

Reference number: 83387859
Processing no.: 20.2165.7-004.00
Project name: NEW
Project title: Capacity Development of SADC
EPA Countries' Officials on the SADC EPA
Safeguards

Your reference
Our reference

Date 03.08.2021

Country: Botswana

Dear Sir/Madam,

Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH

The German Development Cooperation (GIZ)'s global project operating under the title "Supporting sustainability aspects in the implementation of EU Economic Partnership Agreements (NEW) is supporting the SADC countries that signed the SADC Economic Partnership Agreement (SADC EPA) with the European Union. The SADC EPA entered into force in October 2016. The NEW project, working in partnership with the SADC Secretariat (EPA Unit) supports the development of capacities of the SADC EPA countries in order to help them fully exploit the potential benefits provided for under the SADC EPA

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Local court (Amtsgericht)
Bonn, Germany
Registration no. HRB 18384
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Frankfurt am Main, Germany
Registration no. HRB 12394

It is against this backdrop, that the GIZ NEW project is looking for a service provider that will, through a regional train-the-trainer workshop, provide technical training to SADC EPA countries' relevant public officials on the SADC EPA safeguard measures.

Chairman of the Supervisory Board
Martin Jäger, State Secretary

For more detailed information please refer to the attached Terms of Reference (ToR, Annex 1).

Management Board
Tanja Gönner (Chair)
Ingrid-Gabriela Hoven
Thorsten Schäfer-Gümbel

Submission deadline

Should you be interested in implementing the tasks according the Terms of Reference (Annex 1), please submit bids at GIZ Botswana office or email by **18th August 2021, 16:00 hrs.** Please note that tender bids not received at the stipulated time, date, place, and email **will not** be accepted. Kindly send your tender bids by **email below, courier, Post Office or hand deliver** to address:

1) supplies-botswana-office@giz.de ONLY

or

2) **Deutsche Gesellschaft für Internationale Zusammenarbeit
(GIZ) GmbH**

**GIZ Office Gaborone
1st Floor, South Wing, Morula House
Plot 54358, New CBD
Private Bag X12, Village
Gaborone, Botswana**

Technical offer

The following items have to be submitted with the technical proposal drawn up in English language:

- 1) Technical proposal stating why you consider your service suitable for the assignment and a brief methodology on the approach as well as a detailed work plan
- 2) Company profile
- 3) CVs of proposed technical personnel proposed for this project highlighting qualifications and experiences
- 4) References / examples of previous work of three projects where similar products were developed and a show reel.

Interested bidders are requested to submit technical offer based on the criteria of the assessment grid (Annex 2). The technical offer should not exceed four pages, including interpretation of the assignment, work plan and proposed methodology/strategy. The technical offer will be assessed based on the technical proposal and the provided company profile, examples of similar work undertaken previously and team

Price offer

The price offer must be submitted in accordance with the attached format for the price offer (Annex 3) and General Terms and Conditions of contract (Annex 4). Personnel costs should be shown per expert assigned for the measure. Travel costs and all other costs have to be shown separately. All communication related costs, stationery and printing costs for reports have to be included in the calculation. **Please submit your offer in the currency of your country**; during the financial evaluation the amounts will be converted using the exchange rate of the day from the converter Infor Euro:

http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm

Alternative offers

No alternative offers are permitted.

Labelling of offer

Your bid, comprising the **technical offer** and the **price offer**, must be clearly marked as such and submitted in a package containing two envelopes. The price offer must always be separate from the technical offer and placed in a separate envelope. Kindly send one original and three copies of technical and one financial proposal.

The envelope containing the price offer using the financial offer form (**Annex 3**) with the bidder's name on the right corner must be sealed and be labelled as follows: if by email please indicate the tender Number and company name

Price offer for:

**Capacity development of SADC EPA countries public officials on the SADC EPA safeguard measures
Reference number 83387859
– to be opened by GIZ procurement unit only –**

The envelope containing the technical offer with the bidder's name on the right corner must be sealed and be labelled as follows: if by email please indicate the tender Number and company name

Technical offer for:

**Capacity development of SADC EPA countries public officials on the SADC EPA safeguard measures
Reference number 83387859
– to be opened by GIZ evaluation team & Procurement Unit –**

The outer package with the bidder's company name on the right corner must be labelled as:

Bidding documents for:

**Capacity development of SADC EPA countries public officials on the SADC EPA safeguard measures
Reference number 83387859
– to be opened by GIZ Office and Project officer –**

and be addressed to:

**Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ)
GmbH
GIZ Office Gaborone
1st Floor, South Wing, Morula House
Plot 54358, New CBD
Gaborone
Botswana**

Procedural questions

Please address any commercial, technical and procedural questions at an early stage. Questions will be answered if they are received at the latest five working days before the closing of the tender. Questions have to be raised *in writing, by email only* to:

**Ms Dimpho Keitseng
GIZ Botswana, Procurement Office
fax +267-3959750 or
email: dimpho.keitseng@giz.de**

Non-compliance may result in your bid not being considered.

Evaluation of Offer

After the final technical evaluation, technical offers scored 500 points and above only their financial bids will be opened and evaluated. Technical offers below 500 points will be considered as technically not acceptable. The weightings are as below for Technical (T) and Financial (F);

T: 70%, the price offer and F: 30%. The following formula will be used:

$$\frac{\text{technical evaluation of bid} \times 70}{\text{technical evaluation of best bid}} + \frac{\text{most economical bid} \times 30}{\text{price of bid}}$$

The contract will be awarded to the bidder with the highest score (Technical plus Financial weighing), and in case of achieving the same score, a priority is given to the bidder who submitted their bid earlier. Contractual negotiations are generally commenced with the bidder achieving the highest score. Should these negotiations not be successful, the second highest scorer on the list shall be invited to commence negotiations.

Date of decision to award contract

For procedural reasons, no information on the status of the evaluation will be given pending the decision on contract award. We would therefore ask you to refrain from making enquiries about this. Only the winning bidder will be informed.

Acceptance period and Commencement of work

Please note that you are bound by your bid for 90 days.

GIZ reserves the right to accept, reject and/or cancel any or part of the bid.

GIZ also reserves the right to cancel the bid entirely.

Yours truly,

Annexes

1. Terms of Reference
2. Technical Assessment Grid
3. Budget allocation form (for financial proposal)
4. GIZ General Terms and Conditions of contract