

Reference number: 83420652
Processing no.: 2019.2189.9-001.00
Project name: Climate Resilience and Natural Resource
Management
Project title: Support to the Training Component of the
GIZ/SADC Climate Resilience and Natural
Resource Management (C-NRM) project
Country: SADC

Your reference
Our reference

Date 04.10.2022

Dear Sir/Madam,

The German International Cooperation (GIZ) supports the Food, Agriculture and Natural Resources (FANR) Directorate of the Southern African Development Community (SADC) in the implementation of SADC protocols as well as development and implementation of strategies and programmes for biodiversity and natural resource management through the SADC/GIZ Project Climate Resilience and Management of Natural Resources in the SADC Region (C-NRM).

The overall objective of the C-NRM-Project is that climate change is systematically considered in cross-border Natural Resource Management (NRM) in the SADC region. To strengthen the dissemination of knowledge about climate-smart agriculture and climate-sensitive NRM/EbA, the knowledge exchange and cooperation between regional training institutions shall be promoted and training content along these thematic lines needs to be developed/included into existing curriculum.

It is against this backdrop, that the SADC/GIZ C-NRM project is looking for a company to render support to the GIZ/SADC Climate Resilience and Natural Resource Management (C-NRM) project.

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, 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 **28th October 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 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, 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/inforeuro/inforeuro_en.cfm

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

- (a) The financial offer form (Annex 3) to be completed for the price
- (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 as different attachments (combined technical and financial offers will be disqualified).

Price offer (labelled):

C-NRM Training Support

Reference number: **83420652**

– to be opened by GIZ procurement unit only –

Technical offer (labelled):

C-NRM Training Support

Reference number: **83420652**

– 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, 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%, 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