

giz Private Bag X12 • Gaborone • Botswana

**German Development Cooperation  
GIZ Office Gaborone**

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Your reference  
Our reference 83 xxxxx

Date 22 August 2016

**Project title: Transboundary Water Management - LomNam EIA  
consultancy**  
**Project N°: 15.2076.6-001.00**  
**Country: SADC**

Deutsche Gesellschaft für  
Internationale Zusammenarbeit (GIZ) GmbH

Registered offices  
Bonn and Eschborn, Germany

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53113 Bonn, Germany  
T +49 228 44 60-0  
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Dear Madam/Sir,

Dag-Hammarskjöld-Weg 1 - 5  
65760 Eschborn, Germany  
T +49 61 96 79-0  
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The German Federal Ministry for Economic Cooperation (BMZ) has  
commissioned us with consulting work within the aforementioned project.

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

The project is concerned with the following:

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

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GIZ Transboundary Water Management in SADC is inviting for a  
Consultant for SADC Secretariat to undertake a  
**Consultancy for Environmental Impact Assessment (EIA) and  
Climate Impact Assessment (CIA) Study for the Lomahasha-  
Namaacha Cross Border Water Supply Project.**

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

The main aim of the study is to review the initial EIA/CIA assessment  
and comments, collect required additional basic existing information  
and to compile professionally sound EIA/CIA reports for the proposed  
actions under the project.

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### **Submission Deadline**

Should you be interested in implementing the tasks according the  
Specifications (Annex 1), please submit your bid (in English) in three (3)  
copies at GIZ office by **Friday 9 September 2016, 15:00 hrs.** Please send  
your bid by courier or hand deliver to:

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**Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH**  
**GIZ Office Gaborone**  
**1<sup>st</sup> 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.

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 – LomNam EIA consultancy**  
**– 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 – LomNam EIA consultancy**  
**– to be opened by GIZ procurement department and technical evaluation team -**

Interested parties are requested to submit a technical offer based on the criteria of the assessment grid (Annex 3) 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 must be labelled as:

**Bidding documents for:**  
**Transboundary Water Management – LomNam EIA consultancy**

### **Alternative offers**

No alternative offers are permitted.

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### **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 (in English) 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 Officer**  
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 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 more than 500 points will be opened and evaluated. Technical offers below 500 points will be considered as technical not acceptable. The technical offer has a weighting of

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.

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### **Date of decision to award contract**

The evaluation of the bids is scheduled to be completed by **Friday 16 September 2016**; 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.

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**

The work is scheduled to commence on **15 October 2016**. Thus, the contract should be awarded by not later than **1 October 2016**. Your bid is binding until that date. If you do not receive an order in writing within two weeks of expiry of the deadline for the award of contract, your bid has not been accepted. **You shall not receive separate notice to this effect.**

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