exams Costs**
- **Elementary**
 - **A2.1.**
 - **A2.2. to include Conversational sessions, as well as Exams costs.**
- **Intermediate**
 - **B1.1**
 - **B1.2. to include Conversational sessions, as well as Exams costs.**

- **Upper Intermediate**
 - **B2.1.**
 - **B2.2 to include including Conversational sessions, as well as Exams costs.**
- Advanced (C1) to include Conversational sessions, as well as Exams costs.
- Proficiency (C2) to include Conversational sessions, as well as Exams costs.

Employees are to be split based on their German language proficiency level. Course schedule (timeframe and deadlines) and Course materials

Tender requirements

The Training will be offered virtually to the nominated GIZ South Africa/ Lesotho/eSwatini employees between 08h00-17h00. The employees will be allowed to use the GIZ internet access at their workplaces during their normal work time (08h00-17h00) in line with the office security and access standards and the GIZ IT-Policy. Ensure that the lessons are planned and delivered in a highly participative and interactive manner to also include Conversational sessions from Elementary Level. **German proficiency tests at the end of the module for of each staff and verification satisfactory achievement.**

Certificate at the end of the course for each staff verifying/confirming the achievement.

1. Qualifications of proposed staff

1.1 Expert 1:

1.1.1 General qualifications

Education: for example, university qualification (first degree/master's)

Professional experience: 10 or more years' experience in Teaching German as a foreign language.

1.1.2 Experience in the region/knowledge of the country South Africa and Lesotho, 10 years or more

1.1.3 Language skills: business fluency in German

2. Appropriateness of proposed concept

Please specify between one and five objective criteria which are to be used for an objective evaluation of the concept within the 'Assessment grid for the technical evaluation of tenders' and enter these in the second section of the grid. (2.1 – 2.5.).

3. Specification of inputs

Fee days	Number of experts	Number of days per expert	Comments
• Preparation/debriefing			
• Implementation			
Travel expenses	Number of experts	Number of days/nights per experts	Comments
• Per-diem allowance in country of assignment			
• Overnight allowance in country of assignment			
• Travel costs (train, private vehicle)			
Flights	Number of experts	Number of flights per experts	Comments
• International flights	N/A	N/A	N/A
• Domestic flights	N/A	N/A	N/A

Calculate your financial bid exactly in line with the quantitative requirements of the specification of inputs above. There is no contractual right to use up the full days/travel or workshops or budgets. The number of days/travel/workshops and the budgets will be contractually agreed as **maximum amounts**. The regulations on pricing are contained in the price schedule.

Other Requirements

- Please submit your proposal (technical and price proposal) in separate files/folder to ZA_Quotation@giz.de no later than **24 March 2023** all documents must be in PDF.
- Please do not mention any price for this measure on your cover letter/Technical proposal.
- Please submit your tax clearance certificate with the bidding documents.
- Please submit your price proposal in **ZAR**.
- Our General Terms of Conditions (attached) shall not be changed/amended should you be the winner of this tender. These General Terms and Conditions will form part of the contract should you be awarded this contract. By submitting your proposal, we will conclude that you have read and accepted these terms and conditions.
- Participating more than once in same tender is not allowed and it will lead to your proposal as well as that of the company where you appear more than once being disqualified. The responsibility rests with the companies to ensure that their partners/experts are not bidding/participating more than once in same tender.

- Bidders are not allowed to communicate directly with any other person regarding this bid other than the procurement official/s. Failure to comply with this requirement may lead to your bid being disqualified.
- Bidders must strictly avoid conflicts with other assignments or their own interests. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this EOI and tender process, if they:
 - a) are or have been associated in the past, with a firm or any of its affiliates which have been engaged by GIZ or the Interim Supply Chain Management Council to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the services in this selection process;
 - b) were involved in the preparation and/or design of the programme/project related to the services requested under this EOI and tender;
 - c) are serving or have been serving in the past three months in the structures of the Interim Supply Chain Management; or
 - d) are found to be in conflict for any other reason, as may be established by, or at the discretion of GIZ.

Scientific data

In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to GIZ, and seek GIZ's confirmation on whether or not such a conflict exists.

- Similarly, the Bidders must disclose in their proposal their knowledge of the following:
 - a) if the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of GIZ staff involved in the procurement functions and/or the Interim SCM Council or any Implementing partner receiving services under this EOI or tender; and
 - b) all other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.
- **Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.**
- **Questions & Answers will be placed on the link provided.**
- **Bids sent via Dropbox and WeTransfer will not be accepted.**