

Reference number: 83442885

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Project name: Supporting sustainability aspects in the
implementation of EU Economic
Partnership Agreements (NEW)

Tender title: Support the data capture and evaluation of
NEW project indicators.

Country: Botswana

Your reference
Our reference

Date 14th August 2023

Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH

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Chairman of the Supervisory Board
Jochen Flasbarth, State Secretary

Management Board
Thorsten Schäfer-Gümbel (Chair)
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Dear Sir/Madam,

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, through its project “Supporting sustainability aspects in the implementation of EU Economic Partnership Agreements”, commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ), cordially invites interested and qualified consulting firms to send in a proposal for the “Capacity development for senior public officials of SADC EPA Member States on origin cumulation under the EU-SADC EPA.”

Following the signature of the Economic Partnership Agreement (EPA) between six (6) SADC Member States (Botswana, Eswatini, Lesotho, Mozambique, Namibia and South Africa) on the one hand, and the European Union (EU) on the other and its provisional application since October 2016, GIZ commenced a global project operating under the title “Supporting sustainability aspects in the implementation of EU Economic Partnership Agreements (NEW)”. The overall objective of the project is to foster EPA implementation by regional organisations, their member states, the private sector and civil society in a way that supports sustainable development. Its geographical focus is on Southern Africa (SADC EPA), Eastern and Southern Africa (ESA) and the Caribbean (CARIFORUM EPA).

The assignment aims to assist the NEW project in its evaluation and evidence (data) capture for two (2) out of its five (5) module indicators (MI). These are NEW’s module indicator 3 “*Thirty of 50 surveyed representatives of national agencies from the SADC region, who are responsible for implementing EPA provisions, have presented specific examples that demonstrate how their organisation’s contribution to sustainable implementation of the EPAs has changed*” and module

indicator 5. *“Thirty of 40 surveyed participants in cross-regional exchange formats on sustainable implementation of EPAs have each provided one example that demonstrates how they have used the knowledge acquired at the events to contribute towards realising potentials of the EPAs or averting risks”.*

It is against this backdrop, that the GIZ NEW project invites competent and qualified companies from the SADC region with experts experienced in ex-post data collection and analysis of development cooperation projects to submit their bids.

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 September, 2300hrs /11p.m to BW_Quotation@giz.de. Please note that tender bids not received at the stipulated time, 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

The technical proposal, drawn up in **English** language, follows the following format (max. 5 pages excl. CVs):

- (a) consider the tasks to be performed with reference to the objectives of the services put out to tender. Following this, the consulting company presents and justifies the **strategy** intended to provide the services.

- (b) The bidder is required to indicate the stakeholders relevant for the services and describe the **cooperation** with them.
- (c) The bidder is required to present and explain its approach to **steering** the measures with the project partners and its contribution to the results-based monitoring system.
- (d) The bidder is required to describe **key processes** including work steps, milestones, timelines, present a schedule that describes how the services are to be provided and describe how the contributions of stakeholders shall be integrated into the services.
- (e) Company Certificate / Certificate of incorporation
- (f) For 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/infoeuro/infoeuro_en.cfm

Alternative offers

No alternative offers are permitted.

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 (separate attachments).

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 Tax clearance certificate (TCC)

Price offer for:

Support the data capture and evaluation of NEW project indicators.

Reference number: 83442885

– to be opened by GIZ procurement unit –

Technical offer for:

Support the data capture and evaluation of NEW project indicators

Reference number: 83442885

– to be opened by GIZ/Partner evaluation team –

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 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.

Yours truly,

Annexes

1. Terms of Reference
2. Technical Grid
3. Budget allocation form (for price offer)
4. GIZ General Terms and Conditions of contract
5. New Results Matrix