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Contract number: 83431504

Project title: Development of a Standardized Disaster
Risk Management Assessment Tools (SDRMAT)

Your reference
Our reference

3rd February 2023

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

Project N°: 20.2161.6-003.00

Country: Botswana

Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH

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Chairperson of the Supervisory Board
Jochen Flasbarth, State Secretary

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

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.

In line with Operational Plan between the GIDRM and the SADC DRM unit, the Standardised Disaster Risk Assessment Tools deliverable is concerned with the following:

To identify and review applicable DRM assessment tools being used for situational and rapid disaster impact assessment by all MS as well as the SHOC to develop Standardized Disaster Risk Management Assessment Tools (SDRMAT) to guide MS.

It is against this background that GIDRM in collaboration with the SADC Secretariat's Disaster Risk Reduction Unit (DRR) are looking for a qualified and competent company based in the SADC region with the necessary experience, qualifications and competencies for this assignment.

Submission deadline

Should you be interested in participating in the tender, please refer to the attached Terms of Reference (Annexure 1) for detailed information. Submission of tender documents to **BW_Quotation@giz.de** no later than **16th March 2023, 17:00 hrs.** Please note that tender bids received after the stipulated time and date **will not** be accepted.

GIZ is not responsible for the failure of electronic delivery of e-mail messages to the address provided, either for technological problems on the part of GIZ or the candidate

Technical offer (based on the criteria of the assessment grid (Annexure 2))

The following items must be submitted with the technical proposal drawn up in English language:

- 1) Technical proposal stating why you consider your company 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 experience.
- 3) The technical offer **should not exceed six (6) 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 must be included in the calculation. Please submit your offer in **EUR currency**. Upon contract drafting the financial 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/infor_euro/inforeuro_en.cfm

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 (separate attachments).

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

- (a) The financial offer form (Annexure3) 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

Price offer (labelled):

Development of a Standardized Disaster Risk Management Assessment Tools (SDRMAT)

Contract Number: 83431504

– to be opened by GIZ procurement unit only –

Technical (labelled):

Development of a Standardized Disaster Risk Management Assessment Tools (SDRMAT)

Contract Number: 83431504

– 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%, 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,

Yours faithfully,

Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH

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Annexures:

1. Terms of Reference (TOR)
2. Assessment Grid for the technical evaluation of bids
3. Financial Offer Form
4. General terms and conditions of contract ('Terms and Conditions') for supplying services and work