

Project title: Development of a Framework Strategy for a SADC
Wildlife-based Economy

Project no.: 2017.3500.0-028.00

Country: Botswana, **SADC**

Contract: 83380899

Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH

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Registered at
Local court (Amtsgericht)
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Registration no. HRB 18384
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Registration no. HRB 12394

Chairman of the Supervisory Board
Martin Jäger, State Secretary

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

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).

SADC Ministers of Environment, Natural Resources and Tourism at their joint meeting of 25 October 2019, in Arusha, Tanzania, directed SADC Secretariat to develop a "Framework for a SADC Wildlife-based Economy Strategy by the end of 2021". The Framework will serve as a guiding instrument that clearly defines the main elements of a Framework for a SADC Wildlife-based Economy Strategy; roles and responsibilities of Member States, relevant regional institutions, including the SADC Secretariat, and other relevant stakeholders towards development and implementation of specific actions of a SADC wildlife-based economy.

Therefore, **companies** are invited to bid for the assignment on *Development of a Framework for a SADC Wildlife-based Economy Strategy*. The selected contractor will enter into a contract with GIZ.

For more detailed information please refer to the attached Terms of Reference should you be interested in participating in the tender.

Submission deadline

Should you be interested in implementing the tasks according to the Terms of Reference (Annex 1), please submit your bid in the English Language consisting of 1 original and 2 copies at GIZ office by **2 June 2021, 4:00 p.m.** Please note that tender bids submitted by **email will not** be accepted. Please send your tender bids by **courier** or **Post office** or **hand deliver** to:

**Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ)
GmbH
GIZ Office Gaborone
1st Floor, South Wing, Morula House
Plot 54358, New CBD or
P/Bag X12 Village
Gaborone, Botswana**

Technical offer

The technical proposal, drawn up in **English** language, follows the following format (max. 5 pages excl. CVs):

- (a) consider the tasks to be performed with reference to the objectives of the services put out to tender (see ToR Item 3.1). Following this, the contractor presents and justifies the strategy with which it intends to provide the services.
- (b) present the actors relevant for the services for which it is responsible and describe the **cooperation** with them.
- (c) present and explain its approach to **steering** the activities.
- (d) describe the key processes for the services for which it is responsible and create a schedule that describes how the services are to be provided. To describe the necessary **work steps** and, if applicable, take account of the milestones and contributions of other actors.

The assessment for the award of the contract shall be based on the evaluation of the contractor's Technical Proposal (35%), the experts' CV(s) (35%) and the financial offer (30%).

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 the currency of your country**; during the financial evaluation the amounts will be converted using the exchange rate of the day from the converter Infor Euro:

http://ec.europa.eu/budget/contracts_grants/info_contracts/infoeuro/infoeuro_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 and submitted in a package containing two envelopes. The price offer must always be separate from the technical offer and placed in a separate envelope. Kindly send 1 original and 3 copies of technical proposal and 1 financial proposal.

The envelope containing the price offer with the bidder's name on the right corner must be sealed and be labelled as follows:

Price offer for:

Development of a Framework Strategy for a SADC Wildlife-based Economy

Reference number: 83380899

– to be opened by GIZ procurement unit –

The envelope containing the technical offer with the bidder's name on the right corner must be sealed and be labelled as follows:

Technical offer for:

Development of a Framework Strategy for a SADC Wildlife-based Economy

Reference number: 83380899

– to be opened by GIZ evaluation team –

The outer package with the bidder's company name on the right corner must be labelled as:

Bidding documents for:

Development of a Framework Strategy for a SADC Wildlife-based Economy

Reference number: 83380899

and be addressed to:

**Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ)
GmbH
GIZ Office Gaborone
1st Floor, South Wing, Morula House
Plot 54358, New CBD
Gaborone
Botswana**

Procedural questions

Please address any commercial, technical and procedural questions at an early stage. Questions will be answered if they are received 5 days before the closing date. Questions have to be raised *in writing, by fax or email only* to:

**Ms Dimpho Keitseng
GIZ Botswana, Procurement Office
fax +267-3959750 or
email: dimpho.keitseng@giz.de**

Non-compliance may result in your bid not being considered.

Evaluation of Offer

After the final technical evaluation, only the price offers of bids with 500 points and above 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%, the price offer and 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 the 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. Budget allocation form (for price officer)
3. GIZ General Terms and Conditions of contract