

**SADC SECRETARIAT RESPONSES TO REQUESTS FOR CLARIFICATIONS**

**REFERENCE NUMBER: SADC/3/5/2/78 (ii)**

**REQUEST FOR SERVICES TITLE: PROVISION OF DIPLOMATIC AND PROTOCOL TRAINING**

**DATE OF ISSUE OF RESPONSES: 19<sup>th</sup> February 19, 2020**

<b>Question N<sup>o</sup></b>	<b>Question</b>	<b>SADC Secretariat Response</b>
N <sup>o</sup> 1	Is a financial guarantee required?	No its not a requirement in this bid
N <sup>o</sup> 2	The number of staff undertaking the training is 40. Would it be possible for the training to be delivered in two groups of 20, or do SADC require the course to be delivered to one group.	SADC Interest is to train 40 staff members, how the training will be delivered whether in groups will be a discussion between the successful Services provider and the Client.
N <sup>o</sup> 3	Is it a requirement that we send a representative to the bid opening?	No it's not a requirement, however, you are required to confirm in writing whether their will any representation or not". Please have a look at the invitation on the requirement
N <sup>o</sup> 4	How many days of training delivering are you approximately expecting?-	5 days for the whole group of 40 staff'
N <sup>o</sup> 5	Do you expect to split the participants into different groups?	To be discussed during the inception meeting with successful services provider

**End of Responses**

Southern African Development Community  
CBD Plot 54385  
Phone: (267) 395 1863 | Fax: (267) 397-2 848  
Mrs. Veronica Zulu-Chingalawa –Acting Head of Procurement