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Your reference
Our reference

Date 25th May 2018

**Project title: Development of a River Awareness Kit for the
Cuvelai River Basin and a website for the Cuvelai River
Commission (CUVECOM)**

Project N°: 15.2076.6-008.00
Country: SADC
Contract: 83286794

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Internationale Zusammenarbeit (GIZ) GmbH

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Dr Friedrich Kitschelt, State Secretary

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

Dear Madam/Sir,

The German Federal Ministry for Economic Cooperation (BMZ) with co-financing from the UK Department for International Development (DFID) has commissioned GIZ to implement the Transboundary Water Management in SADC Programme.

The project is concerned with the following:

The water resources of the SADC region play a vital and important role in the maintenance of the rich diversity of the Region's natural ecosystems and for the sustainable economic and social development of the Region. Over 90% of the renewable water resources in mainland SADC are shared between two or more Member States. It is therefore important to develop, manage, protect and utilize the shared water resources in a sustainable manner; hence the need for the development of an instrument that fosters cooperation in shared watercourses in the region. It was against that background that the SADC Protocol on Shared Watercourse Systems was developed and adopted in 1996. Due to international developments such as the development of the United Nations Convention on the Law of the Non-Navigational Uses of International Watercourses, the Protocol was revised.

The programme works closely together with the Cuvelai Watercourse Commission (CUVECOM) and will be supporting the development of their institutional website and River Awareness Kit (RAK). While a considerable amount of documentation and technical information is available for the Cuvelai River Basin, it is not all readily accessible or available in relevant languages. The main goal of the RAK is to improve transboundary knowledge management and raise awareness amongst the local population.

Submission Deadline

Should you be interested in implementing the tasks according 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 **Monday 18th June 2018, 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.O. Box 202 Village
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.

The envelope containing the price offer using the financial offer form (**Annex 4**) with the **bidder's** company **name** on the right corner must be sealed and be labelled as follows:

Price offer for:

Transboundary Water Management – Development of a River Awareness Kit for the Cuvelai River Basin and a website for the Cuvelai River Commission (CUVECOM)

Reference 83286794

– to be opened by GIZ procurement department 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:

Transboundary Water Management – Development of a River Awareness Kit for the Cuvelai River Basin and a website for the Cuvelai River Commission (CUVECOM)

Reference 83286794

– to be opened by technical evaluation team

Interested individuals are requested to submit a technical offer based on the criteria of the assessment grid (Annex 3) and their latest CV. The technical offer should also give insight to the work methodology (covering objective, strategy, mode of implementation, work/time schedule).

The **outer package** must be labelled with **the bidder's company name** and as follows:

Bidding documents for:

Transboundary Water Management – Development of a River Awareness Kit for the Cuvelai River Basin and a website for the Cuvelai River Commission (CUVECOM)

Reference 83286794

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 Infor Euro:

http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/infoeuro_en.cfm

Procedural questions

Please address any commercial, technical and procedural questions at an early stage. Questions will be answered if they are received at

the latest five working days before the closing of the tender.
Questions have to be raised *in writing, by fax or email only* to:

Ms Dimpho Keitseng
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 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 final result is an overall ranking, headed by the most cost-effective bid. Contract negotiations will be initiated on the basis of this overall ranking.

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 and commencement of work

Work is scheduled to commence on **13th July 2018**. But please note that you are bound by your bid for 90 days. You shall not receive separate notice to this effect.

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.

Kind regards

Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH

Annexes:

1. Specifications (TOR)
2. General terms and conditions of contract (Terms and Conditions) for supplying services and work
3. Assessment Grid for the Technical Evaluation of Bids
4. Financial offer