



## CONSULTANCY FOR THE PRODUCTION OF A VIDEO DOCUMENTARY AND BOOKLET ON THE SADC HIV AND AIDS SPECIAL FUND

### REQUEST FOR PROPOSAL

### SELECTION OF CONSULTANT

## CONSULTANCY FOR THE PRODUCTION OF A VIDEO DOCUMENTARY AND BOOKLET ON THE SADC HIV AND AIDS SPECIAL FUND

REFERENCE NUMBER: SADC/3/5/2/310

13<sup>th</sup> July 2023

1. The SADC Secretariat is inviting Consulting Firms to submit their technical and Financial Proposal for the following services:

### CONSULTANCY FOR THE PRODUCTION OF A VIDEO DOCUMENTARY AND BOOKLET ON THE SADC HIV AND AIDS SPECIAL FUND

The Terms of Reference defining the minimum technical requirements for these services are attached as Annex 1 to this Request for Expression of Interest.

2. Only Consulting Firms are eligible for this assignment provided that they fulfil the following eligibility criteria:

*a) they are not bankrupt or being wound up, are having their affairs administered by the courts, have entered into arrangements with creditors, have suspended business activities, are being subject of proceedings concerning those matters, or are being in any similar situations arising from similar procedures provided for in the national legislation or regulations of the SADC member states;*

*b) they have not been convicted of offences concerning their professional conduct by a judgment which has the force of res judicata; (i.e. against which no appeal is possible);*

*c) they have not been declared guilty of grave professional misconduct proven by any means which SADC Secretariat can justify;*

*d) they have fulfilled obligations related to the payments of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those countries where the contract is to be performed;*

*e) they have not been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the SADC Secretariat' financial interests; or*

*f) they are not being currently subject to an administrative penalty.*

**3. The maximum budget for this contract is US\$60,000.00 inclusive of professional fees and reimbursable expenses.** Proposals exceeding this budget will not be accepted.

**4. Your Expression of Interest must be presented as per Standard Request for Proposal Forms attached in the RFP document, in the English language and be accompanied by copies of all the indicated supporting documents. If the supporting documents are not in English, these shall be accompanied by a certified translation into English.**

**5. Proposal should be submitted by email clearly marked “REFERENCE NUMBER: SADC/3/5/2/310 - CONSULTANCY FOR THE PRODUCTION OF A VIDEO DOCUMENTARY AND BOOKLET ON THE SADC HIV AND AIDS SPECIAL FUND to the collab link below:**

**Collab link: <https://collab.sadc.int/s/jyaAPEMS6nt33dY>**

**6. The deadline for submission of your proposal, to the address indicated in Paragraph 5 above, is Friday 11<sup>th</sup> August 2023 at midnight local Botswana time**

**7. Your CV will be evaluated against the following criteria.**

**TECHNICAL SCORE (100 points)**

The number of points to be given under each of the evaluation criteria are:

**ORGANISATION AND METHODOLOGY: (40 points)**

Understanding of the ToR	5
Technical approach and methodology	20
Workplan	5
Organization and staffing	10

**QUALIFICATION AND COMPETENCE OF KEY PERSONNEL – (60 points)**

Expert 1- Team Leader	60
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	<b>Expert 1- Team Leader</b>
<i>Qualification and Skills</i>	20
<i>General Professional Experience</i>	10
<i>Specific Professional Experience</i>	30
<i>Total</i>	<b>60</b>

**Technical Evaluation**

The minimum technical score required to pass is **70 points**. Bids not reaching 70 points shall be considered not compliant. Out of the 70 points threshold, the best technical offer is awarded 100 points. The others receive points calculated using the following formula: Technical score = (final score of the technical offer in question/final score of the best technical offer) x100

**Financial evaluation**

The Evaluation Committee shall proceed with the financial comparisons of the fees between the different financial offers (fee based are established in the main Contract while for Global Price specific offers will be considered). Both the provisions for reimbursables and expenditure verification shall be excluded from the comparison of the financial bids. The offer with the lowest total fees shall receive 100 points. The others are awarded points by means of the following formula: Financial score = (lowest total fees /total fees of the tender being considered) x 100.

The best value for money is established by weighing technical quality against price on an **80/20** basis. This is done by multiplying:

- the scores awarded to the technical offers by **0.80**

- the scores awarded to the financial offers by **0.20**

**8.** Your proposal should be submitted as per the following instructions and in accordance with the Terms and Conditions of the Standard Contract attached as Annex 3 to this REOI:

**(i) PRICES:**

The financial proposal shall be inclusive of all expenses deemed necessary by the Individual Consultant for the performance of the contract and must not include any of the following taxes in Purchaser country: value added tax and social charges or/and income taxes on fees and benefits.

**(ii) EVALUATION AND AWARD OF THE CONTRACT:**

Expressions of Interest determined to be formally compliant to the requirements will be further evaluated technically.

An Expression of Interest is considered compliant to the requirements if:

- It fulfils the formal requirements (see Paragraphs 2,3,4,5,6, 7 and 8 above),
- The financial proposal (professional fees) does not exceed the maximum available budget for the contract as indicated under Para 3.
- The Bidder who submitted a technical and financial responsive proposal and received the highest combined score, will be awarded the contract

**(iii) VALIDITY OF THE EXPRESSION OF INTEREST:**

Your Proposal should be valid for a period of **120 days** from the date of deadline for submission indicated in Paragraph 6 above.

**9.** The assignment is expected to commence within the month of **November 2023** from the signature of the contract.

**10.** Additional requests for information and clarifications can be made through the address below:

The Procuring entity: **SADC Secretariat**

**Head of Procurement Unit**

Contact person: **Mr. Thomas Chabwera**

Telephone: **+267 364 1989 / 3951863**

Fax: **3972848**

E-mail: [tenders@sadc.int](mailto:tenders@sadc.int) and [mmikuwa@sadc.int](mailto:mmikuwa@sadc.int)

Copy to [tchabwera@sadc.int](mailto:tchabwera@sadc.int) ; [lkumboneki@sadc.int](mailto:lkumboneki@sadc.int)

**The Closing date for receipt of requests for information and clarification shall be: 26th July 2023 at 16:00 hours local time Botswana.**

**The Closing date for responding to requests for information and clarification shall be: 1<sup>st</sup> August 2023 at 16:00 hours local time Botswana.**

All questions received as well as the answer(s) to those will be posted on the SADC Secretariat's website.