

giz GIZ Office Gaborone, Private Bag X12, Village, Gaborone

Reference number: 83382838
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Project name: Climate Resilience and Natural Resource
Management
Project title: Development of a Value of SADC TFCA
Study
Country: Botswana

**German Development Cooperation
GIZ Office Gaborone**

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Your reference
Our reference

Date: 03 June 2021

Dear Sir/Madam,

The German International Cooperation (GIZ) supports the Food, Agriculture and Natural Resources (FANR) Directorate of the Southern African Development Community (SADC) in the implementation of SADC protocols as well as development and implementation of strategies and programmes for biodiversity and natural resource management through the SADC/GIZ Project Climate Resilience and Management of Natural Resources in the SADC Region (C-NRM).

To facilitate the implementation of the SADC Transfrontier Conservation Area (TFCA) Programme, the SADC TFCA Network was established in September 2013. The objective of the Network is to overcome TFCA challenges through shared learning, knowledge management and collaboration. In August 2019, the SADC TFCA Network Steering Committee met in Livingstone, Zambia to priorities support to TFCAs Programme implementation. The meeting among others, identified the need to develop a study on the values of SADC. In March 2020 the Network established a working group that developed a draft outline of the proposed technical report. The main aim is to assess and find a methodology to measuring the values of TFCA for SADC Member States to appreciate the ecological value and economic potential of these transboundary socio-environmental systems. The technical report will lay the base to the development of a business model for investing in TFCAs to all stakeholders, decision makers and the international community.

It is against this backdrop, that the C-NRM Programme is looking for a **SADC based** company/companies to lead on the write-up of the final technical report, in close collaboration with the established working group and the SADC TFCA Network Steering Committee. The proposed study outline of the report (Annex 2) should form the basis for the technical proposal, and combine different valuation

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Tanja Gönner (Chair)
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methodology, both economic (including non-monetary ecosystem service values) and financial analyses.

For more detailed information please refer to the attached Terms of Reference (Annex 1) and draft outlined of the proposed Report 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 **21 June 2021, 4:00 p.m.** 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
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 put out to tender (see Annex 1; item 4.1). Following this, the contractor presents and justifies the strategy with which it intends to provide the services.
- (b) present the actors relevant for the services for which it is responsible and describe the **cooperation** with them.
- (c) present and explain its approach to **steering** the activities.
- (d) describe the key processes for the services for which it is responsible and create a schedule that describes how the services are to be provided. To describe the necessary **work steps** and, if applicable, take account of the milestones and contributions of other actors.

The technical offer will be assessed based on the criteria of the assessment grid (Annex 3) and contractor(s) latest CVs (see Annex 1; Item 7).

Price offer

The price offer must be submitted in accordance with the attached format for the price offer (Annex 4) and General Terms and Conditions of contract (Annex 5). 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

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 one original and 3 copies of technical and 1 (one) financial proposal.

The envelope containing the price offer using the financial offer form (Annex 4) with the bidder's name on the right corner must be sealed and be labelled as follows:

Price offer for:
Development of a Value of SADC TFCA Study
Reference number: 83382838
– 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:
Development of a Value of SADC TFCA Study
Reference number 83382838
– to be opened by GIZ evaluation team & Procurement Unit –

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

Bidding documents for:
Development of a Value of SADC TFCA Study
Reference number 83382838

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 at the latest five working days before the closing of the tender. Questions have to be raised *in writing, by fax or 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, 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 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. Proposed study outline of the Report
3. Technical Assessment Grid
4. Budget allocation form (for financial proposal)
5. GIZ General Terms of contract