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GIZ Office Gaborone**

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Your reference
Our reference

Date 17th September 2020

Project title: Development of a Framework Strategy for a SADC
Wildlife-based Economy
Project name: SADC/GIZ Transboundary Use and Protection of Natural
Resources in the SADC Region
Project no.: **17.3500.0-028.00**
Country: Botswana, **SADC**
Contract: **83363537**

Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH

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Registration no. HRB 18384
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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)
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Dear Sir/Madam,

The German International Cooperation (GIZ) supports the Food, Agriculture and Natural Resources (FANR) Directorate of the Southern African Development Community (SADC) in the implementation of SADC protocols as well as development and implementation of strategies and programmes for biodiversity and natural resource management by national and regional actors, through the SADC/GIZ Project "Transboundary Use and Protection of Natural Resources (TUPNR) in SADC region".

SADC Ministers of Environment, Natural Resources and Tourism at their joint meeting of 25 October 2019, in Arusha, Tanzania, directed SADC Secretariat to develop a "Framework for a SADC Wildlife-based Economy Strategy by the end of 2021". The Framework will serve as a guiding instrument that clearly defines the main elements of a Framework-Strategy for a SADC Wildlife-based Economy; roles and responsibilities of Member States, relevant regional institutions, including the SADC Secretariat, and other relevant stakeholders towards development and implementation of specific actions of a SADC wildlife-based economy. The Framework should also consider the role and value of TFCAs as well as wildlife tourism in the region's socio-economic development efforts towards a wildlife-based economy.

Therefore, to further the implementation of the biodiversity related Protocol on Forestry, Protocol on Fisheries, Protocol on Tourism as well as Protocol on Wildlife Conservation and Law Enforcement, **individual consultants** are invited to bid for the assignment on *Development of a Framework Strategy for a SADC Wildlife-based Economy*. 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 **5th October 2020, 10:00 a.m.** 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

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 (1) original and 2 copies of technical bids and (1) financial bid.

The envelope containing the price offer using the financial offer form (**Annex 3**) with the bidder's name on the right corner must be sealed and be labelled as follows:

Price offer for:

Development of a Framework Strategy for a SADC Wildlife-based Economy

Reference number 83363537

– 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 of a Framework Strategy for a SADC Wildlife-based Economy

Reference number 83363537

– to be opened by GIZ evaluation team & Procurement Unit –

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 consultant's latest CV.

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

Bidding documents for:
Development of a Framework Strategy for a SADC Wildlife-based Economy
Reference number 83363537
– to be opened by GIZ procurement office and the Project –

Price offer

The price offer must be submitted in accordance with the attached format for the price offer and General Terms and Conditions. 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 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/infoeuro_en.cfm

Alternative offers

No alternative offers are permitted.

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, 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:

$$\frac{\text{technical evaluation of bid} \times 70}{\text{technical evaluation of best bid}} + \frac{\text{most economical bid} \times 30}{\text{price of bid}}$$

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