

Terms of Reference

Procurement of office safes for local revenue offices in Libya

18.2181.8-003-00: Output 5 Municipal Finance; OP Indicator 5.2.3 Financial capabilities of municipal finance departments have been strengthened

1. Short information about GIZ Libya

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is a global service provider in the field of international cooperation for sustainable development and international education work, with 20,726 employees. GIZ has over 50 years of experience in a wide variety of areas, including economic development and employment, energy and the environment, and peace and security. Our business volume is around 3 billion euros. As a public-benefit federal enterprise, GIZ supports the German Government – in particular the Federal Ministry for Economic Cooperation and Development (BMZ) – and many public and private sector clients in around 120 countries in achieving their objectives in international cooperation. With this aim, GIZ works together with its partners to develop effective solutions that offer people better prospects and sustainably improve their living conditions.

On behalf of the Federal German Ministry of Economic Cooperation and Development (BMZ), GIZ Libya is implementing the Decentralisation and Support to Municipalities Programme as a contribution to the stabilisation process in Libya. The Programme is co-funded by the European Union through the Trust Fund for North Africa (EUTF). The Programme is being implemented in collaboration with the Libyan Ministry of Local Government (MoLG) and it is targeting 25 municipalities across Libya.

Overall, the Programme aims to contribute in improving inclusive local governance as well as socioeconomic stabilisation and development in municipalities. The Program is designed to achieve five main results :

1. Decentralisation reform: capacity development at national level;
2. Improving national dialogue, coordination and communication;
3. Capacity development at municipal level for partner municipalities & improving basic public service delivery;
4. Capacity development for civil society actors & improving inclusion and participation;
5. Capacity development for municipalities to finance and manage basic public services.

Within the framework of Result Area 5, the program aims to strengthen the capacities of municipal financial departments.

With the present consultation (tender), we search for a competent supplier of high-quality office safes for 25 partner municipalities as specified below.

**18.2181.8-003-00: Output 5 Municipal Finance; OP Indicator 5.2.3
Financial capabilities of municipal finance departments have been
strengthened**

2. Terms of reference

2.1 Supply of office safes

The bidder shall supply the following equipment with the specifications described below:

Item	Specification		Quantity
Office safes with combination lock	Dimensions		25
	Outside:	44.00" H x 27.56" W x 25.00" D	
	Inside:	37.02" H x 20.86" W x 18.11' D	
	Interior Cubic Feet:	8,13	
	Weight:	572	
	Fire Rating:	2 Hours at 1700 degrees F	
	Adjustable shelves	yes	
	Interior drawer	yes	
	Lock	Combination lock	
	Warranty	3 Years Warranty	
	Provider must have items in stock and must be able to deliver equipment immediately upon order request. Delivery cost must be included in financial offer in unit price.		

2.2 Time Schedule

The delivery of the office safes shall be completed within two (2) weeks after order.

2.3 Place of delivery

Place of delivery is the Ministry of Local Government in Tripoli, Libya.

3. Profile of the supplier

The bidder must have the following profile:

- Specialized in providing office supplies and/or office safes/safety accessories

- Providing products of high quality together with documents of conformity
- Providing quality after sales service

4. Indications for elaborating the offer

4.1 Technical Offer

The technical offer contains:

- The characteristics of the equipment
- Confirmation that all requested equipment is in stock and available for immediate delivery
- Certificates of guarantee of the equipment

The evaluation of the offers will be done based on the “evaluation grid” in annex 1. Between the offers that are considered as eligible, the most economical offer wins.

4.2 Financial Offer

For your financial offer please use annex 2. Please send your technical and financial offer in English. The offer must be submitted in EUR. The delivery cost must be included in the unit price.

The offer must contain an official commercial registration in Libya. The bidder must have a foreign bank account outside of Libya that can receive EUR payments. Please submit your commercial registration confirmation as well as a bank letter/details of your foreign bank account with the bid.