



SADC SECRETARIAT RESPONSES TO REQUESTS FOR CLARIFICATIONS

REFERENCE: SADC/3/5/1/137.”

PREQUALIFICATION FOR “PROVISION OF BASELINE SURVEY SERVICES FOR THE TRANSPORT AND TRANSIT FACILITATION PROGRAMME PHASE 2 (TTTFP2)

DATE OF ISSUE OF RESPONSES: 7 September 2026

Question N°	Question	SADC Secretariat Response
Nr.1	Qualification Criterion 2.1(b) – Area of Specialization The document states: “At least 100% of the Applicant's activity shall be in the following area of Trade and Transport Facilitation.” Form 2(b) also requests applicants to indicate the percentage of annual turnover represented by the stated area of specialization. Kindly clarify whether the requirement means that 100% of the applicant's total corporate activities / annual turnover must derive exclusively from Trade and Transport Facilitation, or whether the requirement is intended to demonstrate the applicant's specialization, relevant experience and capacity in Trade and Transport Facilitation for purposes of this assignment.	The requirement is intended to demonstrate the applicant's specialization, relevant experience and capacity in Trade and Transport Facilitation for purposes of this assignment.

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Nr. 2	Qualification Criterion 2.3 – Minimum Number of Experts Criterion 2.3(a) requires: “Access to minimum four (4) experts” However, the document subsequently identifies only the following three expert specialisations: • Expert I – Transport Monitoring and Evaluation Specialist / Team Leader • Expert II – Road Transport Expert • Expert III – Legal/Institutional Expert Kindly clarify whether three or four experts are required. If four experts are required, we would appreciate clarification on the required specialisation, qualifications, and experience of the fourth expert.	Addendum was provided for the correction. “Access to a minimum three (3) experts” Meaning provision of an expert in each of the three categories as a minimum requirement.
Nr.3	In parallel with the Procurement Notice for the provision of Baseline Survey Services for the TTTFP2, it was noticed that a separate Procurement Notice was also issued for the provision of Technical Assistance for the TTTFP2. As the scope of the work are related where the Baseline Survey Services (Result 2) provides input for the Technical Assistance, are Bidders allowed to submit pre-qualification applications for both procurement procedures? It is noted that the above is not prohibited in the respective pre-qualification documents that were published, whereby Bidders are allowed to participate in both pre-qualification procedures	The two assignments are separate from each other and will be treated independently. Bidders are allowed to bid for both assignments.
Nr. 4A	Form 1: Applicant Information The Form 1: Applicant Information, as illustrated in Figure 1 below, requires information relating to the applicant and provides for completion by either a Single Entity or a Joint Venture/Consortium (JV/Consortium). The form requests company-specific information, including shareholding, registration details, country of incorporation, and supporting documentation such as Articles of Incorporation, Documents of Constitution, and registration certificates for the legal entity and, where applicable, each JV member a) Kindly clarify how Form 1 is to be completed where the applicant is a Joint Venture/Consortium. Specifically, should Form 1 be completed as follows:	Applicant should follow the instructions in Form 1 which are <i>italics</i>.



	i. By the Joint Venture/Consortium only; or ii. By the Joint Venture/Consortium and separately by each member of the Joint Venture/Consortium; or iii. By the Lead Member only on behalf of the Joint Venture/Consortium; or iv. By the Lead Member on behalf of the Joint Venture/Consortium, with each JV/Consortium member also completing a separate Form 1 containing its own company-specific information.	
Nr. 4B	b) ITA 24.2 as illustrated in Figure 2, provides that a Joint Venture/Consortium may either be a permanently established legal entity or a group constituted informally for the purpose of applying for and implementing a specific contract. In the case of an informally established Joint Venture/Consortium, the JV/Consortium would not have its own registration number, certificate of incorporation, or articles of incorporation, as it does not constitute a separate legal entity required to be registered by law, with joint and several liability by the individual JV/Consortium members and exists only through the JV/Consortium Agreement. It is therefore our understanding that, in such instances, the JV/Consortium Agreement is the relevant Document of Constitution that would satisfy this requirement. The individual members of the JV/Consortium would then provide their respective registration certificates, incorporation documents, and other corporate information. Kindly confirm whether this interpretation is correct and whether, for an informally established Joint Venture/Consortium, applicants are exempt from providing information and documentation that would only apply to a permanently registered “joint company” with shareholding by various other companies instead of a JV/Consortium, such as: • A JV/Consortium registration number; • A JV/Consortium certificate of registration or incorporation; • Articles of Incorporation of the JV/Consortium; and • Other documents that would only exist where the JV/Consortium has been formally established as a separate legal entity	It is confirmed that the JV/Consortium Agreement is the relevant Document of Constitution in cases where it is not a permanently established legal entity. The individual members of the JV/Consortium are required to provide their respective registration certificates, incorporation documents, and other corporate information.



Nr.4C	C) Eligibility Requirements 1) ITA 6.1: Additional Eligibility Requirement The Additional Eligibility Requirement is provided in the Pre-qualification Data Sheet (PDS) as illustrated in Figure 3 below, with a specific reference sub-item 6, where the prejudice of South Africa is noted in relation to its G20 membership, whereas applicants from G20 Member States are excluded. Upon reviewing the reference Protocol 3 of the Partnership Agreement, including the signed Agreement of 25 June 2005, and the subsequent revisions thereof, the Agreement refer to South Africa's participation and right to negotiate Economic Partnership Agreements (EPA). In accordance with the Protocol 3, South Africa's participation will be financed from the resources provided for under Title VII of the Trade, Development and Co-operation Agreement (TDCA) as a bilateral agreement with the EU, <i>[Reference to ITA 6.1 with item 6 highlighted]</i> Figure4:Protocol3(https://eur-lex.europa.eu/legal-content/EN/TXT/HTML/?uri=CELEX:32010D0648&qid=1689478963866#fnp_1) n view of the above, would a South African registered firm be eligible to fully participate in the procurement process? If allowed, would the finance provisions of the TDCA be applicable, and if applicable, how would it affect the contractual payments towards the applicant when successful and appointed as the Consultant?	Fiscal Certificate – Tax and Social Security Compliance For Requirement 1.5, where tax and social security compliance are certified separately in the Applicant's country, the respective valid certificates should be submitted. Where a single Fiscal/Tax Certificate legally covers both tax and social security/workmen's compensation obligations, that certificate may be submitted. Where this coverage is not evident from the certificate, supporting confirmation from the relevant competent authority should be provided. An auditor's letter may supplement, but should not substitute for, evidence issued by the competent statutory authority where such evidence is available. “Natural and Legal Persons registered in South Africa are eligible to participate in the Procurement as provided for in Protocol 3 referred to as read together with Article 73 of the Trade, Development and Cooperation Agreement between the EU and South Africa.”
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Nr. 5	2) ITA 12.1 (d): Submission of Statutory Documents The PDS specify that the following additional documents be submitted by the applicant: • <i>Certificate of Incorporation</i> • <i>Valid and Relevant Trading License.</i> • <i>VAT certificate</i> • <i>Valid Tax Clearance Certificate</i> • <i>Duly completed sworn statement sworn at commissioner of Oath or Notary (Please refer to page 26)</i> • <i>Professional Indemnity Cover of limit.</i> • <i>Audited financial Statement for 2024, 2025 and 2026 (or last three years).</i> a) Kindly confirm that in the case of Consulting Firms, that are not regulated under trading licences, but through its company registration, the requirement to submit a “Valid and Relevant Trading License” be satisfied by submitting a Company Registration Certificate or Good Standing Certificate as issued by the Company/Business and Intellectual Property Authority in the country of registration b) Kindly confirm that for the requirement to submit a “Professional Indemnity Cover of limit”, that a Professional Indemnity (PI) policy schedule would suffice that reference the policy number and name of the firm for which the PI is provided.	a) Confirmed b) The proof of Professional Indemnity Cover document that is provided by bidders should show all necessary required information including but not limited to company name/ bidder name, effective date, types of professional services covered, limit of indemnity, extent of coverage.
Nr. 6A	Application Submission Form with supporting documents as proof of Eligibility Requirements 1.2 – 1.7 a) The Eligibility Requirements as specified in the table of page 1-24 to 1-26, with table row references 1.2, 1.3, 1.4, 1.6 and 1.7 requires that proof of eligibility be attached. The instructions below the Application Submission Form, specify that a “<i>Judicial Certificate</i>” be submitted for the Eligibility Requirements 1.2, 1.3 and 1.6 and that a “sworn / solemn statement (affidavit)” to be submitted for the Eligibility Requirements 1.4 and 1.7. Please confirm that if the “TEMPLATE OF THE SWORN STATEMENT”, as provided on page 1-30, would satisfy the requirement as proof for Eligibility Requirements 1.2, 1.3,	Confirmed



	1.4, 1.6 and 1.7, and that it would satisfy the Judicial Certificate requirement, when made in front of a judicial or administrative authority or a notary, with a notarised stamp thereon.	
Nr. 6B	b) The Eligibility Requirement with table row references 1.5 requires that a Fiscal Certificate be submitted as proof of eligibility for the applicant's compliance with obligations related to the payments of taxes or the payment of social security contributions As evidence of the Applicant's compliance with obligations relating to the payment of taxes and social security contributions, please confirm that the Fiscal Certificate requirement may be satisfied by: i) the submission of separate Certificates of Good Standing for tax compliance and social security contributions where such certificates are issued in the Applicant's country of registration; or ii) where only a Certificate of Good Standing for tax compliance is issued, and the taxes covered by such certificate include social security or workmen's compensation contributions, the submission of that Certificate of Good Standing together with a letter from the Applicant's Auditor confirming that such contributions form part of the taxes covered by the certificate	Fiscal Certificate – Tax and Social Security Compliance For Requirement 1.5, where tax and social security compliance are certified separately in the Applicant's country, the respective valid certificates should be submitted. Where a single Fiscal/Tax Certificate legally covers both tax and social security/workmen's compensation obligations, that certificate may be submitted. Where this coverage is not evident from the certificate, supporting confirmation from the relevant competent authority should be provided. An auditor's letter may supplement, but should not substitute for, evidence issued by the competent statutory authority where such evidence is available.
Nr. 7	Requirement 2.1 a) Experience as Contractor: Experience in Implementing Similar Contracts to be described in Form 2a It is noted that at least 3 projects are to be submitted with cumulative value of USD 108,500. The requirements for the projects are specified to comply with the same scope and complexity as the Technical Assistance to be provided in Section VI. For each project listed in Form 2a, the form further requires certified copies of the contract with contract number, contract value and signatures of both parties as well as acceptance certificates to demonstrate that the contracts indicated are completed and accepted by the Client.	a) Letters will not suffice since copies of contracts are required.

	a) In the event of long-term engagements with Clients where assignments are requested through emails or request letters and not under a formal contract, would a formal letter from the Client that describes the cumulative scope of services that were requested and rendered together with the value of work completed suffice? b) Kindly confirm that client reference or testimonial letters would suffice for the requirement of the acceptance certificates	b) Testimonial letters will not suffice. Where a letter is provided by a client it should specifically talk about completion of a contract of which a copy has to be provided. A letter alone without a copy of the contract will not suffice.
Nr. 8	Requirement 2.2 ii) Financial Resources: Access to a dedicated credit line or overdraft facility of US\$100,000 to be submitted with Form 3 A dedicated credit line or overdraft facility of US\$100,000, appears excessive for a Fee-Based contract where periodic invoices are to be submitted on a regular basis. Under Fee-Based contracts, the Consultant normally submits monthly, quarterly or six-monthly invoices. For the required dedicated line of credit, it assumes that the Consultant must finance the project operations and expert remuneration for at least two years before being eligible to submit an invoice for payment of consulting services rendered a) Kindly confirm the frequency of invoicing for this fee-based contract, ie monthly, quarterly or six-monthly. b) Can this direct line of credit amount required be aligned to a Fee-Based contract corresponding to the invoicing interval confirmed in a) above? c) Form 3 provides for the Financial Situation of the applicant but does not include any provision for the recording of the direct line of credit. Kindly align the Form 3 or specify an alternative Form to confirm the submission requirements for the required line of credit.	The requirement for access to a dedicated credit line or overdraft facility is intended to demonstrate the tenderer's financial capacity and liquidity to mobilise and sustain contract implementation, including meeting its financial obligations pending reimbursement of eligible fees and reimbursable expenditure. It should not be interpreted as requiring the Consultant to pre-finance the entire contract or expert remuneration for a period of two years before being entitled to invoice the Contracting Authority. a) The invoicing and payment arrangements for the fee-based contract shall be in accordance with the relevant provisions of the

		Contract (i.e Special Conditions of contract). This information will be shared in the substantive Terms of Reference that will be shared to the bidders that will pass the pre - qualification stage. b) No, it should not be aligned as these are 2 separate requirements. Refer to response in (a) above. c) There is no alternative form. Bidders can provide a bank letter as proof of access to line of credit.
Nr.9A	Requirement 2.3 a) Personnel Resources: Access to minimum four (4) experts specialized in the following areas as listed below to be recorded in Form 4a • Expert I: Transport Monitoring and Evaluation Specialist /Team Leader • Expert II: Road Transport and Expert • Expert III: Legal/Institutional Expert a) It is noted that access to a minimum of 4 experts must be confirmed that specializes in the areas of the only 3 required experts in accordance with the requirement 2.3 a) . Kindly confirm whether the minimum of 4 Experts must be corrected as a minimum of 3 Experts Roles or whether each applicant must provide 4 candidates for each Expert role, i.e. 4x candidates for Expert I: Transport Monitoring and Evaluation Specialist /Team Leader, 4x candidates for Expert II: Road Transport and Expert and 4x candidates for Expert III: Legal/Institutional Expert?	Addendum Two for correction has been provided. “Access to a minimum three (3) experts...”. Only three experts as detailed are required.
Nr.9B	b) Requirement 2.3(a) – Personnel Resources requires applicants to demonstrate access to a minimum of four (4) experts in the following 3 required expert roles: • Expert I: Transport Monitoring and Evaluation Specialist /Team Leader	Form 4(a) provides an overall picture of the bidder’s personnel capacity in all categories in terms of numbers over the years provided. Further it provides space



- Expert II: Road Transport and Expert
- Expert III: Legal/Institutional Expert

However, **Form 4(a) – Availability of Personnel** requires applicants to provide information on the overall personnel capacity of the applicant and/or consortium over the previous 4 years, categorized as permanent staff, specialized staff, and other staff. The information requested in Form 4(a) as illustrated in Figure 6, does not correspond with the expert categories specified under Requirement 2.3(a).

Partners	Subject	Year 1	Year 2	Year 3	Year ...	Average
Partner in Charge: [insert the name]	Permanent Staff					
	Out of which staff specialized in the area of the contract					
	Other staff					
	Out of which staff specialized in the area of the contract					
	Total					
Partner: [insert the name]	Permanent Staff					
	Out of which staff specialized in the area of the contract					
	Other staff					
	Out of which staff specialized in the area of the contract					
	Total					
Partner in Charge: [insert the name]	Permanent Staff					
	Out of which staff specialized in the area of the contract					
	Other staff					
	Out of which staff specialized in the area of the contract					
	Total					
Overall Joint Venture/ Consortium	Total Permanent Staff					
	Out of which staff specialized in the area of the contract					
	Total Other staff					
	Out of which staff specialized in the area of the contract					
	Overall Total					

Figure 6: Form 4a - Availability of Personnel

It is further noted that **Form 4(b) – Availability of Personnel: Expertise Availability** appears to be more appropriate for demonstrating compliance with Requirement 2.3(a), as it provides for the identification of individual experts, their areas of professional experience, positions held, qualifications, and years of relevant experience, for the 3x expert roles as illustrated in Figure 7 below.

for each member of a joint venture/consortium to demonstrate the same. As correctly observed Form 4(b) provides for the identification of individual experts, their areas of professional experience, positions held, qualifications, and years of relevant experience, for the 3 x expert roles. Form 4(b) provides further details of the experts to be available for the assignment.



	<table><tr><th>Name of the person</th><th>Area of Professional Experience</th><th>Position held</th><th>Years of relevant professional experience (as per column 2)</th><th>Professional Qualification</th><th>General Qualification</th><th>Nationality</th></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> Figure 7: Form 4b - Availability of Personnel – Expertise availability.	Name of the person	Area of Professional Experience	Position held	Years of relevant professional experience (as per column 2)	Professional Qualification	General Qualification	Nationality																													
Name of the person	Area of Professional Experience	Position held	Years of relevant professional experience (as per column 2)	Professional Qualification	General Qualification	Nationality																															
Nr.9C	c) It is noted that for Form 4a, that the requested attachments are to be attached. The attachments are not specified for Form 4a or Form 4b. Kindly confirm that the required attachments are detailed Curricula Vitae (CV) in in the SADC/EU format as sample as attached in Annexure A.	Applicants are not required to provide CVs at this stage. Applicants should only fill in forms 4(a) and 4(b) as provided in the pre-qualification document.																																			
Nr.9D	d) For Form 4a kindly provide a definition for “Other Staff” and the further requirement for “Out of which specializes in the area of the contract” for which the number of staff are to be recorded per year. Does the “Other Staff” refer to all back office, administrative and support staff for back office functions such quality control, financial administration, contract administration and expert human resources and task allocations? It is assumed that the “Other Staff” does not refer to non-permanent staff as the network of affiliated experts are contracted by all international firms on a need basis per contract or tender.	“Other Staff” will vary from applicant to applicant. In this case an applicant can specify what “Other Staff” means.																																			
Nr.10	1) Applicability of typical EU provisions Noting that the programme is funded by the European Union, kindly advise whether the typical EU provisions relating to pre-financing will also be applicable to this contract	Note that Terms and Condition of implementing the contract will be specified in the Request for Proposal Document that will be shared with the applicants that will pass the pre-qualification stage.																																			

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



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Web Evidence

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Signee GPS (if shared):	BW: Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/152.0.0.0 Safari/537.36 Edg/152.0.0.0	Terms Accepted Timestamp:	2026-09-08 14:45:42 GMT

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