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Project name: Climate Resilience and Natural Resource
Management
Project title: Update the SADC Biodiversity Strategy
and Action Plan
Country: Botswana

Your reference
Our reference

Date 16.06.2021

Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH

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Registered at
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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, environment and natural resource management through the SADC/GIZ Project Climate Resilience and Management of Natural Resources in the SADC Region (C-NRM).

SADC Secretariat developed the SADC Regional Biodiversity Strategy in 2008 and the SADC Biodiversity Action Plan in 2010, as vehicles for implementing the biodiversity components of the SADC Regional Indicative Strategic Development Plans (RISDP). However, the two documents are outdated and need to be reviewed, updated, and consolidated into one document: the revised SADC Biodiversity Strategy & Action Plan.

Therefore, **individual consultants** are invited to bid for the assignment on *Update the SADC Biodiversity Strategy and Action Plan*. The selected consultant will enter 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 **6 July 2021, 16:00 hrs**. 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. Following this, the consultant presents and justifies the approach intended to provide the services.
- (b) present and explain the approach towards **steering** the activities.
- (c) describe the key processes for the services and create a schedule that describes how the services are to be provided. To describe the necessary **work steps**.

The assessment for the award of the contract shall be based on the evaluation of the consultant's Technical Proposal and CV (70%) (**Annex 2**) 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/inforeuro/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 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:

Update the SADC Biodiversity Strategy and Action Plan

Reference number: 83383944

– 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:

Update the SADC Biodiversity Strategy and Action Plan

Reference number: 83383944

– to be opened by GIZ evaluation team –

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

Bidding documents for:

Update the SADC Biodiversity Strategy and Action Plan

Reference number: 83383944

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. Technical Grid
3. Budget allocation form (for price officer)
4. GIZ General Terms and Conditions of contract