

Reference number: 83447630

Processing no.: 17.2034.1-010.00

Project name: Support toward the Industrialization of the
Productive Sectors (SIPS)

Your reference
Our reference

Date 9 September 2023

Tender title: Consultancy to conduct a needs
assessment for the SADC Industrial
Pharmacy Fellowship Programme.

Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH

Country: Botswana

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Dear Sir/Madam,

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The Joint Action "Support towards Industrialisation and the Productive Sectors (SIPS)" programme co-financed by the European Union and the Ministry of Economic Cooperation and Development (BMZ) aims to strengthen private sector participation in the Regional Anti-Retroviral (ARV) and associated value chain. Furthermore, the Joint Action aims to enhance business, entrepreneurial and subject matter knowledge skills by facilitating the development of industry knowledge clusters between the private sector and academic / training institutions within the antiretroviral (ARV) value chain.

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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
Martin Jäger, State Secretary

To achieve this output, the Joint Action SIPS is supporting the development of a SADC Regional Industrial Pharmacy Fellowship to increase the availability of skilled industrial pharmaceutical personnel in the SADC region.

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

The scope of this assignment is to develop a project proposal for the implementation of a regional SADC Industrial Pharmacy Fellowship Program (IPFP) in coordination with the Joint Action SIPS and the respective stakeholders. Stakeholders in the project include universities and training institutions in South Africa, Zambia and Tanzania as well as regional pharmaceutical manufacturing companies, regional associations and the SADC Secretariat.

It is against this backdrop, that The Joint Action SIPS invites competent and qualified companies based in Africa continent to apply for this

assignment (Continent of Africa tender). The selected service provider will enter into a contract with GIZ.

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 **8th October 2023, 2300hrs / 11p.m at BW_Quotation@giz.de**.

Please note that tender bids not received at the stipulated time, date **will not** be accepted.

Technical offer

The technical proposal, drawn up in **English** language, follows the following format (max. 8 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 consultant 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 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.
- (d) Company Tax clearance certificate (TCC)
- (e) Company Certificate / Certificate of incorporation

Price offer

The price offer must be submitted in accordance with the attached format (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

Alternative offers

No alternative offers are permitted.

Your bid, comprising the **technical offer** and the **price offer**, must be clearly labelled with the contract number, tender name and submitted separately.

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

- (a). The financial offer form (Annex 3) to be completed for the price offer and clearly indicate the currency used
- (b) Company bank letter within 6 months

Price offer for:

Consultancy to conduct a needs assesment and develop a business plan for the SADC Industrial Pharmacy Fellowship Programme
Reference number: **83447630**

– to be opened by GIZ procurement unit –

Technical offer for:

Consultancy to conduct a needs assesment and develop a business plan for the SADC Industrial Pharmacy Fellowship Programme
Reference number: **83447630**

– 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 officer)
4. GIZ General Terms and Conditions of contract