

giz Private Bag X12 " Gaborone " Botswana

**German Development Cooperation
GIZ Office Gaborone**

1st floor Marula House, New CBD,
Plot 54358, Prime Plaza,
Gaborone, Botswana
T +267 395 7400
F +267 3959750

Your reference
Our reference

Date 03 May 2018

Project title: SADC Common Position Development for CITES COP18

Project no.: 14.2453.0-001.00

Country: Botswana, SADC

Contract: 83287943

Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH

Registered offices
Bonn and Eschborn, Germany

Friedrich-Ebert-Allee 36 + 40
53113 Bonn, Germany
T +49 228 44 60-0
F +49 228 44 60-17 66

Dag-Hammarskjöld-Weg 1 - 5
65760 Eschborn, Germany
T +49 61 96 79-0
F +49 61 96 79-11 15

E info@giz.de
I 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
Dr Friedrich Kitschelt, State Secretary

Management Board
Tanja Gönner (Chair)
Dr Christoph Beier (Vice-Chair)
Dr Hans-Joachim Preuß
Cornelia Richter

Dear Sir/Madam,

The German International Cooperation (GIZ) supports the SADC FANR Directorate through the SADC Programme . *Transboundary Use and Protection of Natural Resources (TUPNR)* to improve the implementation of SADC protocols and strategies for sustainable natural resource management by regional and national actors. Among other things, the programme supports the coordination of Regional Common Positions for Multilateral Environmental Agreements (MEAs).

The SADC Member States mandated the SADC Secretariat to, amongst others, advise and guide them on the management of environment, natural resources and wildlife. The Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) is the MEA that is appointed to govern the unsustainable trade in wild animal and plant species. In preparation of to the previous 17th Conference of the Parties (COP) held from 24 September to 5 October 2016 (CITES COP17), SADC Secretariat supported its Member States in their negotiations by facilitating a process to develop and ratify a SADC regional common position for CITES COP17. Recognizing the importance of such regional negotiations, SADC Ministers responsible for Environment and Natural Resources, Fisheries and Aquaculture and Tourism in their Joint Ministerial Meeting in November 2017 requested the SADC Secretariat to assist in developing a common position for the 18th session of the Conference of the Parties to CITES (CITES COP18), to be held from 23 May to 3 June 2018 in Colombo, Sri Lanka.

In order to further guide SADC Member States through the preparatory process leading to CITES COP18 and facilitate their development of a common position document, individual consultants are invited to bid for the assignment on SADC Common Position Development for COP18. The selected consultant will enter into 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 **25 May 2018, 10:00 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.O. Box 202 Village
Gaborone, Botswana

Technical offer

The technical offer should not exceed four pages, including interpretation of the assignment, work plan and proposed methodology/strategy. The technical offer will be assessed based on the criteria of the assessment grid (Annex 2) and their latest CV.

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, stationary 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.

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 original and 3 copies of technical and financial proposals.

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:

SADC Common Position Development for COP18

Reference number 83287943

– 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:

SADC Common Position Development for COP18

Reference number 83287943

– to be opened by GIZ evaluation team only –

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

Bidding documents for:

SADC Common Position Development for COP18

Reference number 83287943

– to be opened by GIZ procurement officer only –

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