SADC SECRETARIAT RESPONSES TO REQUESTS FOR CLARIFICATIONS

REFERENCE: SADC/3/5/2/471

CONSULTANCY TO PRODUCE A DOCUMENTARY ON THE HASHIM MBITA PUBLICATION

DATE OF ISSUE OF RESPONSES: 10 November 2026

Question №	Question	SADC Secretariat Response
Nr.1	Could you please clarify the controlling closing time shown in the notice and confirm the applicable submission instructions?	Closing time is 20 November 2026 at or before 00:00 midnight Botswana local time.
Nr. 2	Key Expert experience: The minimum experience requirements for the Lead Consultant and Senior Consultant are written as "10" and "5" without units. Please confirm whether these are years	The minimum experience requirements are in years. The Lead Consultant and Senior Consultant should have 10 and 5 years of experience, respectively
Nr.3	Evaluation of Key Experts: The Terms of Reference name two Key Experts, but the Data Sheet scores only the Lead Consultant (60 points). Please confirm how the Senior	The addendum will be shared with the scores for Lead Consultant and Senior Consultant. Total Score is 60 Points.

	Consultant will be evaluated, and whether the Key Experts section carries 60 or 70 points	
Nr. 4	Filming locations: Is filming required in all 16 SADC Member States, or in a selection to be agreed with the Secretariat during inception?	Filming and interviews should be conducted in all the 15 SADC member States, excluding the Republic of Comoros. However, some Member States have participated/got affected in the Liberation Struggle more than others.
Nr. 5	Language versions: Should the French, Portuguese and Kiswahili versions be full voice-over versions, or will subtitled versions be acceptable?	Full voice-over versions
Nr.6	Intellectual property: Please confirm the ownership and usage rights over raw footage, interviews and final productions, and whether the consultant may retain a non-exclusive right to use excepts for portfolio purposes	**1. Ownership and Usage Rights** All Intellectual Property Rights (IPR) for all materials developed under this assignment vest exclusively with the SADC Secretariat. This includes, without limitation, all raw footage, unedited audio/visual interviews, transcripts, scripts, and final video productions. The SADC Secretariat retains full, unrestricted, and perpetual rights to use, modify, reproduce, and distribute these materials globally across any media platforms. The consultant is required to hand over all source files and raw assets upon completion of the assignment. **2. Portfolio and Promotional Use** The consultant does not automatically retain any non-exclusive rights to use excerpts, drafts, or final productions for portfolio, showreel, or promotional purposes. Under standard SADC contract terms, no material produced during the performance of the contract may be reproduced, published, or disseminated without the prior express written consent of the SADC Secretariat. **3. Requests for Exemption** If the bidder wishes to utilize limited, non-commercial excerpts strictly for professional portfolio purposes, a formal request must be

		submitted during the contract negotiation phase. Any such exception is subject to approval by the SADC Secretariat and must be explicitly documented under the Special Conditions of Contract (SCC) prior to signature.
Nr.7	Archival material: Will the Secretariat provide access to archival footage, photographs and interview records from the Hashim Mbita Project, or must the consultant source and license all archival material?	**Yes**

End of Responses

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

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Email Sent Timestamp:	Not available in Silent Mode	Email Opened Timestamp:	Not available in Silent Mode
Web Evidence			
Signee IP Address:	153.67.129.216	Request Timestamp:	2026-11-10 15:38:19 GMT
Signee GPS (if shared):	BW: Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/156.0.0.0 Safari/537.36	Terms Accepted Timestamp:	2026-11-10 15:38:25 GMT
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Text Annotation Count:	0	Initial All Pages Count:	0
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Request Type:	WebSigning	Request Status:	WEBVIEWER SIGNED
Original Document			
Document Name:	RESPONSES TO CLARIFICATIONS HASHIM MBITA.pdf	Document Size:	830.4 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:	41.74.59.206	Request Timestamp:	2026-11-10 19:21:33 GMT
Signee GPS (if shared):	BW: Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/155.0.0.0 Safari/537.36 Edg/155.0.0.0	Terms Accepted Timestamp:	2026-11-10 19:21:39 GMT
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Signature Count:	0	Form Fields Filled Count:	0
Text Annotation Count:	0	Initial All Pages Count:	0
Single Initial Count:	3		
Signing Evidence			
Signee Mobile:	+27000000000	Sign Type:	WebSigning
Security Challenge:	NONE	Part of Workflow:	ae1690f4-34cc-44fb-8cb3-f6d3822add00
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