

Reference number: 83416816
Processing no.: 2017.2034.1-010
Project name: Support towards Industrialization and the Productive Sectors in the SADC region (SIPS)
Project title: Business Management Skills Training
Country: Botswana

**German Development Cooperation
GIZ Office Gaborone**

1st floor Marula House, New CBD,
Plot 54358, Prime Plaza,
Gaborone, Botswana
T +267 395 7400
F +267 3959750

Your reference
Our reference

Date 10.08.2022

Dear Sir/Madam,

The Southern African Development Community (SADC) Secretariat, the European Union (EU) and the German Federal Ministry for Economic Cooperation and Development (BMZ) are jointly supporting the “COVID-19-relevant Medical and Pharmaceutical Products” (CMPP), the Antiretroviral (ARV) and Leather regional value-chain (RVC) projects. These RVCs are part of the Joint Action “Support towards Industrialization and the Productive Sectors in the SADC region (SIPS) project.

The overall objective of this assignment is to provide business management skills training for employees of companies included the SADC region ARV and CMPP RVCs.

The enhancement of business, entrepreneurial and subject matter knowledge skills is in both RVCs a key aspect of the interventions under the Joint Action SIPS, and in this respect, facilitating business management skill training is one of the key fields of the activities. By providing the training, the Joint Action SIPS aims to enhance the planning, coordination and organisation of participating company/organisation's business processes and activities to ensure maximum productivity and profitability. The Joint Action SIPS is cognizant of the resource limitations within the SADC region that the companies/institutions are operating in, therefore through this initiative it aims to ensure companies/organisations use limited resources (human, financial, material etc.) at their disposal, in an efficient manner to produce the most outputs. Overall, the aim is to embed the essential business management concepts into the company/organisation's systems and processes.

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

Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH

Registered offices
Bonn and Eschborn, Germany

Friedrich-Ebert-Allee 32 + 36
53113 Bonn, Germany
T +49 228 44 60-0
F +49 228 44 60-17 66

Dag-Hammarskjöld-Weg 1 - 5
65760 Eschborn, Germany
T +49 61 96 79-0
F +49 61 96 79-11 15

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)
Ingrid-Gabriela Hoven
Thorsten Schäfer-Gümbel

Submission deadline

Should you be interested in participating in this regional (SADC) tender and implementing the task, please refer to the attached Terms of Reference (Annex 1) for more detailed information. Submission of tender documents to BW_Quotation@giz.de no later than **19 September 2022, 17:00 hrs.**

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 five (5) 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 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 must be shown separately. All communication related costs, stationery and printing costs for reports must 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

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) (where applicable per country of origin)
- (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 (labelled):

Business Management Skills Training

Reference number: 83416816

– to be opened by GIZ procurement unit only –

Technical offer (labelled):

Business Management Skills Training

Reference number: 83416816

– 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 (5) 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, technical offers scored 500 points and above only their financial bids 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%, 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

the 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 form