

Reference number: 83424222
Processing no.: 20.1001.5-005.15
Project name: SV Cooperation with the Private Sector
Tender name: Advice to Learning Energy Efficiency
Network in the tourism sector

Your reference
Our reference

Date 26.10.2022

Country: Botswana/Namibia

Dear Sir/Madam,

Deutsche Gesellschaft für
Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH

Registered offices
Bonn and Eschborn, Germany

Friedrich-Ebert-Allee 32 + 36
53113 Bonn, Germany
T +49 228 4460-0
F +49 228 4460-1766

Dag-Hammarskjöld-Weg 1 - 5
65760 Eschborn, Germany
T +49 6196 79-0
F +49 6196 79-1115

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

Chairperson of the Supervisory Board
Jochen Flasbarth, State Secretary

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

The German International Cooperation (GIZ) supports the SADC tourism sector in the implementation of energy efficient technologies. Against this background, the SADC/GIZ Climate Resilience and Natural Resource Management (C-NRM) project in cooperation with the sector project Cooperation with the Private Sector will promote a pilot Learning Energy Efficiency Network (LEEN) consisting of around 15 tourism enterprises in Botswana and Namibia located in the Kavango-Zambezi Transfrontier Conservation Area (KAZA). These enterprises with expressed interest in energy saving investments will be members of the network. The network will be managed by a moderator who will organise network meetings for exchange and learning. A Consultant Engineer will contribute with the technical advice and guidance for the enterprises. The network will be coached by an international consultant.

C-NRM Project is inviting interested and qualified energy efficiency Consultant Engineer residing in Botswana, to carry out energy audits in the enterprises and analyze options for energy savings through more energy-efficient and/or renewable technologies resulting in economic savings and increased environmental performance of the enterprises.

Submission deadline

Should you be interested in participating in this 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 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) CV 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 conceptual proposal and 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). Expert fees must clearly indicate in price offer for the assigned measure. A fixed travel provision of EUR 12.000 (BWP160,000.00) is included in the financial bid form to be completed, which is standard to all, out of which costs will be reimbursed against receipts of evidence of travels undertaken. 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 BWP currency.**

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

- (a) The financial offer form (Annex 3) to be completed for the price
- (b) Consultant bank letter dated within 6 months

Alternative offers

No alternative offers are permitted. (Offers not in line with the Terms of Reference requirement will not be evaluated).

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):

Advice to Learning Energy Efficiency Network in the tourism sector

Reference number: 83424222

– to be opened by GIZ procurement unit only –

Technical offer (labelled):

Advice to Learning Energy Efficiency Network in the tourism sector

Reference number: 83424222

– 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