

**Reference number:** 83390047  
**Processing no.:** 2018.2194.1-001.00  
**Project name:** Transboundary Water Management V  
**Tender name:** Dissemination of RSAP V: Design and  
Production of Information Products

Your reference  
Our reference

Date 31.08.2021

**Country:** Botswana

Dear Sir/Madam,

The German International Cooperation (GIZ) supports the Water Division through its programme TWM V (Transboundary Water Management). The objective of this programme is to support the management of shared watercourses in the region by promoting the effective implementation of the SADC Regional Strategic Action Plan on Integrated Water Resources Development and Management (RSAP).

Popularizing RSAP V will be a long-term task that includes continued media coverage (local, regional, and continental) that ensures communication is current. As a starting point, the SADC Water Division, with the support from the GIZ programme "Transboundary Water Management in the SADC region" (TWM), intends to produce and disseminate a range of information products to selected stakeholders.

The target audience includes, amongst others, senior officials of national government ministries and authorities, civil society and private sector bodies in SADC Member States as well as representatives of regional organisations and ICPs active in the SADC water sector. Information products shall be disseminated electronically (online) as well as through the distribution of hard copies.

It is against this backdrop, that the SADC/GIZ -TWM project is looking for a SADC-based service provider that will produce the following;

1.	Electronic versions (PDF-files) of the following information products <ul style="list-style-type: none"> <li>• RSAP V full version</li> <li>• RSAP V pocket version</li> <li>• RSAP V poster</li> <li>• SADC Water Protocol Guidelines, full version</li> </ul>
2.	Animated videos

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	<ul style="list-style-type: none"> <li>• One 3-5-minute general 4K video RSAP V</li> <li>• One 3-5-minute general 4K video SADC Water Protocol Guidelines</li> </ul>
3.	<p>Hard copies (print) of the following information products</p> <ul style="list-style-type: none"> <li>• 500 hard copies of the RSAP V, full version in English, 200 in French, 100 in Portuguese<sup>1</sup></li> <li>• 5,000 hard copies of the RSAP V, pocket version in English, 600 in French, 300 in Portuguese<sup>2</sup></li> <li>• 1,500 hard copies of the poster in English, 600 in French, 300 in Portuguese</li> <li>• 500 hard copies of the SADC Water Protocol Guidelines, full version in English, 200 in French, 100 in Portuguese (tbc)</li> </ul> <p><b>Specifications of the Hard Copies</b></p> <ul style="list-style-type: none"> <li>• Cover is Gloss 300gsm White</li> <li>• Text pages Matte 135gsm White.</li> <li>• A4</li> <li>• Double sided print</li> <li>• Perfect bound or Saddle stitch as size dictates.</li> </ul>

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

#### **Submission deadline**

Should you be interested in implementing the tasks according the Terms of Reference (Annex 1), please submit bids no later than Monday **20<sup>th</sup> September 2021, 1500hrs / 3p.m at [BW\\_Quotation@giz.de](mailto:BW_Quotation@giz.de)**. Please note that tender bids received after the stipulated time, date **will not** be accepted.

## Technical offer

The following items must 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 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 Infor Euro:

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/inforeuro/inforeuro\\_en.cfm](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 with the contract number and submitted separately.

The financial offer form (**Annex 3**) to be completed for the price offer with the bidder's name and the currency used

**Price offer for:**

**Dissemination of RSAP V: Design and Production of  
Information Products**

**Reference number: - 833890047**

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

**Technical offer for:**

**Dissemination of RSAP V: Design and Production of  
Information Products**

**Reference number 833890047**

**– to be opened by GIZ evaluation team & Procurement Unit –**

**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 must be raised *in writing, by email* to: [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, 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