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Your reference  
Our reference 83290489

Date 30 May 2018

**Project title: Transboundary Water Management - Socio-economic  
baseline assessment studies for the Chirundu Joint  
Cross Border Water Supply and Sanitation Project  
(Zambia/Zimbabwe)**  
**Project N°: 15.2076.6-001.00**  
**Country: SADC**

Deutsche Gesellschaft für  
Internationale Zusammenarbeit (GIZ) GmbH

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Management Board  
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Dr Christoph Beier (Vice-Chair)  
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Cornelia Richter

Dear Madam/Sir,

The German Federal Ministry for Economic Cooperation (BMZ) has  
commissioned us with consulting work within the aforementioned project.

The project is concerned with the following:

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GIZ Transboundary Water Management in SADC is inviting for a Consultant  
for SADC Secretariat to undertake a  
**Consultancy to carry out Socio-economic baseline assessment studies  
for the Chirundu Joint Cross Border Water Supply and Sanitation  
Project (Zambia/Zimbabwe).**

The purpose of this assignment is to assess the current socio-economic  
conditions at Chirundu that will impact on the general viability of a joint  
cross-border water and sanitation project proposed at Chirundu. The  
assignment results will contribute to the development of pre-feasibility and  
feasibility study reports and all supporting documents which will assist in  
mobilizing funding for implementation of the proposed joint cross border  
water supply and sanitation project at Chirundu.

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### **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 18<sup>th</sup> 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**  
**1<sup>st</sup> 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 – Chirundu Socio-economic**  
**Baseline Assessment Study Consultancy**  
**Reference number 83290489**  
**– 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:**  
**Transboundary Water Management – Chirundu Socio-economic**  
**Baseline Assessment Study consultancy**  
**Reference number 83290489**  
**– to be opened by GIZ procurement Unit and technical evaluation**  
**team**

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Interested individuals are requested to submit a technical offer based on the criteria of the assessment grid (Annex 3) and their latest CVs. 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 as:

**Bidding documents for:**  
**Transboundary Water Management – Chirundu Socio-economic**  
**Baseline Assessment Study Consultancy**  
**Reference number 83290489**

#### **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/infoeuro\\_en.cfm](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**  
**GIZ Botswana Procurement Manager**  
**fax +267-3959750 or**  
**email: [Dimpho.keitseng@giz.de](mailto:Dimpho.keitseng@giz.de)**

Non-compliance may result in your bid not being considered.

#### **Evaluation of Offer**

GIZ Transboundary Water Management will evaluate the technical information in the received bids (cf. Assessment Grid for the Technical

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Evaluation of Bids, Annex 3); the financial offer will be evaluated through the GIZ office Botswana by procurement department.

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:

$$\frac{\text{Technical evaluation of best bid} \times 70 + \text{Price of bid} \times 30}{\text{Technical evaluation of best bid} + \text{Price of bid}}$$

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.

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**

The evaluation of the bids is scheduled to be completed by **Friday 22 June 2018;**

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 and commencement of work**

Work is scheduled to commence on **9<sup>th</sup> 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.

Yours truly,

Kind regards

Deutsche Gesellschaft für

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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