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| --- | --- |
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Invitation to tender (UVgO) as part of the public invitation to tender

Acquisition of a new company vehicle

Dear Sir or Madam

Thank you for your interest in this invitation to tender.

We hereby invite you to submit a tender. Enclosed you will find the necessary general information, conditions and forms. The following tender conditions apply.

Yours sincerely

*Hassan Farooq*

Attachments:

- Appendix A: Service description

- Appendix B 1: Cover letter offer

- Appendix B 2: Basic information about the company

- Appendix C: Estimated delivery time

**Tender Conditions:**

**I. Subject of the invitation to tender**

The Goethe-Institut Karachi is planning to procure a new service vehicle.

A detailed description of the required service can be found in Annex A “Service description”.

**II Basic provisions**

The awarding authority shall proceed in accordance with the provisions of Part 4 of the Act against Restraints of Competition (GWB) and the UVgO. In addition, the following award provisions and explanations for the bidder apply.

The tender documents may only be used in the context of this invitation to tender. Any publication and forwarding to third parties (including excerpts) is not permitted without the express permission of the awarding authority.

All bidders will be notified in writing of any supplementary or corrective information relating to the invitation to tender.

**III Notes and conditions for the preparation of the offer**

**1. Form of the offer**

The offer, including the annexes to be submitted, must be written in **German or English.**

The prices in the offer must be stated in PKR or euros with separate indication of any individual taxes and transfer costs. Orders shall be placed and payments made in PKR.

Manufacturing, trade or business secrets must be marked accordingly in the offer documents.

Any changes and additions made by the bidder to its entries must be beyond doubt. Amendments and additions to the tender documents and the annexes to be submitted are not permitted and will lead to exclusion.

In the case of electronically submitted tenders, it is guaranteed that they will only be opened after the deadline for submission of tenders has expired.

Offers should be submitted by e-mail to the Goethe-Institut Karachi's P.O. Box: **admin-karachi@goethe.de**

**1. Deadlines**

The complete offer must be submitted by

**14.11.2024, at 13.00**

**This deadline is a cut-off deadline. Documents received late can no longer be considered.**

The contracting authority is expected to decide on the award of the contract by **22.11.2024** and inform unsuccessful bidders. Bidders are bound by their offer until **06.12.2024.**

**1. content and structure of the offer**

The offer is made on the basis of the specifications (Annex A), which are not to be modified by the bidder. The contract will be completed after the award of the contract, taking into account the offer of the successful bidder. It does not have to be returned with the tender.

**Bidders' general terms and conditions are not permitted.**

**Tenders containing such terms and conditions will be excluded.**

Secondary offers are not permitted.

The tender must be compiled in full according to the following structure and must contain only the documents listed in the following table, which, with the exception of the statement on the specifications, are attached to these Terms and Conditions of Tender as samples,

The individual sections must be separated by a register.

|  |  |  |
| --- | --- | --- |
| Type of documents | As an annex to these tender conditions | As an attachment to the contract |
| Cover letter offer | B.1 |  |
| Basic information about the company | B.2 |   |
|  |  |  |
| Bidder's statement on each point of the specifications, in particular with regard to the award criteria relevant to the decision |  |  |
| Estimated delivery time | C |   |
|  |  |  |

The tender must be complete and contain the price and all other required information and declarations. **Incompleteness of** the tender (including the absence of individual required declarations) may lead to **exclusion**.

**4. Amendment, correction and withdrawal of offers**

Subsequent amendments or corrections to the offers are only permitted up to the expiry of the offer deadline. The amendments or corrections must be marked as such and must be sent to the e-mail address, **admin-karachi@goethe.de**, by replacing the offer.

Tenders may be withdrawn in text form up to the end of the tender period.

**5. Course of the tendering procedure**

The contracting authority will examine the tenders received and evaluate them on the basis of the specified award criteria and the weighting indicated.

The contract will be awarded to the most economically advantageous tender.

The decision on the award of the contract will be communicated in writing or electronically within the award period.

Upon award of the contract, the tender submitted by the bidder is accepted by the tendering body. The contract shall be concluded in accordance with the conditions contained in the invitation to tender. This applies irrespective of any subsequent documentary stipulation; the separate signature of the contract document by the parties is declaratory in nature.

A tender shall be deemed not to have been considered if no order has been placed by the end of the award period.

**6. Examination of suitability**

The suitability of the bidders will be assessed on the basis of an extract from the entry in **(approved car dealerships of well-known manufacturers of various brands in the country with a license to manufacture and sell**). These suitability criteria must be stated or attached to the tender.

**7. Award criteria / determination of the most economically advantageous tender**

The most economical offer from suitable bidders will be determined taking into account the following exclusion/evaluation criteria (evaluation on a scale of 0-5) with the specified weighting:

**- Price with 40% weighting**

**- Delivery time with 15% weighting**

**- Quality with 30% weighting**

**- Customer service with 15% weighting**

The bid with the lowest price receives the full score of 100. All other bids are linearly interpolated in such a way that the ratio between the lowest price and the price offered is multiplied by the maximum achievable score (100); the following formula therefore applies:

Lowest price / bidder's price x 100 = maximum achievable score.

The score achieved for the criterion “price” is included in the total score at 40%.

**8. Bidder questions**

Questions regarding the award of the contract must be sent to the contracting authority exclusively electronically via the communication channel by **14.11.2024** at the latest.

The awarding authority will not provide information by telephone!

**9. Reprimands of the bidders**

If, in the bidder's opinion, the tender documents contain errors, inconsistencies and/or if, in the bidder's view, there is a breach of the regulations in the award procedure, the bidder must notify the awarding authority of this in writing by electronic means without delay and before submitting the tender.

Such notifications and/or procedural complaints must be sent to the following address:

*Goethe-Institut Karachi*

***E-mail:* admin-karachi@goethe.de**

**10 Restrictive practices**

Restrictive agreements against restraints of competition are not permitted, in particular agreements or recommendations on

- profit mark-ups

- profit sharing

- the prices to be charged

- payment of default compensation or compensation payments, etc.

- terms of payment, delivery or other contractual conditions, insofar as they directly or indirectly influence the price.

- Submission or non-submission of offers.

**11. Miscellaneous**

The documents, samples, etc. sent to the client within the scope of the award of contract will not be returned and, unless otherwise agreed, shall become the property of the client without entitlement to remuneration.

It should be noted that only the requested documents will be considered and that additional documents are not welcome.

No costs will be reimbursed for participation and preparation of the documents.