

giz

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Reference number: 83432078

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Project name: Support towards Industrialization and the
Productive Sectors in the SADC region (SIPS)

Your reference
Our reference

Date 24.02.2023

Project title: To support development of electronic tendering
portal for the Lesotho National Drug Service
Organisation (NDSO).

Country: Botswana

Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH

Dear Sir/Madam,

Registered offices
Bonn and Eschborn, Germany

The Southern African Development Community (SADC) Secretariat, the European Union (EU) and the German Federal Ministry for Economic Cooperation and Development (BMZ) are jointly supporting the “COVID-19-relevant Medical and Pharmaceutical Products” (CMPP), the Antiretroviral (ARV) and Leather regional value-chain (RVC) projects. These RVCs are part of the Joint Action “Support towards Industrialization and the Productive Sectors in the SADC region (SIPS) project.

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The Joint Action SIPS aims to support Central Medical Stores (CMS) in the SADC region, one of the primary buyers of ARVs in the region, in availing quality tender information to suppliers on their procurement requirements. Strengthening the availability of market information will improve business operational efficiencies and ensure that the private sector collaborates effectively with this market segment, thereby enhancing the ARV value chain (ARV VC).

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

Chairman of the Supervisory Board
Jochen Flasbarth, State Secretary

The overall objective of this assignment is to support the development of an electronic tendering portal for the Lesotho National Drug Service Organisation (NDSO).

Management Board
Thorsten Schäfer-Gümbel (Chair)
Ingrid-Gabriela Hoven

It is against this backdrop, that The Joint Action SIPS invites competent and qualified companies of website developers based in the SADC region for this assignment. (Regional tender).

Submission deadline

Should you be interested in participating in this regional (SADC) tender and implementing the task, please refer to the attached Terms of Reference (Annex 1) for more detailed information. Tender documents should be forwarded to BW_Quotation@giz.de no later than **17 March 2023, 17:00 hrs.** Please note that tender bids received after the stipulated time and date **will not** be accepted.

Important Information

Kindly note that bids that have a volume more than 30MB cannot be sent via email. Should your bid reach this volume, we request you to share it using Filetransfer through the link <https://filetransfer.giz.de/>. For security reasons, only bids sent via filetransfer will be accepted. Bids sent via other Data sharing tools will be rejected. **Remember** to take note of the **password** generated by Filetransfer on your transferred files and send it together with the offers to give access of the files to GIZ.

GIZ is not responsible for the failure of electronic delivery of e-mail messages to the address provided, either for technological problems on the part of GIZ or the bidder.

Technical offer (based on the criteria of the assessment grid (Annex 2))

The following items must be submitted with the technical proposal drawn up in English language:

- 1) Technical proposal stating why you consider your service suitable for the assignment and a brief methodology on the approach as well as a detailed work plan
- 2) CVs of proposed technical personnel proposed for this project highlighting qualifications and experiences
- 3) The technical offer should not exceed ten (10) pages and use Arial 11 with a minimum line and paragraph spacing of 1.15. The offer must include the interpretation of the assignment, work plan and proposed methodology/strategy.
- 4) The technical offer will be assessed based on the technical proposal, the provided CV, and examples of similar work undertaken previously.

Price offer

The price offer must be submitted in accordance with the attached format for the price offer (Annex 3) and General Terms and Conditions of contract (Annex 4). Personnel costs should be shown per expert assigned for the measure. Travel costs and all other costs must be shown separately. All communication related costs, stationery and printing costs for reports must be included in the calculation. **Please submit your offer in EUR currency.** Upon contract drafting the offer will be converted to your local currency using the exchange rate of the day from the converter Infor Euro:

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

The following items must be submitted with the **financial proposal**

- (a) The financial offer form (Annex 3) to be completed for the price offer
- (b) Company Bank letter within 6 months
- (c) Company Certificate of incorporation/ Company certificate
- (d) Company Tax Clearance Certificate (TCC)
- (e) joint venture group or consortium

Should you wish to form a **joint venture group or consortium**, the bid must specify the members of this group/consortium. Furthermore, the authorised representatives of the members are to be named.

A member of the joint venture group / consortium is to be appointed as central coordinator by all members in a legally binding form and empowered to represent the group / consortium and to accept payments with the effect of a discharge, also on behalf of the members.

Furthermore, the members must declare that they are jointly and severally liable for the performance of the contract. A corresponding power of attorney must be submitted together with your bid.

The formation of a joint venture with a company, also invited by GIZ to submit a bid, requires the prior written consent of GIZ.

Alternative offers

No alternative offers are permitted.

Labelling of offer

Your bid, comprising the technical offer and the price offer, must be clearly marked as such with the contract number, tender name and submitted separately as different attachments (combined technical and financial offers in one document will be disqualified).

Price offer (labelled):

Development of electronic procurement platform for Central Medical Stores (CMS) within the SADC region

Reference number: 83432078

– to be opened by GIZ procurement unit only –

Technical offer (labelled):

Development of electronic procurement platform for Central Medical Stores (CMS) within the SADC region

Reference number: 83432078

– to be opened by GIZ evaluation team & Procurement Unit –

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 must be raised in writing, by email to: dimpho.keitseng@giz.de

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

Evaluation of Offer

After the final technical evaluation, technical offers scored 500 points and above only their financial bids 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%, 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 their 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.

Page 5/5, 83432078

Yours truly,

Annexes

1. Terms of Reference
2. Technical Assessment Grid
3. Budget allocation form (for financial proposal)
4. GIZ General Terms and Conditions of contract