
Terms and conditions for application of Madiba Consult GmbH for the award of contracts for services and work up to EUR 20,000

Unless otherwise agreed, these terms and conditions for applications shall apply to all contracts for services and work up to EUR 20,000 net order value.

1. Submission of bids

Bids must be submitted in electronic form to: tender@maba.co.

2. Form and submission

Bids shall be in accordance with the specifications outlined in the request for submission of an offer.

3. Time limits

The bidder is bound by the bid until the close of the contract award period as outlined in the request for submission.

4. Costs

There will be no remuneration for preparing a bid or any enclosed documents. These, including the enclosed documents, become the property of Madiba Consult GmbH.

5. Modification

Subsequent corrections or modifications to the bid can be submitted up to the deadline for submission and must be made in the same form as the bid (see request for submission). Bids submitted that do not comply with the correct form may be excluded.

6. General terms and conditions of contract

The bid shall be subject to the GIZ General Terms and Conditions of Contract (2018). These shall be an integral part of the contract if it is awarded. The bidder's general terms and conditions of business or payment do not apply.

7. Suitability

The order will only be placed with qualified and competent (eligible) individuals or companies who can meet the criteria.

8. Declaration of Integrity

When submitting the bid, the bidder shall declare that he/she complies with the principles and basic values set out in the Declaration of Integrity. Should the bidder infringe these principles and basic values, Madiba Consult GmbH reserves the right to exclude the bid from the tender procedure.

9. Content of the technical bid

Should you/your company be interested in rendering this service, please submit a price bid in PDF format (see annex), a current CV of proposed staff, a self-declaration of eligibility including reference projects (see annex), a technical concept demonstrating why you/your company is qualified to conduct interpretation and translation services for this particular project (no more than one page) and the translated text (see annex) as separate PDF documents. Bids must be submitted in English.

9.1 Curricula vitae for the experts proposed for the project. Curricula vitae of the experts for assignment should be submitted in English.

The curricula vitae should contain the following information:

- name, title, nationality, date of birth;
- professional background, stating the length of employment, countries of assignment, employers, positions held, projects and programmes, responsibilities and management experience;
- special knowledge, language skills stating the level of proficiency (categories spoken, written, reading/comprehension, time spent in language region);

9.6. The technical bid may not include any information on prices.

10. Content of the financial bid

The price bid must be presented as an amount in Euro indicating full day interpreter rate (max. 8 hours), half day interpreter rate (max. 4 hours), two-hour interpreter rate, overtime rate, rate for translation/word, rate for proofreading/word, additional costs (such as interpreting headset).

11. Data protection regulations

12.1. By submitting the bid, the bidder agrees to the personal data submitted and the documents provided by the bidder for the tender procedures being stored and processed by the awarding authority. The awarding authority wishes to point out that it may use external service providers in the award process (e.g. operators of electronic platforms, external experts, possibly legal advisors) and may pass on the documents submitted to it (including the personal data these contain) to these third parties to process for the purpose of handling the award procedure.

12.2. The bidder is required to ensure that the transmission of personal data to the awarding authority by the bidder complies with the law. Where necessary, the bidder must advise the persons concerned and obtain their permission for the data to be sent to the awarding authority and processed for the purpose of the award procedure. There shall be no requirement for the awarding authority to inform the persons concerned separately.

12. Current legal provisions

The award procedures shall be carried out in accordance with the current provisions of the German Act against Restraints of Competition (GWB) and the Regulation on the Award of Public Supply and Service Contracts Below the EU Thresholds (UVgO).

13. Other provisions

The bidder must treat the documents attached to the invitation to bid as confidential and may only make them accessible to third parties in connection with the award procedure.