



**SADC SECRETARIAT RESPONSES
TO REQUESTS FOR CLARIFICATIONS – NUMBER TWO (02)**

Issue Date: 28th July 2026

**TITLE OF ASSIGNMENT: PROVISION OF A SECURE COMMUNICATION SYSTEM FOR
SADC-RCTC**

REFERENCE NUMBER: SADC/3/5/4/128

Find below latest responses to clarifications which must be read together with 1st responses to clarifications that were issued on 22 July 2026:

S/N	Clarification Sought	Response Made
1.	Contract duration: please confirm the correct total contract duration — 15 months per SC 2.4, or 17 months (5-month implementation plus 12-month post-go-live support) per Data Sheet 3.3(ii) and ToR §5.2.	SC 2.4 should read: “The duration of the contract is 17 months”
2.	Service commencement: please confirm the applicable timeline for commencement of services — 10 days after the Effective Date (SC 2.3), or 2 weeks after contract signature (Data Sheet 7.5).	The two clauses mean the same thing, that is “the Consultant shall start the work 2 weeks after effective date (date of last signature)”
3.	Subcontracting ceiling: please confirm the applicable subcontracting limit and its basis % of staff-days (ITB §3.3(i)) or 30% of contract value (Data Sheet 3.3(i)).	ITB 3.3 (i) data sheet should read as follows: “The Consultant may propose subcontracting any portion of the assignment up to thirty percentage (30%) of total staff-days input”
4.	Technical Proposal forms: please confirm the complete and authoritative list of Technical Proposal forms required for submission. The front-matter Contents (p.v) lists Forms TECH-1, TECH-2, TECH-4, TECH-5 and TECH-6; the Section 3 internal Contents (p.31) lists TECH-1, TECH-2, TECH-3, TECH-4 and TECH-7. Neither list is complete on its own.	Technical Proposal should include the following forms Sworn Statement ○ TECH-1 ○ TECH-2 ○ TECH-3 ○ TECH-4 ○ TECH-5 ○ TECH-6 ○ TECH-7

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5.	Hardware vs. "no equipment" clause: please clarify whether the 25 encrypted USB drives and 2 administrative notebooks required under ToR §12 fall within the "no equipment" restriction stated in ToR §18, and, if not, how their cost should be presented in the Financial Proposal.	Costs for the USB and Notebooks should NOT be included in the financial proposal. These will be procured separately by SADC Secretariat during development stage. However, the Consultant shall address the need of these in their technical proposal and propose minimum specifications.
6.	Tax treatment: please clarify precisely which taxes are to be included and itemised separately in the Financial Proposal — Botswana taxes only, Bidder's home-country taxes only, or both — reconciling ITB §3.7, Data Sheet 3.7, and SC Clause 1.10, which are not fully consistent on this point.	○ Applicable taxes must be indicated separately. ○ Since SADC Secretariat is a Diplomatic Organization, there will be no deductions for withholding taxes for firms based outside Botswana.
7.	Administrative compliance checklist: please complete or clarify item "i." of the administrative compliance checklist in Data Sheet 5.6, which currently has no content.	"i" is a typo and should be ignored
8.	Scope of end-user sites: please confirm the total number of Member States / end-user sites in scope, to allow accurate sizing of licensing, hardware and training. The RFP implies 16 Member State recipients via the USB drive allocation in ToR §12.1, but this figure is not stated explicitly as a user or site count.	The total of twenty-five (25) users for the initial deployment. The proposed solution should also be scalable to accommodate future users without requiring a major system redesign. some users will be mobile. So, the system should be able to be mobile
9.	Existing environment: please provide, or confirm the absence of, an as-is description of current email infrastructure, directory services, and network connectivity at the Secretariat and at Member States, to the extent relevant to integration planning.	○ The current environment uses Microsoft outlook 365 and has internet connectivity both wifi and wired
10.	Bid/performance security: please confirm whether a bid security or performance guarantee is required for this procurement, and if so, in what form and amount.	○ Not required

S/N	Clarification Sought	Response Made
11.	11.Existing PKI/HSM capability: please confirm whether any existing PKI, HSM, or key-management capability exists at the Secretariat or at any Member State with which the proposed solution should integrate or from which it should migrate, or whether this is to be treated as a greenfield deployment.	No independent existing PKI/SHM capability exists. However, all systems and email inclusive use the general TLS/SSL (HTTPS)
12.	Endpoint responsibility: please confirm whether Member State-side encryption/decryption workstations, beyond the 2 administrative notebooks specified, are to be supplied by the Contractor, procured separately by SADC, or assumed to already exist.	Will be procured separately by SADC
13.	Shortlisting: please confirm the eligibility/shortlisting criteria referenced in ITB §1.11, and confirm that this RFP is being issued only to an already shortlisted pool of Bidders.	This is open bidding and there are no shortlisted firms. Any qualified and experienced firm is free to apply.
14.	Service levels: please confirm target SLA response and resolution times to be used in proposal costing for the 12-month support and maintenance period.	Consultant to make a proposal in their technical proposal. This will be part of the contract and will be negotiated with the winning bidder.
15.	Disaster recovery: please confirm whether any disaster-recovery or business-continuity requirement (e.g., RTO/RPO targets, secondary site) applies to the system, as none is currently stated in the ToR.	The developer should include the DR capabilities.
16.	Should it assist the Secretariat, we would welcome the opportunity to discuss any of these points by telephone or videoconference.	Clarifications must be requested in writing and are responded to in writing only.

End of Responses

Southern African Development Community

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Signed with Impression - Chain of Custody



Signature Request

Signature Request ID:	32738cb7-2270-411e-960b-c5fb6a1fa08a	Timestamp:	2026-07-29 05:32:57 GMT
Signee Name:	Thomas Chabwera	Sender Name:	Thomas Chabwera
Request Type:	WebSigning	Request Status:	WEBVIEWER SIGNED

Original Document

Document Name:	Clarifications No 2 Secure Communication 002.pdf	Document Size:	339.3 KB
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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:	41.87.175.195	Request Timestamp:	2026-07-29 05:32:09 GMT
Signee GPS (if shared):	BW: Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/150.0.0.0 Safari/537.36 Edg/150.0.0.0	Terms Accepted Timestamp:	2026-07-29 05:32:25 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:	+27000000000	Sign Type:	WebSigning
Security Challenge:	NONE	Part of Workflow:	NONE

Chain Of Custody Generation

Attached Document Name:	20260729T053256.737525Z Clarifications No 2 Secure Communication 002.pdf	Attached Timestamp:	2026-07-29 05:32:57 GMT
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