**Self-declaration of eligibility for the award of contracts up to the EU threshold – procedure with competitive tender**

giz

**Contract number:**

## Contents


Contract number: 1

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**I/we hereby declare:**

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

| | |
|---|---|
| **Name:** | |
| **Street address** | |
| **Postcode and town/city** | |
| **Name of bank** | |
| **Name of account holder** | |
| **IBAN** | |
| **BIC** | |
| **Tax number** | |
| **VAT ID number (Germany)** | |
| **Questions may be addressed to:** | |

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| | |
|---|---|
| **Email:** | |
| **Tel.:** | |

**Information to be provided by partnerships (i.e. natural persons) only (including individual consultants and appraisers)**
*Please attach a copy of your passport or identity card as a separate file.*

| | |
|---|---|
| **Name at birth** | |
| **Place of birth** | |
| **Date of birth** | |
| **I am/was a public sector employee** | ☐ NO<br>☐ YES, on a paid leave of absence<br>☐ YES, on an unpaid leave of absence<br>☐ YES, retired |
| **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).** | ☐ NO<br>☐ YES, during the period , as<br>☐ YES, I receive a GIZ company pension<br>☐ YES, I am a staff member on leave of absence |
| **I or a company that qualifies as a related party advised Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH before the procurement procedure or was involved in preparation of the procurement procedure in another way.** | ☐ NO<br>☐ YES, as follows: |

In submitting this self-declaration (please check the appropriate box),

☐ I declare and assure that over the past and next 12 months (ending/commencing on the date of submission of this declaration) I have received/will receive less than 5/6 of my total self-employed income from contracts with the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH (scenario 1).

☐ I declare that I cannot exclude the possibility that over the past and next 12 months (ending/commencing on the date of submission of this declaration) I have received/will receive more than 5/6 of my total self-employed income from contracts with the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH. I agree to provide further details of my

income over the past 12 months and anticipated income over the next 12 months from self-employment and employment if requested by GIZ (scenario 2).

Please note that if your income exceeds the 5/6 threshold over the specified period, you cannot be considered for this contract since full social insurance contributions could then be payable and GIZ could be obliged to deduct income tax. If you falsely declare that you have received/will receive less than 5/6 of your total business income from contracts with GIZ over the past and next 12 months (scenario 1) or provide false information on this matter (scenario 2), you may be liable to pay damages.

## 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. The copy must not be older than six months. In the case of candidate/bidding consortia, a copy must be provided for each member.*

*European companies must provide a copy of the current register entry within the meaning of Annex XI to EU Directive 2014/24/EU on public procurement. International companies must provide a copy of the register entry or a valid registration document for their company.*

| | |
|---|---|
| **Commercial register number / Register number of the company:** | |
| **Responsible local court / Responsible public authority** | |
| **Beneficial owners (persons holding more than 25% of the company's capital stock or voting rights pursuant to Section 3 of the German Money Laundering Act (GwG)).** *Please enter given name, family name, registered address and date of birth for each person.* | |
| **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).** | ☐ NO<br>☐ YES, during the period , as<br>☐ YES, I receive a GIZ company pension<br>☐ YES, I am a staff member on leave of absence |
| **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.** | ☐ NO<br>☐ 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.*

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| | |
|---|---|
| **Name, Address** | |
| **Name, Address** | |
| **Name, Address** | |

**Grounds for exclusion**
*The information provided below on grounds for exclusion applies to every member of the candidate/bidding consortium.*

**Do any of the grounds for exclusion specified in Section 123 or Section 124 of the German Act against Restraints on Competition (GWB) apply in your case?**

☐ YES, pursuant to Section 123 ☐ YES, pursuant to Section 124 ☐ NO

If yes, please provide details:

If yes, have "self-cleansing measures" been taken by the company?

☐ YES ☐ NO

If yes, please describe the action taken:

**Have you been sentenced to imprisonment of more than three months or a pecuniary fine of more than 90 daily rates or a fine of more than EUR 2,500 over the past three years as a result of non-compliance with any of the requirements set forth in Section 124, Paragraph 2 GWB resulting in an entry in the Central Trade and Industry Register ('Gewerbezentralregister')?**

☐ YES ☐ NO

If yes, has remedial action been taken to re-establish reliability?

☐ YES ☐ NO

If yes, please describe the action taken:

GIZ will assess the action taken by the company and decide whether there are grounds for exclusion on a case-by-case basis.

In addition, the tenderer undertakes to inform GIZ immediately if any of the grounds for exclusion pursuant to Sections 123, 124, Paragraph 1 GWB arise in the course of the procurement procedure or if the tenderer is sentenced to imprisonment of more than three months or a pecuniary fine of more than 90 daily rates or a fine of more than EUR 2,500 as a result of non-compliance with any of the requirements set forth in Section 124, Paragraph 2

GWB resulting in an entry in the Central Trade and Industry Register (‘Gewerbezentralregister’) in the course of the procurement procedure.

## Economic and financial capacity

### Key company figures

Did turnover in the entire company amount to at least **EUR** 50000 net (per year) in the past three financial years?

☐ Yes
☐ No

On 31 December of last year, did you have at least 20 **employees**?

☐ Yes
☐ No

## Technical capacity

*Proof of technical eligibility is provided by naming up to 10 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 **EUR** 30000**.**

At least 5 reference project(s) in the field of agriculture and environment
and at least 5 reference project(s) in the country Armenia in the last three 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')*

| | | | | | | Criteria used for technical assessment | | | |
|---|---|---|---|---|---|---|---|---|---|
| **No.** | **Project title** | **Commissioning party** | **Period** | **Contract value in EUR** | **Country** | **Region/ country** | **Technical experience** | **ODA financed[1] (yes/no)** | **Project description (brief description of the content of the measure)** |
| 1 | | | | | | | | | |
| 2 | | | | | | | | | |
| 3 | | | | | | | | | |
| 4 | | | | | | | | | |
| 5 | | | | | | | | | |
| 6 | | | | | | | | | |
| 7 | | | | | | | | | |
| 8 | | | | | | | | | |
| 9 | | | | | | | | | |
| 10 | | | | | | | | | |

[1] Please state 'yes' if the reference project was financed to **at least 50%** by official development assistance (ODA) funds.

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**Technical assessment – weighted criteria**

**The reference projects listed in the table above are weighted and assessed using the eligibility criteria given below.**

| Criterion | Weighting in % |
|---|---|
| 1. Technical experience (up to five fields) | |
| 1.1. *Agriculture* | 30 |
| 1.2. Rural development | 10 |
| 1.3. Infrastructure | 10 |
| 1.4. | |
| 1.5. | |
| 2. Regional experience in Armenia | 30 |
| 3. Experience in development cooperation (ODA financed) | 20 |
| **Total** | **100*** |

**In the assessment, a maximum of 10 points can be awarded for each criterion.*

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**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

- GIZ's external ombudsperson,
*Dr Edgar Joussen (lawyer, ombudsman), Tel.: +49 30 315 18 7-0*
Email: ombudsmann@ra-js.de
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).

**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 using the GIZ eProcurement Tender Platform, I/we confirm that the aforementioned information is complete and true.**