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**German Development Cooperation**

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Your reference

Our reference

18th OcFebruary 2017

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Bonn, Germany

Registration no. HRB 18384

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Frankfurt am Main, Germany

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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

To:

|  |  |
| --- | --- |
| Your ref., your message  Our ref. **83270689**  Email dimpho.keitseng@giz.de | Phone 00267 3957400  Fax 00267-3959750  Date |

**Reference number:**

**Processing no.:** 15.2077.4-001.00

**Project title:** D**evelopment of a Draft SADC Protocol on Industry.**

**Country:** Botswana

Dear Sir/Madam,

The Southern African Development Community (SADC) Regional Indicative Strategic Development Plan (RISDP) and the revised RISDP (2015-2020) recognises the importance of industrial development in the diversification and deeper integration of regional economies. Competitive and diversified industrial development can be instrumental in the eradication of poverty in the SADC region. In this regard, the SADC Industrialization Strategy and Roadmap (SISR), a framework within which Member States can pursue industrial development was approved in 2015. A costed Action Plan to guide the implementation of the SISR was approved in March 2017 to guide the implementation of the SISR. An ‘Improved *policy environment for industrial development*’, based on the development of a Protocol on Industry is a key activity. The Protocol on Industry is expected to provide a framework for coordinating Member State and regional policies on industrial development. It is envisaged that the Protocol will have been signed and ratified by the required minimum number of Member States by 2020 to facilitate the implementation of the SISR.

It is against this background of increasing importance of industrial development that the SADC Secretariat, with the support of the German Development Cooperation (GIZ) programme “Cooperation for the Enhancement of SADC Regional Economic Integration (CESARE)”, will commission a study to develop a draft SADC Protocol on Industry. The overall goal is to develop a draft protocol that would be finalised and eventually by the SADC Structures.

**Submission deadline**

Should you be interested in implementing the tasks according to the Specifications (Annex 1), please submit your bid (in English) at GIZ office by **Thursday 9th November** **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 company name on the right corner must be sealed and be labelled as follows:

**Price offer for:**

**CESARE - Development of a Draft SADC Protocol on Industry**

**Reference number: 83270689  
– to be opened by GIZ procurement unit only –**

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

**Technical offer for: Company name**

**CESARE - Development of a Draft SADC Protocol on Industry**

**Reference number: 83270689  
– 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 CVs of potential candidates for the team. 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 company name on the right corner must be labelled as:

**Bidding documents for:**

**CESARE - Development of a Draft SADC Protocol on Industry**

**Reference number: 83270689**

**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**](mailto: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:

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 on the 1st December 2017. But 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. GIZ General Terms of contract
3. Budget allocation Form
4. Technical assessment grid