

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.:** 7000010886  
**Project processing number:** G-012446-017  
**Internal order:** 12446001701  
**Country:** Namibia

Deutsche Gesellschaft für  
Internationale Zusammenarbeit (GIZ) GmbH

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**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 technical and financial bids by **26th June 2026, 17:00hrs / 5pm CAT** in English only to **BW\_quotation@giz.de**.

The email subject line should be in the form of: **Consultancy services to design and operationalize Hyphen's ESD Program – Tender 7000010886**

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 as separate documents (in **one (1) email**) as separate zip folders named:

- Financial bid in the format provided (price schedule)
- Technical bid, including an up-to-date curriculum vitae (CV) for each expert and concept
- Data processing services pursuant to Article 28 EU GDPR Annex

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 also submit the annex 'Data processing services pursuant to Article 28 EU GDPR and technical and organisational measures'.

If you have any questions regarding the tender, please send them **no later than 24<sup>th</sup> June 2026** to **BW\_inquiry@giz.de** . All clarifications will be communicated simultaneously in writing to all interested parties.

### **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 (internal use)
4. Eligibility assessment (internal use)
5. Price schedule / Bid sheet
6. Data processing pursuant to Article 28 EU GDPR if required