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Your reference  
Our reference

Date 21 August 2018

**Project title: Transboundary Water Management - Gender  
Mainstreaming**

**Project N°: 15.2076.6-008.00**  
**Contract No: 83298423**  
**Country: SADC**

Deutsche Gesellschaft für  
Internationale Zusammenarbeit (GIZ) GmbH

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Chairman of the Supervisory Board  
Martin Jäger, State Secretary

Management Board  
Tanja Gönner (Chair)  
Dr Christoph Beier (Vice-Chair)

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:

GIZ Transboundary Water Management in SADC is inviting  
consultants for the SADC Gender Unit to undertake a Consultancy  
to carry out an Analytical Assessment of Gender Mainstreaming in the  
SADC Regional Integration Agenda

The purpose of this consultancy is to carry out an analytical  
assessment of gender mainstreaming in the SADC regional  
integration agenda; as well as assess the extent of  
alignment/harmonization of national policies/strategies to regional,  
continental and international instruments on gender. This exercise is  
to be undertaken as a way of taking stock, monitoring and evaluating  
the extent to which gender has been mainstreamed in all SADC  
institutions; legal and policy frameworks. Furthermore, the  
assignment should examine the extent to which national policy and  
legal frameworks have been aligned or harmonized with regional,  
continental and international gender instruments

### **Submission Deadline**

Should you be interested in implementing the tasks according the Specifications (Annex 1), please submit your bid in three (3) copies at GIZ office by **Friday 7<sup>th</sup> September 2018, 15:30 hrs.** Please note that tender bids submitted by **email will not** be accepted. Kindly 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 –** Consultancy to carry out an Analytical Assessment of Gender Mainstreaming in the SADC Regional Integration Agenda  
**Reference number 83298423**

**– 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 –** to carry out an Analytical Assessment of Gender Mainstreaming in the SADC Regional Integration Agenda for the SADC Gender Unit  
**Reference number 83298423**

**– to be opened by GIZ procurement department and 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, mode of implementation, work/time schedule).

The outer package must be labelled as:

**Bidding documents for:**

**Transboundary Water Management –** Consultancy to carry out an Analytical Assessment of Gender Mainstreaming in the SADC Regional Integration Agenda

**Reference number 83298423**

**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](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 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 and SADC Gender Unit 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 technically 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 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**

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.

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