

**Terms of reference (ToR) for the
procurement of services of “Installation and
dismantling of the travelling exhibition “Energy in
Transition – Powering Tomorrow” in Tashkent
22.9267.0-001.00**



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1. Project Description

Transforming the energy supply to protect the climate and conserve resources is one of the greatest challenges facing the worldwide community. For this transformation to succeed, close international cooperation in this area is imperative. The global energy transition has thus become an important field of action in foreign policy and diplomacy that is highly dependent on informed political discourse. As an established energy transition pioneer, Germany has taken on a high-profile role in this debate.

The project on Communicating the Global Energy Transition supports the Federal Foreign Office and the German missions abroad by offering advisory services and systematic preparation of topics related to the integration of the global energy transition in their own foreign policy agendas. In addition to advisory services, the project also comprises specific public relations measures for communicating global energy transition topics to the general public in the target countries and for addressing additional relevant target groups. These efforts aim to stimulate international knowledge transfer and dialogue on the topic and mainstream the notion of energy transition in the international agenda.

As one of these specific measures, an international travelling exhibition on the global energy transition has been designed. The exhibition consists of five cube-shaped autonomous elements (detailed plans and information can be found in the attachment). The exhibition will be shown in various places around the world on invitation by German Embassies and other partners.

A first preview can be found here: <https://www.energiewende-global.com/en/>

1.1 Background of the assignment

From 16th of April until 26th of May 2024, the exhibition will be displayed in Tashkent, Uzbekistan. For services of set up, cleaning and dismantling of the exhibition, a contract with an external service provider is to be procured.

1.2 Specifications of exhibition equipment

The exhibition comes in **11 wooden boxes** with a total Gross **weight of 5126 kg** and a total **volume** of about **34.673 m³**.

Individual dimensions (L x W x H):

Box Name	Dimensions (L x W x H)	Volume
Box 1	2750 x 1250 x 1460 mm	5.01875 m ³
Box 2	660 x 570 x 830 mm	0.312246 m ³
Box 3	2500 x 1430 x 890 mm	3.18175 m ³
Box 4	2740 x 1280 x 1230 mm	4.313856 m ³
Box 5	2300 x 1450 x 950 mm	3.16825 m ³
Box 6	2740 x 1300 x 1040 mm	3.70448 m ³
Box 7	2760 x 1300 x 1040 mm	3.73152 m ³
Box 8	2760 x 1450 x 1080 mm	4.32216 m ³
Box 9	2740 x 1300 x 1230 mm	4.38126 m ³
Box 10	1250 x 640 x 1585 mm	1.268 m ³
Box 11	1220 x 820 x 1270 mm	1.2706 m ³

The exhibition is transported to the venue by a different service provider as diplomatic cargo and is owned by the Federal Republic of Germany.

The exhibition is designed according to Octa-Norm Standards.

2. Cost and insurance of exhibition equipment

The value of the exhibition equipment is EUR 209.160,15.

The equipment is insured for damages during transportation and due to theft to the amount of 500.000,00 EUR.

3. Tasks of the Contractor

3.1 Installation of the exhibition, including:

- Coordination of delivery of transport boxes with logistics company (logistics company will be procured by GIZ);

- Check the complete arrival of all parts and their state according to a checking list that will be provided;
- Arrange installation of exhibition equipment according to the construction manuals provided and the preferences of GIZ venue operators. This includes hardware work and electric works until the full function of the exhibition materials has been secured;
- Communicate with other service providers of GIZ to solve IT or construction problems that may arise;
- Arrange cleaning of exhibition equipment after mantling, using adequate means of cleaning for technical components and material, to make sure the exhibition is in a presentable shape;
- Provide evidence of the fully mantled, functioning and clean exhibition to GIZ (via photos and videos).
- **Optional: Provision of fork lift for unloading of transport boxes;**

3.2 Dismantling of the exhibition, including:

- Arrange dismantling of exhibition equipment according to the construction manuals;
- Check the state of the exhibition elements according to a checklist provided;
- Arrange protection of implements through packing material and correct boxing according to the packing list provided;
- Provide evidence of correct boxing to GIZ (via photos and videos).
- Coordination of pick up of transport boxes with logistics company (logistics company will be procured by GIZ);
- **Optional: Provision of fork lift for loading of transport boxes.**

3.3 Further services:

- Travel to Tashkent, Uzbekistan, for mantling and dismantling days. Organization of all related necessities (transportation, accommodation)
- Ensure coordination with the logistics company that will transport / unload and load / pick up the exhibition at the venues;
- Ensure regular and on demand communication with the GIZ team to ensure timely delivery of tasks and respond to questions;
- Inform the GIZ team in case of questions or emerging problems related to the services procured.
- Mantling and dismantling must be in line with the construction manuals. Boxing of the exhibition must be in line with the packing list.

Certain milestones, as laid out in the table below, are to be achieved during the contract term:

Milestones/process steps/partial services	Deadline/place/person responsible
Installation of equipment according to construction manuals & cleaning in Tashkent	14 th – 15 th of April 2024 8:00 am. – 6 pm. Location: Ajou University Tashkent city, Yashnabad district, Asalobod street, 113 and 113A, 100204. Republic of Uzbekistan

	Contact person: Tbd.
Dismantling and boxing of exhibition equipment according to packing list in Tashkent	9 th – 10 th of May 2024 8:00 am – 6 pm. Location: Ajou University Tashkent city, Yashnabad district, Asalobod street, 113 and 113A, 100204. Republic of Uzbekistan Contact person: Tbd.

Period of assignment: from 5 April 2024 – 26 May 2024

4. Personnel concept

The tenderer is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 6), the range of tasks involved and the required qualifications.

The below specified qualifications represent the requirements to reach the maximum number of points in the technical assessment.

Team leader

Tasks of the team leader

- Overall responsibility for the advisory packages of the contractor (quality and deadlines)
- Coordinating and ensuring communication with GIZ, partners and others involved in the project
- Personnel management, in particular identifying the need for short-term assignments within the above-mentioned tasks, as well as planning and steering the pool of its technician experts.
- Regular reporting in accordance with deadlines.

Qualifications of the team leader

- Education/training (2.1.1): university degree
- Language (2.1.2): B2-level language proficiency in **English**, Russian and Uzbek.
- General professional experience (2.1.3): 5 years of professional experience in the installation and dismantling of industrial or technological equipment sector.
- Leadership/management experience (2.1.5): 3 years of management/leadership experience as project team leader or manager in a company.

Key expert 1 IT expert

Task:

- Carrying out the required work in the field of assembly and installation of IT equipment.

Qualifications of key expert 1

- Education/training (2.2.1): university qualification (first degree/master's) in IT sphere or 5 year an experience in this field.
- Language (2.2.2): B2 -level language proficiency in Russian and Uzbek languages.
- General professional experience (2.2.3): 5 years.

Key expert 2 Electrician

Task: Carrying out the required work in the field of assembly and installation of electrical equipment.

Qualifications of key expert 2

- Education/training (2.2.1): degree in electrical engineering.
- Language (2.2.2): B2 -level language proficiency in Russian and Uzbek languages.
- General professional experience (2.2.3): 5 years.

Short-term expert pool with minimum 5, maximum 6 members

For the technical assessment, an average of the qualifications of all specified members of the expert pool is calculated. Please send a CV for each pool member (see below Chapter 6 Requirements on the format of the bid) for the assessment.

Tasks of the short-term expert pool concerns Chapter 3.

The tenderer must provide a clear overview of all proposed short-term experts and their individual qualifications.

5. Costing requirements

Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments
Installation	7	2	14	The installation requires 5 people, plus one electrician and one IT specialist for about 2 working days of 8 hours.
Dismantling	7	2	14	about 2 working days of 8 hours.
Monitoring and controlling	2			During the whole period of the contract, in case of necessity.
Travel expenses	Quantity	Price	Total	Comments
Per-diem allowance in country of assignment	6	34 EUR	1,428 EUR	
Overnight allowance in country of assignment	6	52 EUR	2,184 EUR	
Transport	Quantity	Price	Total	Comments
International flights	n/a	n/a	n/a	
Domestic flights	n/a	n/a	n/a	

CO₂ compensation for air travel	n/a	n/a	n/a	
Transportation	4	1,000 EUR	4,000 EUR	Road transportation preferred
Other costs	Number	Price	Total	Comments
Flexible remuneration	n/a	n/a	n/a	

6. Requirements on the format of the tender

The structure of the tender must correspond to the structure of the ToRs.

The complete tender must not exceed 10 pages (excluding CVs). If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment. External content (e.g. links to websites) will also not be considered.

The CVs of the personnel proposed in accordance with Chapter 4 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 4 pages each. They must clearly show the position and job the proposed person held in the reference project. The CVs can also be submitted in English (language).

Please calculate your financial tender based exactly on the parameters specified in Chapter 5 Quantitative requirements.

7. Payment terms

GIZ reserves its rights to reduce the agreed amount of payment if the deliverables are not timely completed or do not meet the agreed standards and is entitled to ask for improvement or supplementary performance until the deliverables are accepted by GIZ.

Payment after complete performance of the service and receipt of the documents and evidence.

If the assignment is withdrawn in full or in part by GIZ, the Contractor is entitled to the following cancellation fees: 70 % of the full-service fee or a 70 % pro-rata fee for the withdrawn portion of the service for cancellations fourteen (14) days before the service commencement date and 100 % of the full-service fee or a 100 % pro-rata fee for the withdrawn portion of the service for cancellations five (5) days before the commencement date.

8. Procurement of Equipment and Materials

- Not applicable -

9. Other Provisions

The Contractor confirms and ensures that, in the implementation of the activity in the GIZ assignment, the Contractor does not go against the contractual obligations of other clients or infringe against the contractual obligations of his employer.

10. Tender requirements

Criteria of the selection

- At least 3 years of experience in the above mentioned sphere;
- Able to provide of fork lift for loading of transport boxes;
- Provision of qualified personnel.

11. Special conditions

- **Note:** Proposals made for the supply of goods/services which are under sanctions or whose manufacturers/Suppliers are under sanctions will not be considered.
Please sign the declaration (see attachments) and send it along with your price offer.
- All questions should be submitted in writing and with the subject **# 83461931** to the email address: Procurement.TJK@giz.de before **17:00 on 27th of April 2024**.
- Bidders should not contact other GIZ personnel unless directed to do so by the GIZ representative.
- The default size of e-mails is limited to 30 MB. Above that, GIZ's email servers refuse the message and its attachments. If necessary, send more than one e-mail.
- In case of bigger files, it is possible to transfer the file via GIZ's Filetransfer service: <https://filetransfer.giz.de> GIZ accepts only this specific filetransfer solution for submission of documents exceeding the default mail size of 30 MB.
- GIZ is not responsible for the failure of electronic delivery of e-mail messages to the address provided, either for technological problems on the part of GIZ or the candidate.
- This invitation to tender is in no way binding on GIZ. The GIZ's contractual obligation commences only upon signature of the contract with the successful Tenderer.
- Up to the point of signature, GIZ may either abandon the procurement or cancel the award procedure, without the candidates or tenderers being entitled to claim any compensation.
- All costs incurred in preparing and submitting tenders are borne by the tenderers and cannot be reimbursed.
- All tenderers will be informed in writing on the results of this tender procedure.
- GIZ reserves the right to disqualify and reject proposals from Bidders who do not comply with these guidelines.
- The successful candidate will be required to provide additional personal documents.

12. Requirements for financial proposal

Provide your financial proposal in local currency including all charges and fees indicating the necessary costs for the implementation of this task:

- Provide full legal address, contact numbers and e-mail;
- Provide information about the company and CV's of the employees;
- The price proposal must be stamped, dated and signed;
- Currency: Tajik somoni.
- The VAT amount must be specified separately. VAT payers must provide a copy of the VAT payer certificate;
- Terms of payment: will be paid by transfer to the bank account after completion services.

13. Submission of commercial offer

Please send your proposal with the subject **"83461931"** via e-mail to TJ_Quotation@giz.de before 17:00 on **April 02nd**, 2024.

1. Annex - Construction Manual Cube;
2. Annex - Construction Manual_Energy Transition Cube