

Terms of Reference

Printing of Investment Plans

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 European Union and commissioned by the Federal German Ministry of Economic Cooperation and Development (BMZ), the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is implementing its “Support to Municipalities in Libya” programme. The programme is being implemented in collaboration with the Libyan Ministry of Local Governance (MoLG) as well as selected municipalities. Overall, the programme aims at contributing to the improvement inclusive local governance as well as socio-economic stabilization and development in the partner municipalities.

In this context, Investment Plans for 15 municipalities were developed. With the present consultation (tender) GIZ Libya searches for a competent printing house to provide printed copies of the plans.

2. Terms of reference

2.1 Supply of printed copies of Investment Plans

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

Item	Specification	Quantity
Investment Plans	<ul style="list-style-type: none"> - closed format: 27.5 x 19 cm - open format: 27.5 x 38 cm - printing: 4 colours - paper: cover 250 grams; inside pages 170 grams - finishing: staples, matt lamination 	<p>[15 individual plans]</p> <p>2 x 130 copies + 13 x 180 copies =</p> <p>Number of copies in total: 2.600</p>

Municipality	No of pages per copy	No of copies
Shwerif	8 pages	130
Garabulli	12 pages	180
Edri Shati	12 pages	180
Jufra	12 pages	130
Sharqiyah	12 pages	180
Hay Al Andalus	12 pages	180
Jadu	12 pages	180
Msallata	12 pages	180
Tarhuna	12 pages	180
Zintan	12 pages	180
Janzour	16 pages	180
Albwanis	20 pages	180
Ghadames	20 pages	180
Zliten	24 pages	180
Nalut	28 pages	180
	In Total	2.600 copies

2.2 Time

Schedule

The printed items shall be delivered within twenty-eight (28) days after order.

2.3 Place of delivery

Place of delivery is the GIZ Libya Office in Tripoli/Hay Al-Andalus.

3. Profile of the supplier

The bidder must have the following profile:

- Specialized in printing items such as handbooks, manuals and reports.
- Providing products of high quality
- Verified registered commercial company (proven by registration papers)

4. Indications for elaborating the offer

4.1 Technical Offer

The technical offer sent via email contains:

- Copy of commercial registration papers;
- Bank letter concerning foreign currency bank account outside of Libya;

In addition to the technical offer sent via email, a printing sample must be delivered as part of the technical offer:

- One (1) printed sample of the Investment Plan Janzour adhering to the exact technical specifications listed above under 2.1; delivered to the GIZ Libya Office in Tripoli/Hay Al-Andalus. The file for printing is attached as an Annex.

The evaluation of the offers will be done by GIZ based on the “evaluation grid” in annex 1.

4.2 Financial Offer

For your financial offer please use annex 2. The financial offer must include all charges relating to the performance of the assignment. Financial offers must be submitted in LYD and the contract will be concluded in LYD. The payment will be transferred to the supplier’s foreign currency bank account outside of Libya in EUR with the current exchange rate of the day of payment.

The weighing will be as the following: 70% technical offer, 30% financial offer.

Please send your **technical and financial offer** in English to ly_quotation@giz.de until **21.04.2021**.

Once you have handed in your electronic files, you will receive a phone number to coordinate the exact delivery date and time of the printing sample. The deadline for the delivery of the **printed sample to the GIZ Libya Office** in Tripoli/Hay Al-Andalus is **24.04.2021**. Please note that your bid is not complete until we have received the printing sample.