

To:

Your ref., your message
Our ref.
Email

dimpho.keitseng@giz.de

Phone 00267 3957400
Fax 00267-3959750
Date 6th December 2017

1st floor Morula House, New CBD,
Plot 54358, Prime Plaza,
Gaborone, Botswana
T +267 3957400
F +267 3959750

Your reference
Our reference

6th December 2017

Reference number: 83276610
Processing no.: 15.2077.4-001.00
**Project title: CESARE- Develop a SADC Trade
Development and Trade Promotion
Framework**
Country: Botswana

Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH

Dear Sir/Madam,

Registered offices
Bonn and Eschborn, Germany

The SADC Summit in April 2015, adopted the Revised Regional Indicative Strategic Development Plan (RISDP) 2015-2020 which prioritizes Industrial Development and Market Integration. The Revised RISDP places industrial development at the centre stage of the regional integration agenda. The key issues pertaining to industrialization are clearly spelt out in the SADC Industrialization Strategy and Roadmap 2015-2063 (SISR) which was also approved by Summit in April 2015. The Action Plan to operationalise the SISR was approved by Summit in March 2017 and implementation is underway.

Friedrich-Ebert-Allee 40
53113 Bonn, Germany
T +49 228 44 60-0
F +49 228 44 60-17 66

Dag-Hammarskjöld-Weg 1 - 5
65760 Eschborn, Germany
T +49 61 96 79-0
F +49 61 96 79-11 15

E info@giz.de
I www.giz.de

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

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The main challenge in the SADC region has been the low level of intra-SADC trade, mainly because of low levels of industrialization, weak productive capacity, and lack of diversity and complementarity in industrial structure. The SISR seeks to address some of these challenges by building capacity to enable the private sector to produce value added goods and services that can be traded regionally and globally in a competitive manner. The relationship between trade liberalisation and industrialization is made more explicitly in Article 4 of the Trade Protocol, which states that trade liberalisation needs to be accompanied by industrialization in order to build competitiveness. While the implementation of the SISR contributes to growth of tradable goods, many traders especially SMEs lack information about market opportunities. In this context, a Trade Development and Promotion Framework should be designed in such a manner that it complements and supports the implementation of the SISR and facilitates market access for the goods and services that are produced in the region by providing information and assistance to traders.

SADC Members, cognizant of the strides made so far in attaining their regional economic integration goals through the establishment of the FTA, are promoting complementary steps to be undertaken with a view to taking advantage of new opportunities in trade, arising from greater liberalization as

well as trade opportunities provided by growing regional and international markets.

As part of the German Development Cooperation programme %Cooperation for the Enhancement of SADC Regional Economic Integration (CESARE)+, GIZ supports the SADC Secretariat and other SADC Structures in their efforts to further enhance regional economic integration. This includes support in the area of trade facilitation, compliance monitoring and evaluation processes, private sector complaint resolution mechanisms and SADC trade liberalisation negotiations.

In addition, GIZ has recently commenced the new EPA support project %Supporting sustainability aspects in the implementation of EU Economic Partnership Agreements (NEW)+. With one regional focus lying on Southern Africa, NEW aims to promote EPA implementation by SADC regional organisations, their member states, the private sector and civil society in a way that supports sustainable development. This includes, amongst others, measures to foster regional integration within the SADC region as well as promoting SADC exports to the European market.

The SADC Secretariat and GIZ are therefore commissioning a study to develop a draft Trade Development and Trade Promotion framework, which will be the basis for a coordinated regional platform for practical intervention, concrete market development and trade and investment promotion tools and services, and assistance to the region's economic operators and business organizations

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 the **12th of January 2018 at 15:00 hrs**. Please send your bid **by courier** 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 proposal and 2 copies of financial proposal.

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:

**CESARE – Develop a SADC Trade Development and Trade Promotion Framework
Reference number 83276610
– to be opened by GIZ procurement unit –**

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

**CESARE – Develop a SADC Trade Development and Trade Promotion Framework
Reference number 83276610
– to be opened by GIZ evaluation team –**

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:

**CESARE – Develop a SADC Trade Development and Trade Promotion Framework
Reference number 83276610**

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 on the **5th of February 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