

**GIZ Rwanda**  
**Self-declaration of eligibility for the award – public**  
**invitation to tender**



**Contract number:**

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**I/we hereby declare:**

**Information on the tenderer or on the company authorised to represent a candidate/bidding consortium:**

<b>Name:</b>	
<b>Street address</b>	
<b>Postcode and town/city</b>	
<b>Name of bank</b>	
<b>Name of account holder</b>	
<b>Bank Account number</b>	
<b>Tax number</b>	
<b>VAT ID number (Rwanda)</b>	
<b>Questions may be addressed to:</b>	
<b>Email:</b>	
<b>Tel.:</b>	

**GIZ Rwanda**

**Self-declaration of eligibility for the award – public invitation to tender**

**Information to be provided by partnerships (i.e. natural persons) only (including individual consultants and appraisers)**

<b>Name at birth</b>	
<b>Place of birth</b>	
<b>Date of birth</b>	
<p><b>I am currently or was previously employed by the Deutsche Gesellschaft für internationale Zusammenarbeit (GIZ) GmbH or its predecessor organisations (including any internships). I am currently or was previously employed as an integrated expert through the Centre for International Migration and Development (CIM). I am currently or was previously seconded as a development worker under the German Development Workers Act (Entwicklungshelfer-Gesetz).</b></p>	<p><input type="checkbox"/> NO</p> <p><input type="checkbox"/> YES, during the period , as</p> <p><input type="checkbox"/> YES, I receive a GIZ company pension</p> <p><input type="checkbox"/> YES, staff member on leave of absence</p>
<p><b>I or a company that qualifies as a related party advised Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH before the award procedure or was involved in preparation of the procurement procedure in another way.</b></p>	<p><input type="checkbox"/> NO</p> <p><input type="checkbox"/> YES, as follows:</p>

**GIZ Rwanda****Self-declaration of eligibility for the award – public invitation to tender****Information to be provided by legal persons only**

*Please attach a copy of your current commercial register entry/company register entry as a separate file (issued by RDB). In the case of candidate/bidding consortia, a copy must be provided for each member.*

<b>Commercial register number / Register number of the company:</b>	
<p>One of the experts proposed for this tender is currently or was previously employed by the Deutsche Gesellschaft für internationale Zusammenarbeit (GIZ) GmbH or its predecessor organisations (including any internships). One of the experts proposed for this tender is currently or was previously employed as an integrated expert through the Centre for International Migration and Development (CIM). One of the experts proposed for this tender is currently or was previously seconded as a development worker under the German Development Workers Act (Entwicklungshelfer-Gesetz).</p>	<input type="checkbox"/> NO <input type="checkbox"/> YES, during the period , as <input type="checkbox"/> YES, I receive a GIZ company pension <input type="checkbox"/> YES, I am a staff member on leave of absence
<p>One of the experts proposed for this tender or a company that qualifies as a related party of theirs advised Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH before the procurement procedure or was involved in preparation of the procurement procedure in another way.</p>	<input type="checkbox"/> NO <input type="checkbox"/> YES, as follows:

**Information to be provided by candidate/bidding consortia**

*Please attach the Declaration by candidate/bidding consortium (consortial declaration) signed by all members as a separate file.*

*If you are submitting the self-declaration on behalf of a candidate/bidding consortium, you must provide all the required information for each member of the consortium.*

<b>Name, Address</b>	
<b>Name, Address</b>	
<b>Name, Address</b>	

## **Economic and financial capacity**

### **Key company figures**

Did the turnover amount to at least **RWF 50,000,000 (fifty million)** net (per year) in the past four financial years?

☐ Yes

☐ No

On 31 December of last year, did you have at least 1 - 5 **employees**? (individual experts qualify as 1 employee in this regard)

☐ Yes

☐ No

## **Technical capacity**

*Proof of technical eligibility is provided by naming up to 5 -7 reference projects. Please enter the relevant information from the past three years in the table 'Overview of reference projects', taking account of the required criteria. Please do not name more than 10 reference projects, even for a service-delivery consortium. Candidates that do not meet these minimum criteria will be considered ineligible and excluded from the subsequent tender procedure.*

### **Minimum requirements for references**

The technical assessment is based only on reference projects with a minimum contract volume of **RWF 15,000,000**.

At least 2 (two) reference project(s) in the field of international trade, conducting market assessments or feasibility studies in emerging markets, particularly in Africa, with a focus on Agro processed products. and 2 (two) reference projects in Africa in the previous three(3) years.

### **We hereby declare:**

**The minimum requirements for reference projects in the required technical field are fulfilled.**

The corresponding reference project numbers (as per the table below) are numbers .....

**The minimum requirements for reference projects in the required region are fulfilled.**

The corresponding reference project numbers (as per the table below) are: numbers .....

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**Overview of reference projects** *(only reference projects with the minimum contract volume stipulated in Minimum requirements for references)*

No.	Project title	Commissioning party	Period	Contract value in RWF	Country	Region/country	Technical experience	ODA financed <sup>1</sup> (yes/no)	Project description (brief description of the content of the measure)
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

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<sup>1</sup> Please state 'yes' if the reference project was financed to **at least 50%** by official development assistance (ODA).

## **Self-declaration of eligibility for the award of contracts up to the EU threshold – public invitation to tender**

### **Declaration of integrity**

#### **Section 1 Declarations by GIZ**

As a federal enterprise, GIZ supports the German Government in achieving its objectives in the field of international cooperation for sustainable development. It is also engaged in promoting international education work around the globe. GIZ is guided by the concept of sustainable development and takes account of political, economic, social and environmental factors. Integrity, participation, transparency and accountability are essential to the company as cornerstones of efficient prevention of corruption.

GIZ understands integrity as a living and constantly developing process. It covers more than just anti-corruption and stands for the embodiment of standards, values and guidelines, for example with regard to environmental protection and the protection of human rights. The GIZ Code of Conduct sets out clear rules of behaviour for GIZ staff. Our actions are guided by the principles of equal treatment, compliance with contract and statute, transparency, loyalty, confidentiality and cooperation in partnership. Observance of the rules is monitored by the Compliance Committee, the integrity advisors and the external ombudsperson.

If GIZ learns of conduct on the part of its staff or a tenderer, candidate, contractor or subcontractor that constitutes a criminal offence in Germany and/or in other countries, or has grounds for suspicion in this regard, it will initiate internal investigations and in the event of reasonable suspicion call in the public prosecutor's office.

Business associates, project partners, target groups and interested members of the general public are called upon to participate in clarifying any corruption-related circumstances. Should they have reasonable grounds to suspect any infringement of the Code of Conduct, they can contact GIZ's integrity advisors or ombudsperson. Both are committed to secrecy and can also be contacted at a preliminary stage in the event of any uncertainties.

- GIZ's Integrity Advisors,  
*Ms Carola Faller (Eschborn office), Tel.: +49 6196 79-3529 and*  
*Mr Hans-Joachim Gante (Bonn office), Tel.: +49 228 4460-1557*  
Email: [integrity-mailbox@giz.de](mailto:integrity-mailbox@giz.de)
- GIZ's external ombudsperson,  
*Dr Edgar Joussen (lawyer, ombudsman), Tel.: +49 30 315 18 7-0*  
Email: [ombudsmann@ra-js.de](mailto:ombudsmann@ra-js.de)  
[www.giz.de/ombudsmann](http://www.giz.de/ombudsmann)

GIZ is also committed to the provisions of Germany's Public Corporate Governance Code and follows its recommendations concerning transparency. GIZ publishes an annual corporate governance report on the internet, disclosing, for instance, the remuneration of the members of its Management Board. With regard to procurement operations, GIZ as a public sector commissioning party complies strictly with the rules for the award of contracts, with priority given to public invitations to tender and fundamental separation of planning, contract award and accounting procedures.

Furthermore, GIZ is subject to regular internal and external financial control. As a federal enterprise, GIZ is audited by the Bundesrechnungshof (German supreme audit authority).

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**Section 2 Declarations by the contractor**

The contractor declares that it is familiar with and undertakes to observe GIZ's values and integrity system as described above. The contractor is in particular obliged to comply with the principles of integrity set out in the General Terms and Conditions of Contract ('Terms and Conditions') for Supplying Services and Work (Sections 1.4, 1.5 and 1.11 of the Terms and Conditions) right from the preparatory phase of contract negotiations.

If the contractor is a legal person, it shall take organisational measures to transmit GIZ's integrity principles to its staff and subcontractors pursuant to Sections 2.1.4 and 2.4.2.1 of the Terms and Conditions, and to support and monitor compliance. The contractor shall inform its staff and subcontractors that GIZ has appointed an external ombudsperson, the lawyer Dr Edgar Joussen, to whom any suspicions can be reported in confidentiality, ensuring the absolute anonymity of the informant, in particular where corruption is suspected.

The contractor declares that in performing the contract it will not award subcontracts to contractors of doubtful reliability.

In ongoing competitive tendering procedures, the contractor shall not enter into contact with any persons involved in the procedure outside the GIZ Contract Management sections. The contractor shall request any information required concerning the ongoing contract award procedure in writing only from GIZ's Procurement and Contracting Division, which is also responsible for coordinating responses to technical questions. The contractor is aware that failure to comply with this can lead to exclusion from the tender procedure.

**Priority of GIZ's own clauses**

We acknowledge and agree that all clauses introduced in the procurement procedure by GIZ via the tender documents will take priority and declare that no content other than the offer content submitted, including but not limited to previous contracts, other documents or our own general terms and conditions, will be made an integral part of the offer.

**By submitting this document, I/we confirm that the aforementioned information is complete and true.**