

1st floor Morula House, Plot 54358, Prime Plaza, New CBD, Gaborone, Botswana

**German Development Cooperation
GIZ Office Gaborone**

To:

Your ref., your message
Our ref. **83251120**
Email dimpho.keitseng@giz.de

Phone 00267 3957400
Fax 00267-3959750
Date 7.02.2017

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Your reference
Our reference

7th February 2017

Reference number: 83251120
Processing no.: 15.2077.4-001.00
Project title: Development of a SADC Simplified Trade
Regime
Country: Botswana

Dear Sir/Madam,

Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH

The Southern African Development Community (SADC), consisting of fifteen Member States, has significant economic potential. However, intra-regional trade continues to be limited and more costly than in many other regions of the continent and the world. Lack of harmonized trade policies and burdensome customs procedures are one important reason.

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As part of the German Development Cooperation programme "Cooperation for the Enhancement of SADC Regional Economic Integration (CESARE)", GIZ supports the SADC Secretariat and other SADC Structures in their efforts to further enhance regional economic integration. This includes support in the area of trade facilitation, compliance monitoring and evaluation processes, private sector complaint resolution mechanisms and SADC trade liberalisation negotiations.

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

Studies and experiences from other parts of the world document that the simplification and streamlining of documentation requirements and formalities for importation/exportation can significantly reduce transaction costs associated with formal trade. Such measures are particularly important for small scale cross border traders who often do not have enough financial resources or human capacity to deal with complex administrative requirements. Moreover, for small or low value consignments often channeled by such traders, the costs of complying with complex requirements and formalities can be disproportionate relative to the transaction value.

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 VIII of the World Trade Organization's GATT Agreement and provisions of the Revised Kyoto Convention for the Simplification and Harmonization of Customs Procedures suggest the development and implementation of simplified trade procedures for eligible small scale traders to overcome these challenges. SADC-neighboring regions, first and foremost COMESA, have already implemented such a regime and the benefits have been well documented.

It is against this background that SADC Ministers mandated the SADC Secretariat to develop a Simplified Trade Regime (STR) for intra-SADC trade in accordance with the WTO Agreement and the Kyoto Convention. The draft proposal, informed by a thorough best-practice and cost/benefit analysis, will then be considered by SADC Structures for final approval by SADC Ministers.

GIZ is seeking (a firm of) consultants to develop a WTO compatible proposal for a SADC STR with different scenarios/options to be considered by SADC Member States, following a thorough assessment of options and best-practices, and of stakeholders needs and preferences in the SADC region. In addition, a background document that outlines the expected impact and costs/benefits of the STR to be used for political communication purposes is to be developed. Details of the assignment can be found in the attached Terms of Reference.

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 **Tuesday 23rd February 2017, 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 SADC Simplified Trade Regime
Reference number 83251120
– 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 SADC Simplified Trade Regime
Reference number 83251120
– to be opened by GIZ evaluation team**

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 SADC Simplified Trade Regime
Reference number 83251120**

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 March 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
5. General terms and conditions (local)

