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**German Development Cooperation**

**GIZ Office Gaborone**

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Your reference

Our reference

19 October 2017

Deutsche Gesellschaft für

Internationale Zusammenarbeit (GIZ) GmbH

Registered offices

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Registered at

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Bonn, Germany

Registration no. HRB 18384

Local court (Amtsgericht)

Frankfurt am Main, Germany

Registration no. HRB 12394

Chairman of the Supervisory Board

Dr Friedrich Kitschelt, State Secretary

Management Board

Tanja Gönner (Chair)

Dr Christoph Beier (Vice-Chair)

Dr Hans-Joachim Preuß

Cornelia Richter

To:

|  |  |
| --- | --- |
| Your ref., your message  Our ref. **83270875**  Email dimpho.keitseng@giz.de | Phone 00267 3957400  Fax 00267-3959750  Date 19.10.2017 |

**Reference number**:

**Processing no.:** 15.2076.6-008.00

**Project title:** Documentation of case studies on selected pilot projects

**Country:** Botswana

Dear Sir or Madam,

The German Federal Ministry for Economic Cooperation (BMZ) with co-financing from the UK Department for International Development (DFID) has commissioned GIZ to implement the Transboundary Water Management in SADC Programme.

The project is concerned with the following:

The water resources of the SADC region play a vital and important role in the maintenance of the rich diversity of the Region’s natural ecosystems and for the sustainable economic and social development of the Region. Over 90% of the renewable water resources in mainland SADC are shared between two or more Member States. It is therefore important to develop, manage, protect and utilize the shared water resources in a sustainable manner; hence the need for the development of an instrument that fosters cooperation in shared watercourses in the region. It was against that background that the SADC Protocol on Shared Watercourse Systems was developed and adopted in 1996. Due to international developments such as the development of the United Nations Convention on the Law of the Non-Navigational Uses of International Watercourses, the Protocol was revised.

The programme has implemented 3 successful pilot projects on (1) Wetland Rehabilitation, (2) Community Based Flood Early Warning and (3) Water Loss Reduction. The projects’ approaches, achievements as well as success factors and lessons learnt during implementation need to be synthetized and made available for water practitioners and decision makers in the region and globally. They will equally serve as a basis for replication and upscaling in other parts of the SADC region.

Should you be interested in implementing the tasks according the Terms of Reference (Annex 1), we request you to submit a bid in the English language consisting of 1 original and 2 copies 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**

Detailed instructions what information your bid should contain and how it should be presented are given in the attached TOR. If you have any further questions in this connection, please contact the responsible desk officer **Ms. Dimpho Keitseng, Procurement Manager**, [Dimpho.keitseng@giz.de](mailto:Dimpho.keitseng@giz.de) at the GIZ Office Gaborone

**Submission deadline**

Kindly submit your bid by **9th November 2017, 10:00 a.m.** (date of receipt at GIZ Office Botswana).

Bids are to be submitted using the two-envelope procedure; i.e. we request that you submit the prices for your inputs in a separate, sealed envelope addressed as follows: "Price quotation for bid, reference no**.: 83270875, Bidders’ contacts,** which are to be placed inside the envelope containing the bid. Please use the financial offer form (Annex 4). All copies of the bid must be submitted by post / courier. The above formal requirements regarding envelopes and marking also apply to further copies, of the bid.

The bids received shall be evaluated by the GIZ with regard to their technical content and to their price (cf. Assessment Grid for the Technical Evaluation of Bids, Annex 3).

The evaluation of the bids is scheduled to be completed by 15th November 2017; whereupon the bidders shall be priority rated. Contractual negotiations are generally commenced with the first bidder on the list. Should these negotiations not be successful, the second bidder on the list shall be invited to commence negotiations.

**Alternative offers**

No alternative offers are permitted.

**Price offer**

The price offer must be submitted in accordance with the attached format for the price offer in EUR currency; which will be converted to local currency of the winning bidder.

**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:

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.

**Acceptance period and Commencement of work**

Work is scheduled to start on 23rd November 2017. 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**

1. Terms of Reference
2. GIZ General Terms of contract
3. Technical grid assessment form
4. Financial budget allocation Form