

**Reference number:** 83414347  
**Processing no.:** 20.2165.7-004.00  
**Project name:** Supporting sustainability aspects in the implementation of EU Economic Partnership Agreements (NEW)  
**Project title:** Supporting SADC EPA countries in EPA Monitoring Reports Preparation  
**Country:** Botswana

**German Development Cooperation  
GIZ Office Gaborone**

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Your reference  
Our reference

Date 12.07.2022

Dear Sir/Madam,

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, through its project “Supporting sustainability aspects in the implementation of EU Economic Partnership Agreements”, commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ), cordially invites interested and qualified consulting firms to send in a proposal: **Supporting SADC EPA Countries in EPA Monitoring Reports Preparation.**

Following the signature of the Economic Partnership Agreement (EPA) between six (6) SADC Member States (Botswana, Eswatini, Lesotho, Mozambique, Namibia and South Africa) on the one hand, and the European Union (EU) on the other and its provisional application since October 2016, GIZ commenced a global project operating under the title “Supporting sustainability aspects in the implementation of EU Economic Partnership Agreements (NEW)”. The overall objective of the project is to foster EPA implementation by regional organisations, their member states, the private sector and civil society in a way that supports sustainable development. Its geographical focus is on Southern Africa (SADC EPA), Eastern and Southern Africa (ESA) and the Caribbean (CARIFORUM EPA).

The objective of this specific initiative is to technically support three SADC EPA Member States in the collection and analysis of monitoring data and the preparation of their national EPA monitoring reports. The reports, when eventually finalized by the SADC EPA States and submitted to the SADC EPA Unit, will feed into the regional consolidated monitoring report and subsequently any joint monitoring report as agreed by the parties to the EU-SADC EPA

For more detailed information please refer to the attached Terms of Reference (ToR, Annex 1). Prospective bidders for the assignment are invited from the SADC Region (regional tender).

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### **Submission deadline**

Should you be interested in participating in this regional (SADC) tender and implementing the task and your company is based in the SADC region, please refer to the attached Terms of Reference (Annex 1) for more detailed information. Submission of tender documents to [BW\\_Quotation@giz.de](mailto:BW_Quotation@giz.de) no later than 22 August 2022, 1500hrs . Please note that tender bids received after the stipulated time and date **will not** be accepted.

### **Technical offer (based on the criteria of the assessment grid (Annex 2))**

The following items must be submitted with the technical proposal drawn up in English language:

- 1) Technical proposal stating why you consider your service suitable for the assignment and a brief methodology on the approach as well as a detailed work plan
- 2) CVs of proposed technical personnel proposed for this project highlighting qualifications and experiences
- 3) The technical offer should not exceed ten (10) pages, including interpretation of the assignment, work plan and proposed methodology/strategy.
- 4) The technical offer will be assessed based on the technical proposal and the provided company profile, examples of similar work undertaken previously and the proposed team

### **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, stationery 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](http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm)

The following items must be submitted with the **financial proposal**

- (a) The financial offer form (Annex 3) to be completed for the price offer and clearly indicate the currency used

- (b) Company bank letter within 6 months
- (c) Company Tax clearance certificate (TCC) (if applicable in your country)
- (d) Company Certificate / Certificate of incorporation

#### **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 with the contract number, tender name and submitted separately (combined technical and financial offers will be disqualified).

#### **Price offer for (labelled):**

Supporting SADC EPA Countries in EPA Monitoring Reports Preparation

Reference number: **83414347**

– to be opened by GIZ procurement unit only –

#### **Technical offer for (labelled):**

Supporting SADC EPA Countries in EPA Monitoring Reports Preparation

Reference number: **83414347**

– to be opened by GIZ evaluation team & Procurement Unit –

#### **Procedural questions**

Please address any commercial, technical and procedural questions at an early stage. Questions will be answered if they are received at the latest five working days before the closing of the tender. Questions must be raised in writing, by email to: **dimpho.keitseng@giz.de**:

Non-compliance may result in your bid not being considered.

#### **Evaluation of Offer**

After the final technical evaluation, only bidders whose technical offers would have scored 500 points and above will have their financial bids 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 their 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 financial proposal)
4. GIZ General Terms and Conditions of contract
5. Firm eligibility