



09 April 2019

REQUEST FOR QUOTATION (RFQ) - Services

Dear Sir / Madam:

The Secretariat of the Benguela Current Convention (BCC) kindly invites you to submit a quotation to provide promotional materials for the Project titled, Improving Ocean Governance in the Benguela Large Marine Ecosystem (BCLME III Project), as detailed in Annex 1 of this RFQ.


Quotations, including company profile and financial proposal, should be submitted to Benguela Current Convention (BCC) – Secretariat, Private Bag 5031 Swakopmund or at No. 1 Strand Street, Swakopmund, alternatively via email to tunehafo@benguelacc.org before or on 10 May 2019.

It shall remain your responsibility to ensure that your quotation reaches the above address on or before the deadline. Quotations received by the BCC after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure it is signed, in pdf format, and free from any virus or corrupted files.

Your quotation should separate professional fees from any other costs related to the assignment.

Thank you and we look forward to receiving your submission.

Sincerely,


Ms Thandiwe Gxaba
Acting Executive Secretary

Request for short term consultancy services to provide promotional materials for the Project titled, “Improving Ocean Governance in the Benguela Large Marine Ecosystem (BCLME III Project.”

1. Background

The BCC was established in January 2007 through the signing of an Interim Agreement by Angola, Namibia and South Africa. On 18 March 2013, the three governments signed a ground-breaking environmental treaty, that entrenches the Benguela Current Convention (BCC) as a permanent inter-governmental organisation. The BCC is the first inter-governmental Convention in the world to be based on the Large Marine Ecosystem (LME) concept of ocean governance – a move towards managing transboundary resources at the larger ecosystem level (rather than at the national level) and balancing human needs with conservation imperatives.

The BCC is governed through the Ministerial Conference with its strategic and operational activities driven by the Commission, and has three permanent advisory committees: The Ecosystem Advisory Committee (EAC) comprises senior, multi-disciplinary experts providing the Commission with the best scientific, legal and socio-economic advice and management recommendations based on best available relevant information, as generated and presented by various technical working groups; the Finance and Administration Committee (FAC) has the mandate to provide oversight over the secretariat’s audit and financial control functions to ensure good corporate governance and also provides independent assurance and support to the Commission and the Secretariat by evaluating the Secretariat’s risks, control and compliance framework and its external accountability responsibilities; the Compliance Committee is mandated to provide the Commission with information, advice and recommendations on the implementation of, and compliance with, the measures adopted to give effect to the objectives of the Convention. The Secretariat, based in Swakopmund, is entrusted by the Parties to coordinate and provide support to all the BCC structures by facilitating the execution of their functions; coordinate programmes; mobilise resources, and establish partnerships with relevant organisations. The coordination by the Secretariat is guided by the signed Strategic Action Programme (SAP, 2015 – 2019) for the implementation of BCC activities.

The BCC Secretariat is implementing a project titled “Improving Ocean Governance in the Benguela Current Large Marine Ecosystem” (BCLME III Project) in partnership with the United Nations Development Programme (UNDP). The project is funded by the Global Environment Facility (GEF) and with co-financing from the BCC Parties. The BCLME III Project will further the objectives of the BCC Convention by:

- i. Providing policy, legislative, institutional and management support for ecosystem-based management;
- ii. developing more effective stakeholder engagement and strengthening partnerships to ensure the long-term future of the BCC;
- iii. developing stronger capacity within the region for ecosystem-based management; and
- iv. addressing marketing and resource mobilization mechanisms.

2. Scope of work

The BCC seeks to recruit a service provider to provide promotional materials for the Improving Ocean Governance in the Benguela Large Marine Ecosystem (BCLME III) Project. The materials will either be embroidered or printed with logos.

2.1 Deliverables/outputs

The short term consultant is expected to deliver the following products and quantities indicated in the parenthesis:

The following promotional materials should be embroidered with the company or project logo:

- i. Light blue female formal shirts (15)
- ii. Light blue male formal shirts (15)
- iii. White female golf T-shirts (15)
- iv. White male golf T-shirts (15)
- v. Green female golf T-Shirts (15)
- vi. Green male golf T-Shirts (15)
- vii. Navy blue female body warmers (15)
- viii. Black male body warmers (15)
- ix. Navy blue female jackets (15)
- x. Navy blue male jackets (15)
- xi. Black laptop backpacks (20)
- xii. Black four-wheel laptop trolley bag (15)

The following materials should be printed with the company or project logo:

- i. Blue 16 gig USB (50)
- ii. Oval vinyl stickers (200)
- iii. Metallic silver pen (100)
- iv. Black 500 ml flask (50)
- v. Silver flask, 1 – 3 litres (2)
- vi. White mugs (24)

Others:

- i. Pins with three countries flags (100)

3. Timeframe

The outputs/materials should be delivered by 10 June 2019.