

To:

Your ref.,
Our ref:
Email: dimpho.keitseng@giz.de

Phone 00267 3957400
Fax 00267-3959750
Date 12.03.2020

German Development Cooperation
GIZ Office Gaborone

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Plot 54358, Prime Plaza,
Gaborone, Botswana
T +267 3957400
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Reference number: 83351370
Processing no.: 2018.2194.1-001.00
Project title: Consultancy for the formulation of SADC's regional strategic action plan on integrated water resources development and management phase v (2021-2025)

Your reference
Our reference 83351370

Country: SADC region (home-based with travel to Botswana and selected SADC member states)

Deutsche Gesellschaft für
Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH

Registered offices
Bonn and Eschborn, Germany

Dear Madam/Sir,

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

Since the mid-1990s, the Southern African Development Community (SADC) has acknowledged the importance of water resources for development and regional integration and has proceeded to adopt a range of regional instruments to support the joint management of shared water resources, including Regional Strategic Action Plans on Integrated Water Resources Development and Management (RSAP). The overall objective of the consultancy is to formulate SADC's RSAP V as a roadmap of the priority interventions for the next five years.

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65760 Eschborn, Germany
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The task, amongst others, are to undertake an in-depth literature and desk review; to conduct an online survey among stakeholders in the region; to design a Theory of Change and derive a Conceptual Framework; to guide a participatory process involving key stakeholders including consultative meetings, expert meetings, a civil society and private sector dialogue event respectively, and a regional validation workshop. The firm or consortium should have demonstrable experience in undertaking assignments related to the formulation of Strategic Plans. Previous work in the water sector is an asset.

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
Martin Jäger, State Secretary

Management Board
Tanja Gönner (Chair)
Dr Christoph Beier (Vice-Chair)

For more detailed information on the sought consultancy services, please refer to the attached Terms of Reference and other tender documents.

Submission Deadline

Should you be interested in implementing the tasks according 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 **27th March 2020, 1500hrs.** 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, Marula House
Plot 54358, New CBD or
P.O. Box 202 Village
Gaborone, Botswana**

Labelling of offer

Your bid, comprising of Technical offer and 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 2 copies of technical and 1 copy financial proposals.

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

Price offer for:

Consultancy for the formulation of SADC's regional strategic action plan on integrated water resources development and management phase v (2021-2025)

Reference number 83351370

– 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

Consultancy for the formulation of SADC's regional strategic action plan on integrated water resources development and management phase v (2021-2025)

Reference number 83351370

– to be opened by GIZ assessment team –

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

Bidding documents for:

Consultancy for the formulation of SADC's regional strategic action plan on integrated water resources development and management phase v (2021-2025)

Reference number 83351370

– to be opened by GIZ assessment team –

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 must be raised *in writing, by fax or email only* to:

Ms Dimphe Keitseng
GIZ Botswana, Procurement Office
fax +267-3959750 or
email: dimphe.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 70% Technical (T) and 30% Financial (F);

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 is anticipated to start on April 2020. 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

- Terms of Reference
- GIZ General Terms of contract
- Technical Assessment Grid
- Financial Form