

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. **83273088**
Email dimpho.keitseng@giz.de

Phone 00267 3957400
Fax 00267-3959750
Date 08.11.2017

1st floor Morula House, New CBD,
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Your reference
Our reference

08 November 2017

Reference number: 83273088
Processing no.: 15.2076.6-008.00
Project title: IWRM Pilots Projects Review Consultancy

Country: Botswana

Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH

Dear Sir,

Registered offices
Bonn and Eschborn, Germany

The German Federal Ministry for Economic Cooperation (BMZ) has commissioned GIZ-TWM in SADC project with consulting work within the aforementioned project.

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

The project is concerned with the following:

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

GIZ Transboundary Water Management in SADC is inviting for a Consultant for SADC Secretariat to undertake a

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

Consultancy for Monitoring and Review of Four IWRM Pilot Projects Implemented Under The GIZ TWP Project Phase III in Botswana, Lesotho, Mozambique and Namibia.

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

The main aim of the study is to assess the extent to which the IWRM Pilot objectives were met, particularly how the communities and key stakeholders have been able to sustain the installations and activities initiated by the IWRM Pilots Project and document the lessons learnt to assist SADC and its member states in up-scaling the IWRM concepts and practices observed from implementing the IWRM Pilots.

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

Should you be interested in implementing the tasks according the Terms of Reference (Annex 1), we request you to submit a bid in the English language consisting of 1 original and 2 copies 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**

Detailed instructions what information your bid should contain and how it should be presented are given in the attached TOR. If you have any further questions in this connection, please contact the responsible desk officer **Ms. Dimpho Keitseng, Procurement Manager**, Dimpho.keitseng@giz.de at the GIZ Office Gaborone

Submission deadline

Kindly submit your bid by **01 December 2017, 3:30 p.m.** (date of receipt at GIZ Office Botswana).

Bids are to be submitted using the two-envelope procedure; i.e. we request that you submit the prices for your inputs in a separate, sealed envelope addressed as follows: "Price quotation for bid, reference no.: **83273088, Bidders' contacts**, which are to be placed inside the envelope containing the bid. Please use the financial offer form (Annex 4). All copies of the bid must be submitted by **post / courier** at the abovementioned address. The above formal requirements regarding envelopes and marking also apply to further copies, of the bid.

The bids received shall be evaluated by the GIZ with regard to their technical content and to their price (cf. Assessment Grid for the Technical Evaluation of Bids, Annex 3).

The evaluation of the bids is scheduled to be completed by 15th December 2017; whereupon the bidders shall be priority rated. Contractual negotiations are generally commenced with the first bidder on the list. Should these negotiations not be successful, the second bidder on the list shall be invited to commence negotiations.

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

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.

Acceptance period and Commencement of work

Work is scheduled to start on 22nd December 2017. 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. Technical grid assessment form
4. Financial budget allocation Form