

giz Motswere Building, 2nd Floor, CBD, Gaborone • Botswana

To all tenderers

German Development Cooperation
GIZ Office XYZ

E-Mail

BW_Inquiry@giz.de

Date 27.05.2026

Transaction no.: 7000011204
Project processing number: G-012229-307
Internal order: 12229050000
Country: Namibia

Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH

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Anna Sophie Herken

Commerzbank AG Frankfurt am Main
BIC (SWIFT): COBADEFFXXX
IBAN: DE45 5004 0000 0588 9555 00

Type of procedure: Public invitation to tender

Invitation to submit a tender

Dear Sir/Madam,

We intend to award a contract for the services/works described in the enclosed procurement documents.

Please submit your self-declaration of eligibility using the designated form and your technical and financial bids by **21th June 2026, 17:00hrs / 5pm CAT** in English only to **BW_quotation@giz.de**.

The email subject line should be in the form of: **Blue Finance Scoping Study – 7000011204**

Details of our submission requirements are explained in the enclosed terms and conditions for application. Tenders which are submitted after the deadline, or which do not comply with the terms and conditions for application, will not be considered.

By submitting your tender, you accept GIZ's General Terms and Conditions of Contract (in the currently valid version).

Please note that this is a public invitation to tender so there will be no negotiations.

Please note that when you submit a tender, it remains binding until the expiry of the deadline. The contract will come into force when GIZ issues the contract award notice within the deadline.

The tender documents listed below must be submitted in full and in **one (1) email** as separate zip folders named:

- Completed self-declaration and annexes
- Financial bid in the format provided (price schedule)
- Technical bid, including an up-to-date curriculum vitae (CV) for each expert and concept

When preparing the financial bid, you must adhere to the requirements of the specification of inputs as set out in the Terms of Reference. The tenders received will be subject to a technical evaluation based on the CV and the concept in accordance with the technical assessment grid (see annex). Only tenders that score over 500 points in the technical evaluation will be accepted for the financial evaluation. Technical bids that fail to reach this cut-off point will be regarded as unsuitable.

The technical bid is weighted at 70% and the financial bid at 30%.

Please attach the 'Declaration by candidate/bidding consortium' (consortium declaration) signed by all members.

If you have any questions regarding the tender, please send them **no later than 18th June 2026** to **BW_inquiry@giz.de** . All clarifications will be communicated simultaneously in writing to all interested parties.

Planned schedule for the rest of the procurement procedure

Contract award and information about the result of the evaluation	June 2026
End of binding period (i.e. tenders no longer legally binding)	June 2026
Commencement of service delivery	July 2026

Sustainability

We have developed a Guide for Practising Corporate Sustainability (GPS) so that our contractors can learn about corporate sustainability at GIZ. We encourage all tenderers to complete the GPS online course and obtain the certificate.

Completing the GPS will not influence the award decision in this procedure. However, we would very much welcome your participation: <https://gps.giz.de/en/>.

Yours sincerely,

Procurement and Contracting Unit

GIZ Botswana / SADC
Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ)
GmbH

Annexes

1. General Terms and Conditions of Contract for Supplying Services and Works (in the current version)
2. Terms of reference
3. Assessment grid for the technical evaluation of tenders
4. Self-declaration of eligibility
5. Price schedule / Bid sheet
6. Minimum standards checklist for sustainable event management