



CONSULTANCY FOR TECHNICAL ASSISTANCE TO SADC SECRETARIAT ON STRENGTHENING INSTITUTIONAL CAPACITY

REQUEST FOR PROPOSALS

CONSULTANCY FOR TECHNICAL ASSISTANCE TO SADC SECRETARIAT ON STRENGTHENING INSTITUTIONAL

REFERENCE NUMBER: SADC/3/5/2/332

12th March 2024

1. The SADC Secretariat is inviting interested firms to submit their technical Proposal for the following services:

CONSULTANCY FOR TECHNICAL ASSISTANCE TO SADC SECRETARIAT ON STRENGTHENING INSTITUTIONAL

The Terms of Reference defining the minimum technical requirements for these services are attached in Section 5 of the bidding document.

2. All interested Firms are eligible to apply and those within the SADC Member states are encouraged to apply:

3. The maximum budget for this contract is **US\$186,000.00 inclusive of a maximum of US\$21,000.00 incidentals and reimbursable expenses**. Proposals exceeding this budget will not be accepted.

4. Your technical proposal must be presented as per Standard Bidding attached in the bidding document, in the English language and be accompanied by copies of all the indicated supporting documents. If the supporting documents are not in English, these shall be accompanied by a certified translation into English.

5. Proposal should be submitted by email clearly marked **“REFERENCE NUMBER: SADC/3/5/2/332 - CONSULTANCY FOR TECHNICAL ASSISTANCE TO SADC SECRETARIAT ON STRENGTHENING INSTITUTIONAL** to the drag and drop collab link below:

Collab Link: <https://collab.sadc.int/s/BeBMNbdMATmCmXP>

6. The deadline for submission of your proposal, to the address indicated in Paragraph 5 above, is **Tuesday 9th April 2024 at 00:00hours local Botswana time and opening will be conducted on 10th April 2024 at 9.00 hours local Botswana time.** No public opening will be heard.

7. Your technical proposal will be evaluated using the criteria as indicated on article 5.8 of the bid data sheet.

Technical Evaluation

The minimum technical score required to pass is **70 points**. Bids not reaching 70 points shall be considered not compliant. Out of the 70 points threshold, the best technical offer is awarded 100 points. The others receive points calculated using the following formula: Technical score = (final score of the technical offer in question/final score of the best technical offer) x100

Financial evaluation

The Evaluation Committee shall proceed with the financial comparisons of the fees between the different financial offers (fee based are established in the main Contract while for Global Price specific offers will be considered). Both the provisions for reimbursables and expenditure verification shall be excluded from the comparison of the financial bids. The offer with the lowest total fees shall receive 100 points. The others are awarded points by means of the following formula: Financial score = (lowest total fees /total fees of the tender being considered) x 100.

The best value for money is established by weighing technical quality against price on an **80/20** basis. This is done by multiplying:

- the scores awarded to the technical offers by **0.80**
- the scores awarded to the financial offers by **0.20**

8. Your technical proposal should be submitted as per the instructions and in accordance with the Terms and Conditions of the Standard Bidding Document issued:

(i) VALIDITY OF THE TECHNICAL PROPOSAL:

Your Technical proposal should be valid for a period of **120 days** from the date of deadline for submission indicated in Paragraph 6 above.

9. Those who will pass through the technical proposal stage will be notified by email to submit a Financial Proposal.

10. Additional requests for information and clarifications can be made through the address below:

The Procuring entity: **SADC Secretariat**

Head of Procurement Unit

Contact person: **Ms. Mercy Mikuwa**

Telephone: **+267 364 1989 / 3951863**

Fax: **3972848**

E-mail: mmikuwa@sadc.int

Copy to: drweyemamu@sadc.int and tchabwera@sadc.int

The Closing date for receipt of requests for information and clarification shall be: **20th March 2024 at 16.00 hours' local time Botswana.**

The Closing date for responding to requests for information and clarification shall be: **25th March 2024 at 16.00 hours' local time Botswana.**

All questions received as well as the answer(s) to those will be posted on the SADC Secretariat's website.

NOTE: Technical Proposals ONLY should be submitted; those submitting both will be automatically disqualified.