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**German Development Cooperation  
GIZ Office Gaborone**

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Your reference  
Our reference

Date 07 June 2018

**Project title:** Development of a SADC Approach to Assist Member States to Implement the LEAP Strategy

**Project no.:** 14.2453.0-001.00  
**Country:** Botswana, **SADC**  
**Contract:** 83291365

Deutsche Gesellschaft für  
Internationale Zusammenarbeit (GIZ) GmbH

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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.

E [info@giz.de](mailto:info@giz.de)  
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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  
Dr Friedrich Kitschelt, State Secretary

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

The FANR Directorate, among others, coordinates the implementation of the Protocol on Wildlife Conservation and Law Enforcement. The objective of the protocol is to establish within the Region and within the framework of the respective national laws of each Member State, common approaches to the conservation and sustainable use of wildlife resources and to assist with the effective enforcement of laws governing those resources. In this regard, SADC has developed a Law Enforcement and Anti-Poaching (LEAP) Strategy (2016-2021) whose overall objective is to significantly reduce the level of poaching and illegal trade in wildlife fauna and flora, and enhance law enforcement capacity in the SADC Region by 2021.

Therefore, SADC intends to develop a SADC *Approach* for the development and rolling-out of the country-level specific actions that deliver on the implementation of the LEAP strategy. The *Approach* will be an indicative document of the key actions Member States will be expected to independently undertake to implement the strategy.

It is against this background that **individual consultants** are invited to bid for the assignment on **Development of a SADC Approach to Assist Member States to Implement the LEAP Strategy**. 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 **22 June 2018, 11:00 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**  
**1<sup>st</sup> 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](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 of a SADC Approach to Assist Member States to  
Implement the LEAP Strategy

**Reference number 83291365**

**– 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 SADC Approach to Assist Member States to  
Implement the LEAP Strategy

**Reference number 83291365**

**– 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 of a SADC Approach to Assist Member States to  
Implement the LEAP Strategy

**Reference number 83291365**

**– to be opened by GIZ procurement officer only –**

and be addressed to:

**Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH  
GIZ Office Gaborone  
1<sup>st</sup> 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](mailto: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