Invitation to tender (ITT) for provision of
SME Business Support, Incubation and In-Kind Support Programme

1. INTRODUCTION

1.1 The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH in Iraq assists the Iraqi Government on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ) the Federal Foreign Office (AA) and the European Union (EU). GIZ offers a wide range of services concentrating on the following sectors; Reconstruction and peacebuilding; Economic development and employment; and Good governance.

1.2 GIZ EPSI project invites eligible Firms that are registered in the ministry of trade or planning in Iraq to submit offers for the provision of SME Business Support, Incubation and In-Kind Support Programme service as per Annex 1 -Terms of Reference

2. Tender Detail

Procurement reference number:	10067698
Subject of ITT	Procurement of SME Business Support, Incubation and In-Kind Support Programme
Name and address of procurement entity:	GIZ Iraq Procurement and Contract Unit – Erbil Office
Project Title	EPSI project
Bid language:	English Language
Bid currency:	**Iraqi Dinars (IQD)**
Basis for award	Technical 70% and Financial 30%
Bid submission method:	Email Submission Two separate e-mails: one containing Financial Bid' and the other 'Technical Bid''
Date of Issue (Dispatch)	16 November, 2026
Documents comprising the bid	The tender package comprises the following documents: • Invitation to Tender • Terms of Reference • Technical assessment grid • Assessment grid for checking the eligibility • Bid Form • General Terms and Conditions of Contract
Deadline for submission	**17:00 local time on Monday, November 30, 2026**
Email for submission of bid	IQ_Quotation@giz.de
Activity expected start date	Tuesday, December 15, 2026

3. INSTRUCTION - BID Submission

3.1 Email Submission

Please address your bid to the following dedicated, controlled, and secure email address. And the following conditions should be applied:

IQ_Quotation@giz.de (Please refrain from adding any other GIZ e-mail; otherwise, the GIZ will assume the offer is unresponsive and invalid).

- The email subject must be (Company name 10067698 _SME Business Support, Incubation and In-Kind Support Programme)
- Sperate emails shall be used for the Financial Bid and 'Technical Bid', and the Subject Heading of the email shall indicate which type the email contains
  - The financial bid shall only contain the financial Annex 2 – Bid Form
  - The technical bid shall contain All tender Annexes signed, approved terms of reference, Technical offer(if required), CV of expert(s), Company legal registration, company local valid Bank details, and other relevant documents required by the tender but excluding all pricing information.
- Bid documents required, shall be included as an attachment to the e-mail in PDF format, or the same type of files provided as a ZIP file. Documents in MS Word or Excel and other types of formats will result in the bid being disqualified.
- Email attachments shall not exceed 20MB; otherwise, the Bidder shall send the bids in multiple emails. Emails attachments exceeding 20MB will not be received in the GIZ mailbox.
- All documents should be signed and stamped

Failure to comply with the above may disqualify the Bid

3.2 Deadline for Submission

Complete Bids must be received no later than **17:00 local time on Monday, November 30, 2026**

Any BID received after the deadline might not be considered; however, If the deadline date was on a weekend or unexpected public holiday, the tender submission will be shifted to the following working day.

4. Bid Currency

The bid's prices, costs, charges, discounts, and other financial aspects shall be indicated in **IQD**.

5. Tender submission Cost

The Bidder shall bear all costs associated with the preparation and submission of the tender.

6. Bid Language

The bid prepared by the Bidder and all documents relating to the bid shall be written in the English language.

7. Correction or Modification

Subsequent corrections, modifications, and additions to the technical offers bid can be considered only if the GIZ receives them before the deadline submission to this e-mail, iq_quotation@giz.de. The e-mail subject is (Amendment - 10067698 _SME Business Support, Incubation and In-Kind Support Programme).

The bidding documents shall contain no alterations, omissions, or additions, except those to comply with conditions issued by the GIZ or as necessary to correct errors made by the Bidder, in which case such corrections shall be initiated by the person or persons signing the bidding documents.

The bid must be based on Annex 5 - General terms and conditions for providing of services on behalf of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH. In the event of an award of a contract, they would become an integral part.

8. Content of Bid

8.1 Content of the Technical Offer

The Bidder shall provide GIZ with the information which should in all respects satisfy the requirements laid down in the bidding documents. The bid should contain the following information, and any extra requirements will be requested during the evaluation process (if required)

- A detailed methodological concept that allows the GIZ assessors to examine the technical aspects in the light of the project objective. in accordance with Annex 1 – Terms of Reference and Annex 1 Grid for technical assessment
- The curriculum vitae for the experts proposed for the demanded services. The CVs should include information on:

  - Name, title, nationality, date, and place of birth, education, and professional training, Professional experience showing the length of employment, countries of assignment, position held, project and programs and responsibilities, and management experience, Special knowledge, language skills.

Please refer to Annex 1 – Terms of Reference for more details.

- A project-related presentation of the Bidder with a description of workgroups taking part, divisions, or other organizational units, if possible, in the form of an organizational chart, and distribution of staff members to these organizational units with their respective qualifications and experience, the number of company's employees should be stated.
- Local Bank accounts must be under company name data with all details from a local bank (Bank Name, Account Holder, IBAN, SWIFT CODE).

To be potentially qualified for the award of the contract, the Bidders shall:

- Provide all relevant local legal documents of the expert and all worldwide valid ID, which includes place (Passport and National ID), All documents must be valid.

Failure to submit all required documents signed will result in the disqualification of the whole bid.

8.2 Content of the Financial Offer

- The price offer must contain all costs in (**Iraqi Dinars IQD)**, as specified in the Annex 2 - Bid Form and must signed and stamped
- All the prices stated in the offer, shall be free of taxes and other public charges that cannot be exempted and must be paid.
- The tenderer submitting more than one financial offer with different prices, will be disqualified from the whole bid.

9. Validity of Bid

Bids shall remain valid for **90 days** after the deadline for submission of bids, subject to extension.

10. No Commitment

GIZ reserves the right to accept or reject any bid, cancel the bidding process, and reject all bids at any time prior to the award of the contract – in case the process is not following GIZ's basic principles of procurement and/or other related serious reasons for rejection or cancellation – without thereby incurring any liability to the bidders.

GIZ is not responsible for fluctuations in the prices of any items in the local and international markets during the contract period and the Offeror is obliged to the proposed price according to the contract and until the end of the contract period between the parties.

11. Bid Evaluation

11.1 Phase 1 – Administrative and Eligibility Evaluation

To be considered eligible and administratively accepted, please follow the instructions below:

Criterion	معيار	Tick the box if Attached
Administration requirements		
Company registration certificate	شهادة تسجيل الشركة	☐
Tax Clearance	التخليص الضريبي (عدم الممانعة/پاكانه)	☐
Valid bank account under bidder's name	حساب مصرفي فعال بإسم مقدم العرض	☐
Eligibility requirements		
Annual Turnover or Audited financial statements for the last 3 years	العائد السنوي او الميزانية عامة لآخر ٣ سنوات	☐
Company Structure and number of staff (in a diagram)	هيكل الشركة وعدد الموظفين (في الرسم التخطيطي)	☐
Similar contracts (Minimum 3 contracts)	عقود مماثلة (الحد الأدنى ٣ عقود)	☐

The bids received will be filtered through the above criteria. In this step, the criteria of pass/fail (Yes/No) will be applied, and the interested bidders must carefully follow the above criteria. The offers with "No" mean the relevant documents are missing and will not be considered in the next evaluation phases. Any lack of documents indicates that the company did not read and follow the instructions as requested.

- The bidder must fill, sign, and stamp all tender annexes.
- The average amount of annual turnover please refer to annex 4.
- The average amount of similar contracts please refer to annex 4.
- Tax Clearance (عدم الممانعة/پاكانه) must be at least valid until 30-06-2025; any tax document issued beyond this time will be considered expired.
- The Company Profile, which encompasses an overview of the company's strategies, mission, and vision, along with a Diagram (maximum 5 pages)
- GIZ encourages legal firms to submit bids utilizing professional domains.
- All companies must include signatures below the email, comprising the name of the officer/manager, position, phone number, and official company address.
- GIZ retains the right to conduct phone inquiries with any company to verify the information furnished by the bidder. Any ambiguous responses or disparities observed between the documents submitted and the bidder's answers may result in the company being excluded from the competition.

11.2 Phase 3 – Technical evaluation (70%)

Bids that pass the preliminary evaluation are subjected to a technical evaluation against the technical and qualification evaluation criteria listed in Annex 3 - Technical assessment grid obtained from the requirements specification, as well as from any qualification conditions as specified in the ToR. Only offers that received a minimum of 50% will be considered for the subsequent stages.

11.3 Phase 4 – Financial evaluation (30%)

Only the price offers of bids with at least 50% points will be opened and subjected to financial assessment which assesses the price (/cost) and any related commercial terms , The awarded Bidder will be selected based on overall scores obtained in the technical and financial evaluation.

12. Tender Result

The successful bidders and unsuccessful bidders will be notified upon completion of the evaluation and awarding process.

13. Contract

After the evaluations are completed, GIZ reserves the right to share the notice award email with the most compliant Bidder based on the accepted technical offer, and prices indicated in Annex - - - - – Bid form, the notice award email is to invite the awarded Company to the GIZ country office – in Iraq to sign the Contract and special agreement, and then the contractor can start the implementation.

14. Payment Terms

- Payment will be issued only through Bank transfer.
- Payment will be released based on the negotiated payment plan.
- All the services are against proof of Performance , payment occurs when services are rendered.
- There is no provision of verbal agreement, therefore, both parties must mutually agree on any changes and document them in written form
- GIZ will not be responsible if the local Bank of the Contractor converts the payments into another currency. The contractor is not entitled to claim any charges or fees deducted by the Bank due to the exchange and/or transfer of payments.
- The normal payment terms by GIZ are 30 (thirty) days, upon satisfactory delivery of goods or performance of services. Bidders must therefore clearly specify in their bid the payment terms being offered.
- Any attempt to submit fraudulent or fake proofs of payment evidence including invoices, bills, receipts…etc. will be thoroughly validated and investigated by GIZ; the contractor will be subject to non-compliant behavior and therefore prohibited from further tender invitations.

15. Cancellation of tender and Service contract

15.1 The tender can be cancelled, if:

- No bids have been received which corresponds to the bidding conditions.
- There have been substantial changes during the tender
- All technically acceptable tenders exceed the financial resources available.
- There are other serious reasons for such cancellation.

16. Supplier Information Form

Section 1: General Information	
Bidder's Name	
Full Address	Country: Street: City: Office No:

Phone/Fax Numbers	Phone: Email: Website:
Company Owner's Information	Full Name: Phone No: Email: Current address:
Stakeholder's Name	Full Name: Phone No: Email: Position Held:
Number of Staff	
Number of Locations	
Year established	
Type of business	

Section 2: Bank Account information (IQD)	
Account Name	
Bank Name and Address	
Account NO	
IBAN	
Swift Code	

Section 3: Self-disclosure
I, the undersigned, hereby confirm that no allegations have been made nor investigations carried out in the last five years in relation to the company or firm mentioned above, or to its executive bodies or executive managers concerning breaches of the law, corruption, or other offenses (e.g., fraud, misappropriation, breach of trust). The company and firm have neither been blacklisted by any government, semi-governmental institution, or private entity nor been involved in any litigation during the current or past five (5) years. **Signature and stamp:** **Date:**

17. Tender Submission Checklist

We, the Bidder, acknowledge that we have provided all of the required information and supporting evidence:

Required Document/ Evidence	Please tick if provided	Justification if proof not provided
Requirement #1 (According to clause 11.1)		
Approved GIZ Tender Annexes	☐	
Formal and Eligibility Requirements	☐	
Requirement #2 (According to clause 8.1)		
CV of proposed experts	☐	
Concept or Technical Proposals (If Required)	☐	
Requirement #3 (According to clause 8.2)		
Financial Bid	☐	

I/We acknowledge our understanding and acceptance of the GIZ General Conditions of Contract, and all the conditions described in this ITT. We also confirm that the above-mentioned Company has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or executing, any Contracts and has never been in any dispute with any Governmental Agency or international aid organization.

I/we the undersigned state that the above information is correct and that I/we give the right to GIZ to seek any references concerning my/our company from whatever sources deemed relevant.

Name of Bidder	
Name of Authorized Manager	
Function Title	
Authorized Signature and Stamp	
Date	