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Your ref. Phone +256 414 303 901
Our ref.
Email secretariat.giz-uganda@giz.de Date 13.02.2018

Transaction number: 83281296
Processing no.: 13.2201.5-012.00
Project title: GIZ – DFID REFUGEES
Country: UGANDA

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
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Dear Sir/Madam,

As aspects of water, energy and environment are heavily interlinked and dependent on each other (so-called “water-energy-environment nexus”), this project aims at piloting an integrated and holistic innovative approach to natural resource management (water, trees/biomass, energy) to sustainably improve access to water, energy and other ecosystem goods and services and create more climate resilient landscapes for refugees and host communities.

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More precisely, this project seeks to provide sustainable access to cleaner energy solutions, and improved climate resilience for refugee and respective host communities through involvement of, amongst others, private sector actors and appropriate natural resource management.

Registered at
Local court (Amtsgericht)
Bonn, Germany
Registration no. HRB 18384
Local court (Amtsgericht)
Frankfurt am Main, Germany
Registration no. HRB 12394
VAT no. DE 113891176
Tax no. 040 250 56973

In terms of water and WASH, bottom up approaches to improve water resource availability and management within settlements and surrounding communities – including innovative approaches (both private and public sector-focussed) to ensure better utilisation of available water for both WASH and productive use shall be evaluated. In addition, this project is looking at improving the knowledge sharing between different actors that are active in water in and around the settlements. A crucial part of this project is the capturing of lessons while piloting different interventions in West Nile.

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

Therefore, the objective of this consultancy is to support the monitoring and evaluation efforts of this project, both at the level of implementation, as well as at the strategic level. Given that the lessons learnt are crucial, limited but continuous support is needed

Commerzbank AG Frankfurt am Main
Bank code: 500 400 00
Account: 58 89 555 00
BIC (SWIFT): COBADEFFXXX
IBAN: DE45 5004 0000 0588 9555 00

Submission deadline

If you are interested in performing this work/these services, please submit a bid in two copies in accordance with the GIZ bidding conditions and the technical offer as a CD by **Tuesday 27th February 2018 before 16.00hrs**. Please address your bid to:

**Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
The Procurement Department**

**P.O. Box, 10346 Kampala Uganda
Plot 23, Nakasero Road**

Labelling of offer

Your bid, comprising the technical offer and the price offer, must be clearly marked as such and submitted as a package containing two envelopes. The price offer must always be in UGX and separate from the technical offer and placed in a separate envelope. The envelope containing the price offer must be sealed and be labelled as follows:

Price offer from [please note sender] for: A consultancy for Supporting monitoring and evaluation in the realm of the “Sustainable use of natural resources and energy in the refugee context in Uganda” project

Transaction No: 83281296 PN: 13.2201.5-012.00

– to be opened only by Bid opening team –

The outer package must be labelled as:

Bidding documents for: A consultancy for Supporting monitoring and evaluation in the realm of the “Sustainable use of natural resources and energy in the refugee context in Uganda” project

Transaction No: 83281296 PN: 13.2201.5-012.00

– to be opened only by Bid opening team –

and be addressed to:

**Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
The Procurement Department
P.O. Box, 10346 Kampala Uganda
Plot 23, Nakasero Road**

Please see the enclosed Terms of Reference for details of the content of your bid and the required quantities.

Alternative offers

Alternative bids/tenders must be labelled accordingly and are only allowed if they meet the following minimum requirements:

- achievement of objectives
- compliance with set timescale
- compliance with institutional framework (partner institutions, intermediaries)

- sustainable intervention approach
[if necessary, please give details of further minimum requirements]

Price offer

The price offer must be submitted *in UGX* in accordance with the attached format for the price offer and the General Terms and Conditions section 5. Personnel costs should be shown on the basis of days (generally working days) or hours.

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*, to:

secretariat.giz-uganda@giz.de or at the GIZ Office.

Non-compliance may result in your bid not being considered.

Evaluation of Offer

We will evaluate the technical and price information in the received bids (see Annex).

After the technical evaluation, only the price offers of bids with more than 500 points will be opened and evaluated. Technical offers below 500 points will be considered as technical not acceptable. The technical offer has a weighting of T: 70% [change percentage, if necessary], the price offer F: 30% [change percentage, if necessary]. The following formula will be used:

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

The final result is an overall ranking, headed by the most cost-effective bid. Contract negotiations will be initiated on the basis of this overall ranking.

Date of decision to award contract

The evaluation of the submitted bids is expected to be completed by 05.03.2018

For procedural reasons, no information on the status of evaluation will be given pending the decision on contract award, and we therefore ask you to refrain from making enquiries. If your bid is rejected, you will be notified in writing.

Acceptance period and Commencement of work

Work is scheduled to start on 09.03.2018 except in the case of project appraisals; this date applies only if the project agreement has been entered into by then. The award should accordingly be made no later than 14.03.2018. You are bound by your bid until this date.

Notification of intention to bid

Please notify the sender within five days of despatch of our enquiry whether we can expect your bid, stating the transaction number in the subject heading of the email.

Yours faithfully,

Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH

Philoh Ddungu (Ms.)
Head of Procurement and Logistics

Evah Nabawanga (Ms.)
Procurement Officer

Annexes:

1. **Bidding Conditions (local)**
2. **TORS**
3. **General Purchasing conditions**
4. **Assessment Grid for the Technical Evaluation of Bids**
5. **Price Schedule**