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**German Development Cooperation  
GIZ Office Gaborone**

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**Reference number:** 83380917  
**Processing no.:** 17.2034.1.020  
**Project name:** SADC/GIZ CESARE Peace, Security and Good Governance  
**Project title:** Review the SADC Anti-Corruption Strategic Action Plan (2018-2022)  
**Country:** Botswana

Your reference  
Our reference

Date: 10 May 2021

Dear Sir/Madam,

Deutsche Gesellschaft für  
Internationale Zusammenarbeit (GIZ) GmbH

The German International Cooperation (GIZ) supports the SADC Organ Directorate – Peace, Security and Good Governance, in the implementation of The SADC Regional Indicative Strategic Development Plan (RISDP-2020-2030), SADC Protocol Against Corruption and SADC through the SADC/GIZ Project “Cooperation for the Enhancement of SADC Regional Economic Integration (CESARE) – Measure Peace, Security and Good Governance (PSGG)”.

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To facilitate the implementation of the SADC Anti-Corruption Strategic Action plan for 2018-2022, the SADC Anti-Corruption Committee (SACC) was established under Article 11 of the Protocol. The SACC is tasked with guiding the implementation of the Action Plan and advice the SADC Organ Secretariat on the same.

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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

It is against this backdrop, that GIZ CESARE-PSGG is looking for a contractor to review the SADC Anti-Corruption Strategic Action Plan (2018-2022). The proposed assessment should provide a baseline review of the implementation of the SADC strategic Anti-Corruption Action Plan (2018-2022) since its adoption by the Ministerial Committee of the Organ in 2018 and propose a revised strategic plan of action. It is expected that the review report will outline deliverables produced to date in comparison with the performance indicators and achievement of the objectives and draw lessons learned in the implementation of the current strategy and provide recommendations to increase the likelihood of success of the revised strategy.

Chairman of the Supervisory Board  
Martin Jäger, State Secretary

Management Board  
Tanja Gönner (Chair)  
Thorsten Schäfer-Gümbel

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

### Submission deadline

Should you be interested in implementing the tasks according the Specifications (**Annex 1**), please submit your bid in three (3) copies

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at GIZ office latest by **Tuesday 25th May 2021, 4:00 p.m.** Please note that tender bids submitted by **email will not** be accepted. Kindly send your tender bids by **courier, 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  
Private Bag X12, 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 3 copies of technical offers and 1 (one) financial offer.

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:**

Review the SADC Anti-Corruption Strategic Action Plan (2018-2022)

**Reference number: 83380917**

**– 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:**

Review the SADC Anti-Corruption Strategic Action Plan (2018-2022)

**Reference number: 83380917**

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

Interested bidders are requested to submit technical offer based on the criteria of the assessment grid (**Annex 2**) and their latest CV. The technical offer should not exceed four pages, including interpretation of the assignment, work plan and proposed methodology/strategy. The outer package with the bidder's company name on the right corner must be labelled as:

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**Bidding documents for:**

Review the SADC Anti-Corruption Strategic Action Plan (2018-2022)

**Reference number 83380917**

**– to be opened by GIZ 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. 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 [inforEuro  
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.

**Procedural questions**

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

**Ms Dimpho Keitseng**  
**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, technical offers scored 500 points and above only their financial bids 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);

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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 their 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 financial proposal)
4. GIZ General Terms of contract