

giz GIZ Office Gaborone, Private Bag X12, Village, Gaborone

**German Development Cooperation
GIZ Office Gaborone**

Reference number: 83373943
Processing no: 13.2244.5-003.00
Project title: Development of a Communications Strategy for
the National Designated Authority to the Green
Climate Fund in Botswana

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Your reference
Our reference

2nd Februar 2021

Country: Botswana

Dear Sir/Madam,

In 2019, Botswana received the Green Climate Fund (GCF) Readiness and Preparatory support to firmly establish and operationalise the Ministry of Finance and Economic Development (MFED) as the national designated authority (NDA), develop a GCF Country Programme, and set up an effective communication system. The Gesellschaft für Internationale Zusammenarbeit (GIZ) was selected as delivery partner and implements the Readiness and Preparatory Support Programme in Botswana through its SADC Adaptation to Climate Change in Rural Areas in Southern Africa (ACCRA) Programme. The main objective of the assignment is to develop a communication strategy that will help the NDA to generate information related to GCF in Botswana. Furthermore, the individual consultant will develop webpage content and useful tools such as news items and key messages, factsheets, and templates for documentation to be shared on the webpage in a creative manner.

Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH

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

Chairman of the Supervisory Board
Martin Jäger, State Secretary

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

For more detailed information please refer to the attached Terms of Reference should you be interested in participating in the tender.

Submission deadline

Should you be interested in implementing the tasks according the Specifications on the Terms of Reference (**Annex 1**), please submit your bid in three (**3**) copies at GIZ office latest by **12 February 2021, 4 p.m.** Please note that tender bids submitted by **email will not** be accepted. Kindly send your tender bids by **courier** or **hand deliver** to:

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

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

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 1 original and 2 copies of technical offers and 1 (one) financial offer.

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:

Price offer for:

Development of a Communications Strategy for the National Designated Authority to the Green Climate Fund in Botswana

Reference number: 83373943

– to be opened by GIZ procurement unit only –

Technical assessment grid (**Annex 2**). The complete technical bid shall not exceed 6 pages (excluding CVs). The CVs shall not exceed 4 pages and must clearly show the position and job the proposed person held in the reference project and for how long. The CVs should also be submitted in English.

The envelope containing the technical offer with the bidder's name on the right corner must be sealed and be labelled as follows:

Technical offer for:

Development of a Communications Strategy for the National Designated Authority to the Green Climate Fund in Botswana

Reference number 83373943

– to be opened by GIZ evaluation team only –

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

Bidding documents for:

Development of a Communications Strategy for the National Designated Authority to the Green Climate Fund in Botswana

Reference number 83373943

– to be opened by GIZ procurement officer only –

Price offer

The price offer must be submitted in accordance with the attached format for the price offer and General Terms and Conditions. Personnel costs should be shown per expert assigned for the measure. Travel costs and all other costs must be shown separately. All communication related costs, stationery and printing costs for reports must 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 InforEuro: http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm

Alternative offers

No alternative offers are permitted.

Procedural questions

Please address any commercial, technical and procedural questions at an early stage. Questions will be answered if they are received 5 days before the closing date. 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, only the price offers of bids with 500 points and above 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 the 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. Budget allocation form (for financial proposal)
3. Technical Assessment Grid
4. GIZ General Terms of contract