

giz

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Your reference  
Our reference

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

Date 19.04.2023

**Tender title:** Development of a Value Proposition and  
Business Continuity Model for a Leather  
Association in Botswana

**Country:** Botswana

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Internationale Zusammenarbeit (GIZ) GmbH

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Chairman of the Supervisory Board  
Jochen Flasbarth, State Secretary

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

Dear Sir/Madam,

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 (LVC) projects. These RVCs are part of the Joint Action “Support towards Industrialization and the Productive Sectors in the SADC region (SIPS) project

GIZ would like to commission consultancy services to develop a value proposition and business continuity model for a leather association in Botswana.

The objective of this project is to support the leather association in intensifying its mandate through working with a contractor specializing in private sector and association development. The contractor should impart knowledge on how to increase the association’s visibility to its members and the market (with and without external assistance). In addition, the contractor is expected to support the leather association on its administrative, technical and financial operation including designing a business continuity model.

The Joint Action SIPS is therefore inviting interested competent and qualified companies / service providers with their presence in the African Continent (Transregional) with experience in association and private sector development to apply for this national assignment.

### **Submission deadline**

Should you be interested in implementing the tasks according to the Terms of Reference (Annex 1), please submit your bids no later than 18th May

2023, 15:00hrs to BW\_Quotation@giz.de. 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 candidate

### **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 thirty (30) pages, including interpretation of the assignment, work plan and proposed methodology/strategy.
- 4) The technical offer will be assessed based on the technical proposal and the company profile provided, examples of similar work undertaken previously and team.
- 5) Company Certificate / Certificate of incorporation
- 6) Company Tax clearance certificate (TCC)
- 7) joint venture group or consortium all the relevant documents to be submitted

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.

### **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 financial 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](http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm)

### **Alternative offers**

No alternative offers are permitted.

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

### **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 as separate attachments in an email. **NB** (combined technical and financial offers as one offer document will be disqualified).

### **Price offer (labelled):**

Development of a Value Proposition and Business Continuity Model for a Leather Association in Botswana  
Reference number: **83436782**

**– to be opened by GIZ procurement unit only –**

**Technical offer (labelled):**

Development of a Value Proposition and Business Continuity Model for a  
Leather Association in Botswana  
Reference number: **83436782**

**– 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: **BW\_Quotation@giz.de**

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

**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 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.

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**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.

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