

To:

Your ref.,  
Our ref:  
Email: dimpho.keitseng@giz.de

Phone 00267 3957400  
Fax 00267-3959750  
Date 05.02.2020

**German Development Cooperation  
GIZ Office Gaborone**

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**Reference number:** 83349491  
**Processing no.:** 13.2244.5 – 001.00  
**Project title:** CCARDESA/ACCRA Proof-Reading, Editing and  
Layout of Knowledge Products and other Technical  
Documents on Climate Change and Agriculture

Your reference  
Our reference 83349491

**Country:** SADC (Home based with travel to Botswana)

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

Dear Madam/Sir,

Registered offices  
Bonn and Eschborn, Germany

The SADC Adaptation to Climate Change in Rural Areas in Southern Africa (ACCRA) Programme is implemented by the Gesellschaft für Internationale Zusammenarbeit (GIZ) and the Centre for Coordination of Agricultural Research and Development for Southern Africa (CCARDESA), funded by the Federal German Ministry for Economic Cooperation and Development (BMZ). CCARDESA is a Sub-Regional Organisation (SRO) which was established in 2011 by the Council of Ministers of Agriculture of SADC.

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The programme's aim is to increase the capacities of SADC Member States to integrate climate change into agricultural programmes and investments. This will be achieved through promoting regional knowledge dissemination on climate-smart agriculture and supporting the climate proofing of agricultural value chains.

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

In the context of CCARDESA's key role in regional knowledge dissemination, ACCRA is supporting CCARDESA to produce high-quality knowledge products that will be posted on the CCARDESA online platform where they are visible and accessible to the SADC region and beyond. To do this, GIZ is seeking to engage a consultancy firm to proofread, edit and layout the English, French and Portuguese versions of a range of knowledge products to be posted on the CCARDESA website.

Chairman of the Supervisory Board  
Martin Jäger, State Secretary

Management Board  
Tanja Gönner (Chair)  
Dr Christoph Beier (Vice-Chair)

For more detailed information on the sought consultancy services, please refer to the attached Terms of Reference and other tender documents.

### **Submission Deadline**

Should you be interested in implementing the tasks according the Terms of Reference (Annex 1), please submit your bid in the English Language consisting of 1 original and 2 copies at GIZ office by **21 February 2020**.

Please note that tender bids submitted by **email will not** be accepted.  
Please send your tender bids by **courier** or **Post office** or **hand deliver** to:

**Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH**  
**GIZ Office Gaborone**  
**1<sup>st</sup> Floor, South Wing, Marula House**  
**Plot 54358, New CBD or**  
**P.O. Box 202 Village**  
**Gaborone, Botswana**

**Labelling of offer**

Your bid, comprising of Technical offer and 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 original and 2 copies of technical and 1 copy financial proposals.

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

**Price offer for:**

Proof-Reading, Editing and Layout of Knowledge Products and other  
Technical Documents on Climate Change and Agriculture

**Reference number 83349491**

**– to be opened by GIZ procurement unit only –**

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

**Technical offer for: Company name**

Proof-Reading, Editing and Layout of Knowledge Products and other  
Technical Documents on Climate Change and Agriculture

**Reference number 83349491**

**– to be opened by GIZ assessment team –**

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

**Bidding documents for:**

Proof-Reading, Editing and Layout of Knowledge Products and other  
Technical Documents on Climate Change and Agriculture

**Reference number 83349491**

**– to be opened by GIZ assessment team –**

### **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 must be raised *in writing, by fax or email only* to:

**Ms Dimpho Keitseng**  
**GIZ Botswana, Procurement Office**  
fax +267-3959750 or  
email: [dimpho.keitseng@giz.de](mailto: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 70% Technical (T) and 30% Financial (F);

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**

Work is scheduled to start on 01<sup>st</sup> of March 2020. But 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**

- Terms of Reference
- GIZ General Terms of contract
- Technical Assessment Grid
- Financial Form