

1st floor Morula House, Plot 54358, Prime Plaza, New CBD, Gaborone, Botswana

**German Development Cooperation
GIZ Office Gaborone**

To:

Your ref., your message
Our ref.
Email

dimpho.keitseng@giz.de

Phone 00267 3957400
Fax 00267-3959750
Date 19th April 2018

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Your reference
Our reference

April 19, 2018

Reference number: 83286888
Processing no.: 95.3548.5-022.00
Project title: SFF in SADC: Study on poverty measurement
in the SADC region
Country: Botswana

Dear Sir/Madam,

Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH

Registered offices
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Registered at
Local court (Amtsgericht)
Bonn, Germany
Registration no. HRB 18384
Local court (Amtsgericht)
Frankfurt am Main, Germany
Registration no. HRB 12394

Chairman of the Supervisory Board
Dr Friedrich Kitschelt, State Secretary

Management Board
Tanja Gönner (Chair)
Dr Christoph Beier (Vice-Chair)
Dr Hans-Joachim Preuß
Cornelia Richter

Poverty eradication and improvement of the well-being of the people of the SADC region remain the ultimate goal for the region. Recognising that poverty and inequalities remain the greatest challenges confronting the SADC region, a Consultative Conference on Poverty and Development for SADC Heads of State and Government was convened in 2008. The main outcome of the Conference was the signing of a Declaration on Poverty Eradication and Sustainable Development by the Heads of State and Government. With regard to monitoring progress in poverty eradication and reduction in inequalities initiatives, the Declaration highlighted the need to work towards the establishment of a Regional Poverty Observatory (RPO) that would monitor progress made in the implementation of actions in the main priority areas of poverty eradication.

Presently, there is not a system in place that sustainably tracks the impact of poverty eradication programmes at regional level. Member States have their own respective programmes and initiatives to mitigate the impact of poverty. At the same time, the impact of the 2010 draft Regional Poverty Reduction Strategy has not been measured. The strategy as well as the monitoring of its impact will need to undergo a thorough review, in line with common methodologies and approaches and including the role of the RPO. Additionally, in 2013 during a regional workshop on the Multidimensional Poverty Index (MPI), SADC member states identified the need to build consensus on a common definition of poverty and an agreement on variables to enable derivation of aggregate SADC regional MPI.

It is against this background that the SADC Secretariat, with the support of the German Development Cooperation (GIZ), will commission a study to develop a harmonized approach to define and measure poverty in the SADC region, based on the assessment of the SADC Member States' respective approaches. The study will provide the baseline data from the Member States and include a roadmap to enable sustainable, comparative monitoring of poverty in the region, including recommendations to Member States to improve their national systems to reach this objective.

Submission deadline

Should you be interested in implementing the tasks according to the Specifications (**Annex 1**), please submit your bid (in English) at GIZ office by **Friday 11th May 2018, 15:00 hrs.** Kindly take 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
Gaborone
Botswana**

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 original and 2 copies of technical and financial proposals.

The envelope containing the price offer using the financial offer form (**Annex 3**) with the bidder's company name on the right corner must be sealed and be labelled as follows:

Price offer for:

**SFF in SADC: Study on poverty measurement in the SADC region
Reference number 83286888
– to be opened by GIZ procurement unit only –**

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

Technical offer for: Company name

**SFF in SADC: Study on poverty measurement in the SADC region
Reference number 83286888
– to be opened by GIZ evaluation team only –**

Interested parties are requested to submit a technical offer based on the criteria of the assessment grid (**Annex 4**) and CVs of potential candidates for the team. The technical offer should also give insight to the work methodology (covering objective, strategy, mode of implementation, work/time schedule).

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

Bidding documents for:

SFF in SADC: Study on poverty measurement in the SADC region
Reference number 83286888
Company name and address

Alternative offers

No alternative offers are permitted.

Price offer

The price offer must be submitted in accordance with the attached format for the price offer and General Terms and Conditions. Personnel costs should be shown per expert assigned for the measure. Travel costs and all other costs have to be shown separately. All communication related costs, stationary and printing costs for reports have to 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 InforEuro: http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm

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%, 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

Work is scheduled to start in 4th June 2018. But 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. GIZ General Terms of contract
3. Budget allocation Form
4. Technical assessment grid