

giz

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**Reference number:** 83384583

**Processing no.:** 2017.2034.1-050.00

Your reference  
Our reference

Date 26.07.2021

**Project name:** Cooperation for the Enhancement of  
SADC Regional Economic Integration

**Project title:** Industrialization and Women Economic  
Empowerment (IWEE)

**Tender title:** Preparation of an idea contest to support  
women economic empowerment in the  
SADC region

Deutsche Gesellschaft für  
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Dear Sir/Madam,

E [info@giz.de](mailto:info@giz.de)  
I [www.giz.de](http://www.giz.de)

Registered at  
Local court (Amtsgericht)  
Bonn, Germany  
Registration no. HRB 18384  
Local court (Amtsgericht)  
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

The German International Cooperation (GIZ) supports the Gender Unit (GU), Industrial Development and Trade Directorate (IDT) and Directorate of Finance, Investment and Customs (FIC) of the Southern African Development Community (SADC) in the implementation of SADC strategies and programmes for industrialisation and women economic empowerment through the SADC/GIZ Project “Industrialization and Women Economic Empowerment” (IWEE).

IWEE aims to increase women owned businesses’ and female entrepreneurs’ participation in value addition for selected sectors/regional value chains (RVCs) of the SADC Industrialization Strategy and Roadmap (SISR). The consultant will be responsible for the design of an idea contest, including tasks such as conceptual groundwork and preparation of the contest, the development of an idea contest “roadmap” outlining the necessary processes and steps, the development of application packages and a marketing strategy, as well as recommending criteria of eligibility, selection criteria and an assessment grid.

Therefore, **Individual consultants** are invited to bid for the assignment on “Preparation of an idea contest support women economic empowerment in the SADC region”. The selected consultant will enter a contract with GIZ.

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 to 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 6<sup>th</sup> August 2021, 16:00 hrs.** Please note that tender bids submitted by **email will not** be accepted. Please note that tender bids not received at the stipulated time, date, place, email **will not** be accepted. Kindly send your tender bids by **email, courier, Post Office or hand deliver** to:

**Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ)  
GmbH  
GIZ Office Gaborone  
1<sup>st</sup> Floor, South Wing, Morula House  
Plot 54358, New CBD or  
P/Bag X12 Village  
Gaborone, Botswana**

### Technical offer

The technical proposal, drawn up in **English** language, follows the following format (max. 5 pages excl. CVs):

- (a) consider the tasks to be performed with reference to the objectives of the services. Following this, the consultant presents and justifies the **approach** intended to provide the services.
- (b) The bidder is required to describe **key processes** taking into account the contributions of others, indicate **milestones**, explain the approach to project management and present a schedule that describes how the services are delivered.
- (c) The bidder is required to **indicate the stakeholders** relevant for the services and describe the **cooperation** with them.
- (d) The bidder is required to describe how the contributions of stakeholders shall be **integrated** into the services.

The assessment for the award of the contract shall be based on the evaluation of the consultant's Technical Proposal and CV (70%) (**Annex 2**) and the financial offer (30%).

### 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/infoeuro/infoeuro\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/infoeuro/infoeuro_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 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 3 copies of technical proposal and 1 financial proposal.

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

#### **Price offer for:**

**Preparation of an idea contest to support women economic empowerment in the SADC region**

**Reference number: 83384583**

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

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:**

**Preparation of an idea contest to support women economic empowerment in the SADC region**

**Reference number: 83384583**

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

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

#### **Bidding documents for:**

**Preparation of an idea contest to support women economic empowerment in the SADC region**

**Reference number: 83384583**

and be addressed to:

**Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ)  
GmbH  
GIZ Office Gaborone  
1<sup>st</sup> Floor, South Wing, Morula House  
Plot 54358, New CBD  
Gaborone  
Botswana**

### **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 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 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. Technical Grid
3. Budget allocation form (for price officer)
4. GIZ General Terms and Conditions of contract