

To:

Your ref. **83269210** Phone 00267 3957400
Our ref. Fax 00267-3959750
Email dimpho.keitseng@giz.de Date 4th October 2017

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T +267 3957400
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Your reference
Our reference

4th October 2017

Reference number: 83269210
Processing no.: 17.6250.9-041.00
Project title: "The Design of a Monitoring & Evaluation
System for the SADC EPA Member States to
track the Operationalization and Impact of
the SADC-EU EPA

Country: Botswana

Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH

Registered offices
Bonn and Eschborn, Germany

Dear Sir/Madam,

Friedrich-Ebert-Allee 40
53113 Bonn, Germany
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Six SADC Member States (Botswana, Lesotho, Mozambique, Namibia, South Africa, and Swaziland), of the one part, and the European Union and its Member States, of the other part signed the SADC-EU Economic Partnership Agreement (EPA) in 2016, which entered into force on 10/10/2016. Angola has an option to join the Agreement in future.

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The SADC-EU EPA is a trade and development Agreement that, among other things, gives asymmetric access to Parties in the SADC EPA group, grants market access for SADC EPA States to the EU and improves trading terms for SADC EPA countries mainly in agriculture and fisheries, including for wine, sugar, fisheries products, flowers and canned fruits. The Agreement also grants to the EU new market access into the region. It also contains a chapter on sustainable development, and promotes regional integration and cooperation among SADC EPA States, notably by enabling regional value chains through flexible Rules of Origin.

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

Article 4 of the Agreement requires the Parties to monitor the operation and impact of the EPA continuously. The monitoring is aimed at ensuring that the objectives of the Agreement are realized, that the Agreement is effectively implemented and that its benefits are maximized.

It is against this background that the SADC Secretariat, and German Development Cooperation (GIZ) programme %Supporting the sustainability aspects in the implementation of the EU Economic Partnership Agreements (EPA)+will commission the study: %The Design of a Monitoring & Evaluation System for the SADC EPA Member States to track the Operationalization and Impact of the SADC-EU EPA.+

Submission deadline

Should you be interested in designing the monitoring and evaluation system according to the Specifications (Annex 1), please submit your bid (in English) at GIZ office by **Monday the 23rd of October 2017 at 16:00 hrs.** Please send your bid 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 original and 3 copies of technical and financial proposals.

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

Price offer for: contract 83269210

EPA-Project - Design of a Monitoring & Evaluation System for the SADC EPA Member States to track the Operationalization and Impact of the SADC-EU EPA

– to be opened by GIZ procurement unit only –

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

Technical offer for: contract 83269210

EPA-Project - Design of a Monitoring & Evaluation System for the SADC EPA Member States to track the Operationalization and Impact of the SADC-EU EPA

– to be opened by GIZ evaluation team only –

Interested parties are requested to submit a technical offer based on the criteria of the assessment grid (Annex 4) and the CV. The technical offer should also give insight to the work methodology (covering objective, strategy, mode of implementation, work/time schedule).

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

Bidding documents: contract No. 83269210

EPA-Project - Design of a Monitoring & Evaluation System for the SADC EPA Member States to track the Operationalization and Impact of the SADC-EU EPA

Alternative offers

No alternative offers are permitted.

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 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 InforEuro: http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm

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%, 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

Work is scheduled to start in **November 2017**. But please note that you are bound by your bid for 90 days.

GlZ reserves the right to accept, reject and/or cancel any or part of the bid.

GlZ also reserves the right to cancel the bid entirely.

Yours truly,

Annexes

1. Terms of Reference
2. GlZ General Terms of contract
3. Budget allocation Form
4. Technical assessment grid