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Project name: **Support towards Industrialization and the Productive Sectors in the SADC region (SIPS)**
Project title: Needs assessment for electronic Procurement For the Lesotho NDSO
Country: Botswana

Your reference
Our reference

Date 31.08.2022

Dear Sir/Madam,

Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH

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.

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The overall objective of this assignment is to build Supply Chain Capacity and conduct a needs assessment for the development of an electronic procurement portal for the Lesotho National Drug Service Organisation (NDSO).

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Improvement of operational efficiencies through the application of new business practices are aspects of the interventions under the Joint Action SIPS, and in this respect, capacity building for the Lesotho NDSO is one of the key fields of the activities. By building capacity and conducting a needs assessment of requirements for an electronic portal, the Joint Action SIPS aims to enhance the procurement processes at NDSO to maximise productivity and improve access to tender information by pharmaceutical manufacturers.

Chairman of the Supervisory Board
Martin Jäger, State Secretary

Management Board
Tanja Gönner (Chair)
Ingrid-Gabriela Hoven
Thorsten Schäfer-Gümbel

The Joint Action SIPS is cognisant of the resource limitations within the SADC region that 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 support the improvement of operational efficiencies at Lesotho NDSO using an e-procurement system.

For more detailed information please refer to the attached Terms of Reference (ToR, Annex 1). The invitation for this assignment is open to prospective **individual consultants** based in the SADC (regional tender).

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. Tender documents should be forwarded to BW_Quotation@giz.de no later than **26 September 2022, 1700, 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 comprehensive methodological approach and detailed work-plan in their proposal (max 5 pages), including interpretation of the assignment
- 2) CV of the individual consultant proposed for this project highlighting qualifications and experiences
- 3) The technical offer will be assessed based on the technical proposal, the provided CV, and examples of similar work undertaken previously.

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 in line with the allocated expert days. 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 (ANNEX 3)**

- (a) The financial offer form (Annex 3) to be completed for the price offer and clearly **indicate** your local currency used
- (b) Bank letter within 6 months
- (c) Tax clearance Certificate (if applicable according to your country regulations)

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):

Needs assessment for electronic Procurement for the Lesotho NDSO

Reference number: **83418859**

– to be opened by GIZ procurement unit only –

Technical offer (labelled):

Needs assessment for electronic Procurement for the Lesotho NDSO

Reference number: **83418859**

– 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 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