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Your reference
Our reference

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Project title: Development of Sustainability Plan and Business Continuity Model for the SHOC

Project Name: Global Initiative on Disaster Risk Management (GIDRM)

Country: Botswana

Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH

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Chairman of the Supervisory Board
Jochen Flasbarth, State Secretary

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

Dear Sir/Madam,

The German Federal Ministry for Economic Cooperation (BMZ) has commissioned the above-mentioned project to be implemented in the SADC region for the period of November 2020 to 31 October 2023. The development of the SHOC Sustainability Plan is concerned with the following:

The main objective of the assignment is to develop a long-term Sustainability Plan inclusive of a Business Continuity Model for the SADC Humanitarian and Emergency Operations Centre (SHOC), that will enable the Centre to continue to fulfil its mandate in line with its vision and mission in a quest to provide DRM Coordination services to the region over time.

It is against this backdrop, that SADC/GIZ GIDRM is looking for a company based in the SADC region only to develop a Sustainability Plan and Business Continuity Model for the Centre.

Submission deadline:

Should you be interested in participating in the 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 **Thursday 24th of November 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 eight (8) 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 qualifications and experience.

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 have to 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 items 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 according to your country regulations)
- (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, Project title and submitted separately as different attachments (combined technical and financial offers in one document will be disqualified).

Price offer (labelled):

Project title: Development of Sustainability Plan and Business Continuity Model for the SHOC

Reference Number: **83423545**

– to be opened by GIZ procurement unit only –

Technical offer (labelled):

Project title: Development of Sustainability Plan and Business Continuity Model for the SHOC

Reference Number: **83423545**

– 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, only technical offers scored 500 points and above will their financial bids 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,

Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH

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. Africa Union / SADC Mission Report "Joint visit to SADC Humanitarian and Emergency Operations Centre (SHOC), NACALA, MOZAMBIQUE" (25 -29 April 2022)
6. SHOC Standard Operating Procedures (December 2020)