

Reference number: 83423425

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Project name: Support toward the Industrialization of the
Productive Sectors (SIPS)

Your reference
Our reference

Date 19th October 2022

Tender title: Central Medical Stores (CMS) workshop
facilitator and trainer

Country: Botswana

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

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

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

The overall objective of this assignment is to provide training and facilitation services to CMS officials in the SADC region on relevant pharmaceutical supply chain management topics and facilitate dialogue and sharing of procurement best practices among the member states.

Chairman of the Supervisory Board
Jochen Flasbarth, State Secretary

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

The SIPS inception phase conducted a detailed mapping analysis of the ARV value chain in the SADC region that uncovered that there are three (3) different routes to market ARV in the SADC region being donor market (largest market), public procurement by governments through central medical stores (CMS) and the private market (insurance and out of pocket purchases). Central Medical Stores (CMS) are entities mandated to procure, warehouse and distribute pharmaceuticals such as ARVs in the public market. However, findings from inception phase indicated that CMS`s in the region have been characterized by inadequate performance in procurement process due to different challenges such as inadequate human resources in number

and in skills, inadequate product forecasting, poor information management and sharing, procurement not based on consumption data, lack of clear procurement guidelines, and poor partner coordination and duplication of efforts.

The Joint Action SIPS aims to support Central Medical Stores in the SADC region who are the major buyers of ARVs in availing quality information to suppliers on their requirements and ensuring operational efficiencies as a way of ensuring that the private sector collaborates effectively with this segment of the market thereby enhancing the value chain. The scope of this assignment is to engage a company that consists of 3 experts (1 facilitator and 2 trainers) to train and facilitate discussions between CMS officials on procurement best practices and challenges.

Therefore, qualified and eligible companies with the presence in the SADC region are invited to bid for the assignment on “**Workshop facilitator to train Central Medical Stores (CMS) officials in the SADC Region on procurement best practices in the ARV value chain**”. The winning bidder will enter a contract with GIZ.

Submission deadline

Should you be interested in participating in this SADC regional tender and in implementing the tasks according to the Terms of Reference (Annex 1), please submit your bids to BW_Quotation@giz.de no later than **Wednesday 23rd November 2022, 1700hrs / 5p.m.** Please note that tender bids not received at the stipulated time, date **will not** be accepted.

Technical offer

The technical proposal, drawn up in **English** language, follows the following format

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. CV of a Team leader and 2 experts 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, the provided CVs, 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 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 EUR currency.** Upon contract drafting the offer will be converted to your local currency using the exchange rate of the day from the converter Infor Euro: http://ec.europa.eu/budget/contracts_grants/info_contracts/infoeuro/infoeuro_en.cfm

Alternative offers

No alternative offers are permitted.

Your bid, comprising the **technical offer** and the **price offer**, must be clearly labelled with the contract number, tender title and submitted in separate attachments (combined technical and financial offers in one document will not be assessed and disqualified).

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

- (a). The financial form (Annex 3) to be completed for the price offer
- (b) Company bank letter within 6 months
- (c) Company Tax clearance certificate (TCC) (if applicable according to your country regulation)
- (d) Company Certificate / Certificate of incorporation

Price offer (labelled):

Tender title: Central Medical Stores (CMS) workshop facilitator and trainer

Reference number: 83423425

– to be opened by GIZ procurement unit –

Technical offer for:

Tender title: Central Medical Stores (CMS) workshop facilitator and trainer

Reference number: 83423425

– to be opened by GIZ/Partner evaluation team –

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 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%, 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

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 Grid
3. Budget allocation form (for price officer)
4. GIZ General Terms and Conditions of contract