

Reference number: 83397939
Processing no.: 20.2165.7-004.00
Project name: NEW
Tender name: Comprehensive Analysis of Civil Society's
Perspectives on the SADC EPA and Support to
Capacity Building of CSOs

Your reference
Our reference

Date 22.11.2021

Country: Botswana

Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH

Dear Sir/Madam,

Registered offices
Bonn and Eschborn, Germany

The German Development Cooperation (GIZ)'s global project operating under the title "Supporting sustainability aspects in the implementation of EU Economic Partnership Agreements (NEW) is supporting the SADC countries that signed the SADC Economic Partnership Agreement (SADC EPA) with the European Union. The SADC EPA entered into force in October 2016. The NEW project, working in partnership with the SADC Secretariat (EPA Unit) supports the development of capacities of the SADC EPA countries in order to help them fully exploit the potential benefits provided for under the SADC EPA

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In light of the foregoing, the GIZ NEW project is looking for a service provider to conduct awareness raising webinars on the SADC-EU EPA in six SADC EPA countries as well as a comprehensive analysis of the perspectives of civil society actors in these countries on the SADC-EU EPA and its impact on sustainable development.

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

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

Chairman of the Supervisory Board
Martin Jäger, State Secretary

Submission deadline

Companies interested and qualified to participate in the tender and implement the task, are to refer to the attached Terms of Reference (Annex 1) for more detailed information and must submit their tender documents to **BW_Quotation@giz.de** no later than **10th December 2021, 1700hrs.**

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

Please note that tender bids received after the stipulated time and 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

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- 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 ten 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 have to be shown separately. All communication related costs, stationery and printing costs for reports have to 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

Alternative offers

No alternative offers are permitted.

Your bid, comprising the **technical offer** and the **price offer**, must be clearly marked as such with the contract number, tender name and submitted separately.

The following items must be submitted with the Financial proposal

- (a). The financial offer form (Annex 3) to be completed for the price offer and clearly indicate the currency used
- (b) Company bank letter within 6 months
- (c) Company Tax clearance certificate (TCC)
- (d) Company Certificate / Certificate of incorporation

Price offer for (labelled):

Comprehensive analysis of civil society actors from SADC EPA countries on the SADC-EU EPA and support to capacity development of CSOs
Reference number: 83397939

– to be opened by GIZ procurement unit only –

Technical offer (labelled):

Comprehensive analysis of civil society actors from SADC EPA countries on the SADC-EU EPA and support to capacity development of CSOs
Reference number: 83397939

– 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: dimpfo.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.

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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
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