



SADC SECRETARIAT RESPONSES TO REQUESTS FOR CLARIFICATIONS

REFERENCE: SADC/3/5/2/402

INDIVIDUAL CONSULTANCY FOR PROGRAMME ADMINISTRATIVE OFFICER FOR THE TRIPARTITE TRANSPORT AND TRANSIT FACILITATION PROGRAMME –PHASE 2 (TTTFP2).

DATE OF ISSUE OF RESPONSES: 8 October 2025

| Question Nº | Question | SADC Secretariat Response |
|------------------------|--|--|
| Nr.1 | Proposal: Should a separate proposal document be prepared in addition to the Standard Expression of Interest Forms provided as Annex 2 of the REOI, or are the forms alone sufficient? | No separate proposal is required. Please fill in the forms provided in the Request for Expression of Interest (REOI) document and submit together with the supporting documents requested. |
| Nr.2 | Collab Link: With reference to the submission link provided (https://collab.sadc.int/s/PBX24qbHrYndsk3), is it necessary to create an account to upload the proposal? Furthermore, how can I | No need to create an account as the collab link as this is a drag and drop link and does not provide any notification. As long as the files indicate that they are uploaded rest assured that the documents have been received. It is advisable to put all your documents in a |

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| | confirm successful submission if no email registration is required? | Zipped Folder when uploading for easier identification and sorting. |
| Nr.3 | File Labelling: Should all uploaded documents be labeled exactly as follows: "Individual Consultancy for Programme Administrative Officer for The Tripartite Transport and Transit Facilitation Programme – Phase 2 (TTTFP2) – Reference Number SADC/3/5/2/402"? This is very long for folder or file name | Put all your files in one ZIP folder before you upload and label the Zip folder with "ADMIN OFFICER TTTFP2 (Your Name)". |
| Nr.4 | Should the application be submitted in the full capacity of the company, or as an individual? | This procurement is for Individual Consultancy as indicated in the Request for Expression of Interest (REOI) document. |
| Nr.5 | Kindly confirm whether the services will be required to be rendered in person and on-site at the SADC Headquarters in Botswana, or if remote service provision is acceptable | The service will be rendered on site at SADC Secretariat Headquarters in Gaborone, Botswana. Please read the expression of interest document under Terms of reference "5. LOGISTICS AND TIMING" |
| Nr.6 | The consultant's professional fees will be subject to local income tax in Botswana, or exempt under SADC rules; and | SADC is exempt from any form of tax. |
| Nr.7 | Any social security contributions are required under this contract, or whether | Any social security contributions required under this contract will be consultant's own responsibility as they |

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| | these remain the consultant's own responsibility | are inclusive in the fees paid to the individual consultant. |
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End of Responses

Southern African Development Community
CBD Plot 54385
Phone: (267) 395 1863 | Fax: (267) 397-2 848





Signed with Impression - Chain of Custody



Signature Request

| | | | |
|-----------------------|--------------------------------------|-----------------|-------------------------|
| Signature Request ID: | a518f3b8-2d27-4944-bdc7-3a22d5ac9374 | Timestamp: | 2025-10-08 15:12:34 GMT |
| Signee Name: | Diana Sello | Sender Name: | Diana Sello |
| Request Type: | WebSigning | Request Status: | WEBVIEWER SIGNED |

Original Document

| | | | |
|----------------|---|----------------|----------|
| Document Name: | RESPONSES TO CLARIFICATIONS ADMINISTRATIVE OFFICER exante comments addressed 2.docx | Document Size: | 196.4 KB |
|----------------|---|----------------|----------|

Email Evidence

| | | | |
|-----------------------|------------------------------|-------------------------|------------------------------|
| Signee Email: | dsello@sadc.int | Email Subject: | Not available in Silent Mode |
| Email Sent Timestamp: | Not available in Silent Mode | Email Opened Timestamp: | Not available in Silent Mode |

Web Evidence

| | | | |
|-------------------------|---|---------------------------|-------------------------|
| Signee IP Address: | 160.242.95.226 | Request Timestamp: | 2025-10-08 15:11:41 GMT |
| Signee GPS (if shared): | BW: Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/140.0.0.0 Safari/537.36 | Terms Accepted Timestamp: | 2025-10-08 15:11:49 GMT |

Annotations and Modifications

| | | | |
|------------------------|---|---------------------------|---|
| Signature Count: | 3 | Form Fields Filled Count: | 0 |
| Text Annotation Count: | 0 | Initial All Pages Count: | 0 |
| Single Initial Count: | 0 | | |

Signing Evidence

| | | | |
|---------------------|---------------|-------------------|------------|
| Signee Mobile: | +270000000000 | Sign Type: | WebSigning |
| Security Challenge: | NONE | Part of Workflow: | NONE |

Chain Of Custody Generation

| | | | |
|-------------------------|---|---------------------|-------------------------|
| Attached Document Name: | 20251008T151233.982326Z RESPONSES TO CLARIFICATIONS ADMINISTRATIVE OFFICER exante comments addressed 2.docx | Attached Timestamp: | 2025-10-08 15:12:34 GMT |
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Signed with Impression - Chain of Custody



Signature Request

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|-----------------------|--------------------------------------|-----------------|-------------------------|
| Signature Request ID: | 30adeca1-9d3c-4edd-9c71-7f981c2b1a2b | Timestamp: | 2025-10-08 15:38:03 GMT |
| Signee Name: | Thomas Chabwera | Sender Name: | Thomas Chabwera |
| Request Type: | WebSigning | Request Status: | WEBVIEWER SIGNED |

Original Document

| | | | |
|----------------|--|----------------|----------|
| Document Name: | RESPONSES TO CLARIFICATIONS ADMINISTRATIVE OFFICER exante comments addressed 2docx.pdf | Document Size: | 411.0 KB |
|----------------|--|----------------|----------|

Email Evidence

| | | | |
|-----------------------|------------------------------|-------------------------|------------------------------|
| Signee Email: | tchabwera@sadc.int | Email Subject: | Not available in Silent Mode |
| Email Sent Timestamp: | Not available in Silent Mode | Email Opened Timestamp: | Not available in Silent Mode |

Web Evidence

| | | | |
|-------------------------|---|---------------------------|-------------------------|
| Signee IP Address: | 160.242.95.226 | Request Timestamp: | 2025-10-08 15:37:25 GMT |
| Signee GPS (if shared): | BW: Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/141.0.0.0 Safari/537.36 | Terms Accepted Timestamp: | 2025-10-08 15:37:33 GMT |

Annotations and Modifications

| | | | |
|------------------------|---|---------------------------|---|
| Signature Count: | 3 | Form Fields Filled Count: | 0 |
| Text Annotation Count: | 0 | Initial All Pages Count: | 0 |
| Single Initial Count: | 0 | | |

Signing Evidence

| | | | |
|---------------------|---------------|-------------------|------------|
| Signee Mobile: | +270000000000 | Sign Type: | WebSigning |
| Security Challenge: | NONE | Part of Workflow: | NONE |

Chain Of Custody Generation

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| Attached Document Name: | 20251008T153803.656523Z RESPONSES TO CLARIFICATIONS ADMINISTRATIVE OFFICER exante comments addressed 2docx.pdf | Attached Timestamp: | 2025-10-08 15:38:03 GMT |
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