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**German Development Cooperation
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Reference number: 83373711
Processing no.: 17.2034.1.021.00
Project name: SADC/GIZ CESARE Peace, Security and Good Governance
Project title: To conduct an analysis of the regional anti-corruption assessment report
Country: Botswana

Your reference
Our reference

Date: 28th January 2021

Dear Sir/Madam,

Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH

Registered offices
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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)
Thorsten Schäfer-Gümbel

The German International Cooperation (GIZ) supports the SADC Organ Directorate – Peace, Security and Good Governance, in the implementation of The SADC Regional Indicative Strategic Development Plan (RISDP-2020-2030), SADC Protocol Against Corruption and SADC through the SADC/GIZ Project “Cooperation for the Enhancement of SADC Regional Economic Integration (CESARE) – Measure Peace, Security and Good Governance (PSGG)”.

To facilitate the implementation of the SADC Anti-Corruption Strategic Action plan for 2018-2022, the SADC Anti-Corruption Committee (SACC) was established under Article 11 of the Protocol. The Committee is tasked with guiding the implementation of the Action Plan and advice the SADC Organ Secretariat on the same.

It is against this backdrop, that GIZ CESARE-PSGG is looking for a consultant to carry out an assessment on the feasibility of establishing regional anti-corruption information sharing centre. The proposed assessment should assist the Committee in its decision whether to establish a regional centre by providing justification regarding relevance, cost effectiveness and management. It is expected that the establishment of the Centre will promote access to and facilitate sharing of critical information and other best practices amongst SADC Member States which will in turn strengthen cooperation in the fight against corruption.

For more detailed information please refer to the attached Terms of Reference and draft should you be interested in participating in the tender.

Submission deadline

Should you be interested in implementing the tasks according the Specifications (**Annex 1**), please submit your bid in three (3) copies

at GIZ office latest by **Tuesday 16th February 2021, 14:00 p.m.**
Please note that tender bids submitted by **email will not** be accepted.
Kindly send your tender bids by **courier** or **hand deliver** to:

**Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ)
GmbH**

**GIZ Office Gaborone
1st Floor, South Wing, Morula House
Plot 54358, New CBD
Gaborone, Botswana**

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 2 copies of technical offers and 1 (one) financial offer.

The envelope containing the price offer using the financial offer form (**Annex 3**) with the bidder's name on the right corner must be sealed and be labelled as follows:

Price offer for:

To conduct an analysis of the regional corruption assessment report

Reference number: 83373711

– to be opened by GIZ procurement unit only –

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:

To conduct an analysis of the regional corruption assessment report

Reference number: 83373711

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

Interested bidders are requested to submit technical offer based on the criteria of the assessment grid (**Annex 2**) and their latest CV. The technical offer should not exceed four pages, including interpretation of the assignment, work plan and proposed methodology/strategy. The outer package with the bidder's company name on the right corner must be labelled as:

Bidding documents for:

To conduct an analysis of the regional corruption assessment report

Reference number: 83373711

– to be opened by GIZ Office and the Project –

Price offer

The price offer must be submitted in accordance with the attached format for the price offer and General Terms and Conditions. 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 InforEuro: http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm

Alternative offers

No alternative offers are permitted.

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 have to be raised *in writing, by email only* to:

Ms Dimpho Keitseng
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, 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 of contract