

giz Bureau GIZ Kinshasa, 7, Avenue Comité Urbain • Kinshasa-Gombe • R.D.Congo

Project No. : **G-011769-001**

Deadline for submission: **October 28, 2026**

Tenders must be submitted by email only to the following address:

[CD Contrats Quotation@giz.de](mailto:CD_Contrats_Quotation@giz.de)

Invitation to tender 10054159

Subject: Selection of a consultancy firm to implement the “Trusted Voices” initiative of the African Centre for Disease Prevention and Control (Africa CDC).

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, through its ‘Strengthening the AU Health Architecture (SAHA)’ project, is issuing this call for tenders with a view to recruiting a consultancy firm to implement the ‘Trusted Voices’ initiative of the African Centre for Disease Prevention and Control (Africa CDC) in the areas of Ebola risk communication and community engagement (RCCE) in the Democratic Republic of the Congo

GIZ hereby invites interested bidders to submit their proposals for the provision of services in accordance with the specifications and conditions set out in the attached Terms of Reference, by **October 28, 2026**, at the latest, to the following email address: CD-contrats_Quotations@giz.de

Contents of the tender documentation

The tender documentation comprises the following documents:

- ✓ Invitation to tender
- ✓ Terms of reference, administrative and technical evaluation grids
- ✓ Financial bid template
- ✓ Technical_Assessment_Grid_Trusted_Voices_DZ
- ✓ GIZ General Terms and Conditions and Code of Conduct (French version)
- ✓ Information note for commercial service providers (French version)

Note : Some accompanying documents are in English and others in French, depending on the version available.

Request for clarification

Any enquiries regarding this invitation to tender must be sent by email to: CD_Contrats_Quotation@giz.de, no later than October 22, 2026, with the subject line “**Clarifications No. 10054159**”. After this deadline, no questions will be answered.

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Votre référence

Notre référence

13.10.2026

Deutsche Gesellschaft für
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Frankfurt-sur-le-Main, Allemagne
N° d'immatriculation au registre du commerce :
HRB 12394

Président du conseil de surveillance
Jochen Flasbarth, Secrétaire d'État

Directoire
Thorsten Schäfer-Gümbel
(Président du directoire)
Ingrid-Gabriela Hoven
(Vice-présidente du directoire)
Anna Sophie Herken

Validity of tenders

Tenders must remain valid for a period of 90 calendar days from the deadline for submission.

Submission procedure

Tenders must be submitted by email only and must comprise three (03) separate PDF files. The email must include the reference: **10054159**.

File 1: Administrative Tender

- **Administrative documents (company)**
 - Certificate of registration with the RCCM,
 - National identification number
 - Company profile;
 - Valid certificate confirming up-to-date CNSS payments or proof of payment for the months of June, July and August 2026.
 - Valid tax certificate or proof of payment for the months of June, July and August 2026, or a valid tax clearance certificate.
- **Administrative documents (non-profit organisations/NGOs)**
 - Notarized statutes of association
 - Ministerial Order Granting Legal Personality
 - A valid certificate confirming up-to-date payments to the CNSS or proof of payment for the months of June, July and August 2026.
 - A valid tax certificate or proof of payment for the months of June, July and August 2026.

Note: NGOs with expertise in this field may apply as consultancy firms or expert bodies.

We would also ask you to complete the following administrative documents, which will enable us to update our partner database:

- The tax identification number (NIF) notification form
- The bank details form (RIB)

File 2: Technical Proposal

- Please refer to points 3 (Concept) and 4 (Personnel) in the Terms of Reference

File 3: Financial Proposal

The financial proposal must be drawn up in accordance with the attached template and submitted in PDF format.

Failure to include any of the above elements will result in the rejection of the tender. Tenders sent to an address other than that indicated above will not be considered

Note: Please note that the minimum threshold for the acceptance of technical tenders is **70 per cent**

Other conditions for the submission of tenders:

1. The reference number **10054159** must be included in the subject line of the email. Failure to do so will result in the automatic rejection of the tender.
2. Bids received after the submission deadline will not be accepted.
3. Single submission channel:
 - a. Bids sent to a GIZ staff member or with other GIZ email addresses copied in will be rejected;
 - b. Only bids sent to [CD Contrats Quotation@giz.de](mailto:CD_Contrats_Quotation@giz.de) will be considered.
4. File format: all bids must be submitted exclusively in PDF format.
5. Submission of large files:
 - ✓ GIZ only accepts submissions via file transfer for files larger than 23 MB.
 - ✓ Platforms such as Google Drive or similar are not permitted
6. Requests for clarification should be sent to:
[CD Contrats Quotation@giz.de](mailto:CD_Contrats_Quotation@giz.de) with the subject line: **"clarifications no. 10054159"**. If this reference is not included, no reply can be sent to you

Notification of results

If you do not receive any communication from us within 6 weeks of the submission deadline, please consider that your tender has not been successful.

GIZ's right of reservation

GIZ reserves the right to cancel the tender process at any time, without any obligation to inform tenderers and without any reimbursement of costs being due.

GIZ has no obligation to accept any of the tenders received.

Done in Kinshasa, on **October 13, 2026**

GIZ