

giz Private Bag X12 " Gaborone " Botswana

**German Development Cooperation
GIZ Office Gaborone**

1st floor Marula House, New CBD,
Plot 54358, Prime Plaza,
Gaborone, Botswana
T +267 395 7400
F +267 3959750

Your reference
Our reference

Date 03 May 2018

Project title: Development of a SADC Tourism Programme

Project no.: 14.2453.0-001.00
Country: Botswana, SADC
Contract: 83287936

Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH

Registered offices
Bonn and Eschborn, Germany

Friedrich-Ebert-Allee 36 + 40
53113 Bonn, Germany
T +49 228 44 60-0
F +49 228 44 60-17 66

Dag-Hammarskjöld-Weg 1 - 5
65760 Eschborn, Germany
T +49 61 96 79-0
F +49 61 96 79-11 15

E info@giz.de
I www.giz.de

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
Dr Friedrich Kitschelt, State Secretary

Management Board
Tanja Gönner (Chair)
Dr Christoph Beier (Vice-Chair)
Dr Hans-Joachim Preuß
Cornelia Richter

Dear Sir/Madam,

The German International Cooperation (GIZ) supports the SADC FANR Directorate through the SADC Programme . *Transboundary Use and Protection of Natural Resources (TUPNR)* to improve the implementation of SADC protocols and strategies for sustainable natural resource management by regional and national actors. The Programme supports implementation of the Protocol on Wildlife Conservation and Law Enforcement and the Protocol on Forestry; the Protocol on the Development of Tourism; the SADC Law Enforcement and Anti-Poaching Strategy (2016-2021); as well as the SADC Transfrontier Conservation Areas Programme.

In July 2016, SADC Ministers responsible for Tourism at their meeting of July 2016 held in Gaborone, Botswana approved the organizational transformation of RETOSA from being a public organization to a lean, more agile, dynamic and private sector driven regional marketing entity, leaving Tourism Policy Coordination functions the SADC Secretariat. Consequently a Tourism Coordination Unit was established within the SADC Food, Agriculture and Natural Resources (FANR) Directorate. In a Joint Meeting of SADC Ministers responsible for Environment and Natural Resources, Fisheries and Aquaculture, and Tourism held from 23-24 November 2018 in Johannesburg, South Africa, Ministers directed the SADC Secretariat in collaboration with Member States to develop a SADC Tourism Programme by August 2018 and to mobilize resources to support the implementation of SADC Tourism Programme once developed. The Programme will serve as a roadmap to guide and coordinate the development of ethical tourism industry in the region and to facilitate removal of barriers to tourism development and growth.

It is against this background that the TUPNR Programme seeks the services of an individual consultant to develop a SADC Tourism Programme to serve as a roadmap to guide and coordinate the development of an ethical tourism industry in the region and to facilitate removal of barriers to tourism

development and growth. The selected consultant will enter into a contract with GIZ.

For more detailed information please refer to the attached Terms of Reference should you be interested in participating in the tender.

Submission deadline

Should you be interested in implementing the tasks according to the Terms of Reference (Annex 1), please submit your bid in the English Language consisting of 1 original and 2 copies at GIZ office by **25 May 2018, 10:00 hrs.** Please note that tender bids submitted by **email will not** be accepted. Please send your tender bids by **courier or Post office or hand deliver** to:

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
GIZ Office Gaborone
1st Floor, South Wing, Morula House
Plot 54358, New CBD or
P.O. Box 202 Village
Gaborone, Botswana

Technical offer

The technical offer should not exceed four pages, including interpretation of the assignment, work plan and proposed methodology/strategy. The technical offer will be assessed based on the criteria of the assessment grid (Annex 2) and their latest CV.

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 have to be shown separately. All communication related costs, stationary and printing costs for reports have to be included in the calculation. Please submit your offer in the currency of your country; during the financial evaluation the amounts will be converted 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.

Labelling of offer

Your bid, comprising the technical offer and the price offer, must be clearly marked as such and submitted in a package containing two envelopes. The price offer must always be separate from the technical offer and placed in a separate envelope. Kindly send original and 3 copies of technical and financial proposals.

The envelope containing the price offer with the bidder's name on the right corner must be sealed and be labelled as follows:

Price offer for:

Development for a SADC Tourism Programme

Reference number 83287936

– to be opened by GIZ procurement unit only –

The envelope containing the technical offer with the bidder's name on the right corner must be sealed and be labelled as follows:

Technical offer for:

Development for a SADC Tourism Programme

Reference number 83287936

– to be opened by GIZ evaluation team only –

The outer package with the bidder's company name on the right corner must be labelled as:

Bidding documents for:

Development for a SADC Tourism Programme

Reference number 83287936

– to be opened by GIZ procurement officer only –

and be addressed to:

**Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
GIZ Office Gaborone
1st Floor, South Wing, Morula House
Plot 54358, New CBD
Gaborone
Botswana**

Procedural questions

Please address any commercial, technical and procedural questions at an early stage. Questions will be answered if they are received 5 days before the closing date. Questions have to be raised *in writing, by fax or email only* to:

**Ms Dimpho Keitseng
GIZ Botswana, Procurement Office
fax +267-3959750 or
email: Dimpho.keitseng@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:

$$\frac{\text{Technical Score} \times 70}{100} + \frac{\text{Financial Score} \times 30}{100}$$

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 Assessment Grid
3. Budget allocation form (for price officer)
4. GIZ General Terms and Conditions of contract