

Reference number: 83384583

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Our reference

Date 23.06.2021

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
Internationale Zusammenarbeit (GIZ) GmbH

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Dear Sir/Madam,

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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).

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

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.

Chairman of the Supervisory Board
Martin Jäger, State Secretary

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

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 22nd July 2021, 16:00 hrs.** 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
1st 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/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 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
1st 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**

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