

**SADC SECRETARIAT RESPONSES TO REQUESTS FOR CLARIFICATIONS
FOR PREQUALIFICATION FOR CONTRACT**

REFERENCE NUMBER: SADC/3/5/2/49

REQUEST FOR SERVICES TITLE:

**TECHNICAL ASSISTANCE TO SADC SECRETARIAT ON STRENGTHENING INSTITUTIONAL CAPACITY AND
STAKEHOLDER ENGAGEMENT**

ISSUED ON: 29 JULY 2019

INVITATION FOR PREQUALIFICATION NO: 01/2019

DATE OF ISSUE OF RESPONSES: 19 AUGUST 2019

Question Nº	Question	SADC Secretariat Response
Nº-1	In addition to the question below, please don't forget to include a response to the question of the number of users as this has a direct bearing on the licensing costs. We had inquired as well about whether the systems are centralized or distributed.	<p>This information will be made available at the second stage of this process and only to those shortlisted firms invited to submit technical and financial proposals.</p> <p>The method of procurement used here is International Restricted Tendering. It is a two stage procurement process. The first stage is prequalification. This is a process open to all companies/firms which satisfy the eligibility and qualification requirements stated in section III of the published Prequalification document. The first stage is intended to prepare a shortlist of capable firms that will be invited to submit technical and financial proposals in the second stage.</p> <p>To participate, you must submit an application that complies with the requirements stated in the prequalification document. Only those firms which pass the prequalification assessment and are shortlisted will be given the tender document and invited to submit technical and financial proposals.</p>
Nº 2	I understand that you will publish your response on your website, www.sadc.int. Would you be able to inform me whether this is correct? On the webpage of the procurement notice, you write the following:	Yes, we will publish on the SADC website all responses. The notice of responses will be uploaded on the Specific Procurement Notice for the assignment alongside the prequalification document for this assignment.

	<p>All notifications concerning this procurement process, including: modification of the Prequalification Document, results of the evaluation, shortlisting or cancellation notices, requests for clarification and the respective responses will be published on the following website: http://www.sadc.int/opportunities/procurement/open-procurement-opportunities/</p> <p>However, that link only redirects me back to the overview page of procurement opportunities. Would you kindly be able to clarify where exactly on the linked website the requests for clarification will be published?</p>	
Nº 3	<p>Pertaining to Section III: Qualification Criteria and Requirements, No. 2.3 Personnel Resources: point b of the grid on page 22 refers to form 4 b of the attachments. However, form 4 b refers back only to sub-factor 2.3 a. It is our assumption that on form 4 b the applicant is expected to list the Key Experts that are envisioned to take part in the implementation of the project. These experts are separate from those required to be listed on form 4 a. As such, the 5 permanent staff members are to be drawn from the consortium's permanent staff members, whereas the two Key Experts can be non-permanent staff. Could you confirm to me whether this assumption is correct or, if it is erroneous, what is required under this criterion?</p>	<p>The requirement for presentation of information that demonstrate availability of expertise indicated in Section III, Qualification Criteria and Requirements, Sub-Factor 2.3 b) has now been taken out. The whole Section III, Qualification Criteria and Requirements in the prequalification document has been revised through an addendum that has since been published. All applicants are kindly requested to use the revisions in the published addendum together with the published PREQUALIFICATION DOCUMENT for preparation of their applications.</p>
Nº 4	<p>Pertaining to section III: Qualification Criteria and Requirements, No. 2.1 Experience in implementing similar contracts. Could you verify the following for me: projects that were started before the last 5 years, or during the last 5 years, which are currently still ongoing, are not eligible to be proposed by the applicant. This means that all projects that are proposed have to have been completed in the last 5 years (incl. 1 within 3 years). I would thus like your verification that ongoing projects are not eligible.</p>	<p>Ongoing projects do not comply with requirements of section III: Qualification Criteria and Requirements, <i>Sub-Factor 2.1: Experience in implementing similar contracts.</i></p>
Nº 5	<p>I would like to submit an additional request for clarification. It pertains to the Qualification Requirements from Point 2.1 (experience in implementing similar contracts) on page 21. My question is the following: how do these points relate to each other? For example:</p>	<p>The whole Section III, Qualification Criteria and Requirements in the prequalification document has been revised through an addendum that has since been published. This has modified the requirement for the number of contracts to be complied with. All applicants are kindly requested to use the revisions in the</p>

	<ul style="list-style-type: none"> If a single entity submits an application, the projects required under point a) largely cover those under point b), but point b) requires 4 contracts, rather than the 3 required under point a). In this instance: how many projects should a single entity (minimally) submit, for which value and for which timeframe, in order to meet the criteria? 	<p>published addendum together with the published PREQUALIFICATION DOCUMENT for preparation of their applications.</p> <p>In addition, a Single Entity must comply with both requirements of <i>Sub-factor 2.1 a)</i> and <i>Sub-factor 2.1 b)</i>, under Section III, Qualification Criteria and Requirements.</p>
Nº 6	<p>I would like to submit an additional request for clarification. It pertains to the Qualification Requirements from Point 2.1 (experience in implementing similar contracts) on page 21. My question is the following: how do these points relate to each other?</p> <p>For example: If a Consortium submits an application, point a) also already seems to largely covers point b); point b) requires that the Partners have worked as lead partner on at least 4 contracts with a value of at least US\$ 700,000, which would already largely be covered if references are submitted for point a) – minus one project for US\$ 700,000. In this case, is it the requirement that the partner (i.e. not the lead firm) fills criterion b) separately, or is it sufficient if the Consortium as a whole submits 3 contracts with a value of at least US\$ 1.4 million each and one additional contract of at least US\$ 700,000 (in which the Consortium members were the lead).</p>	<p>The whole Section III, Qualification Criteria and Requirements in the prequalification document has been revised through an addendum that has since been published. This has modified the requirement for the number of contracts to be complied with. All applicants are kindly requested to use the revisions in the published addendum together with the published PREQUALIFICATION DOCUMENT for preparation of their applications.</p> <p>In addition, the Consortium as a whole must comply with requirements of <i>Sub-factor 2.1 b)</i>, under Section III, Qualification Criteria and Requirements.</p>

End of Responses

Southern African Development Community
CBD Plot 54385
Phone: (267) 395 1863 | Fax: (267) 397-2 848
Gift Gwaza – Head of Procurement