

SADC SECRETARIAT RESPONSES TO REQUESTS FOR CLARIFICATIONS

SELECTION OF INDIVIDUAL CONSULTANTS

REFERENCE NUMBER: SADC/3/5/2/103

REQUEST FOR SERVICES TITLE: DESIGN AND DELIVER A TRAINING ON DIPLOMATIC ETIQUETTE AND PROTOCOL FOR SADC SECRETARIAT STAFF

DATE OF ISSUE OF RESPONSES: 5th August 2020

Question Nr.	Question	Response provided by SADC Secretariat
1	<p>Is this tender strictly for individual consultants only, i.e. individual persons and thus curriculum vitae OR can companies submit as consortium for example joint venture?</p> <p>Are firms allowed to bid for this consultancy or this is strictly for individuals as the title stated 'individual consultancy?'</p>	<p>This Request for Proposals is limited strictly for application by Individual Consultants. Application made by firms or joint ventures will not be considered.</p>
2	<p>Can a company tender by submitting an individual's CV?</p>	<p>Please see question and related answer Number one</p>
3	<p>Will this be a 2 envelope submission? The TORs are silent on this.</p>	<p>In light of lockdown imposed by COVID-19, e-mail submissions only are acceptable as per section seven on page three of RfEoI. Technical proposal only without reference to price will be submitted following the deadline as per Addendum Nr. one, issued on 4th of August 2020. Those applications that will be considered responsive as per section nine (ii) of the same RfEoI will be invited to submit financial proposal.</p>
4	<p>How many people are going to be trained? Will this training be over 12 months at 5 man working days? e.g. will training be conducted for 10 people each week</p>	<p>Training is expected to be provided to approximately 120 employees. It is expected that a maxim of 10 employees can</p>

	(5man days) over 50 weeks? Total employees to be trained are approximately :	be trained monthly, due to their other commitments and day-to-day workload.
5	Tender validity is 90 days, if after 90 days the borders are still closed due to COVID-19 regulations, what happens? Paragraph 10 stipulates that training should be conducted 14days from date of signature of contract, COVID-19 regulations require 14 days quarantine as well, have this been considered? Will SADC facilitate travel/entry into the country during COVID-19 or will the consultant be responsible for own entry and quarantine logistics? Can training be conducted online (virtually)?	The training is to be conducted virtually. Tender validity has nothing to do with the duration of the implementation of the contract.
6	This tender was flaunted before COVID-19 lockdown, were the previous submission evaluated and considered inadequate?	Information related to past opportunity will be communicated separately.
7	The TORs are silent on the number of copies in addition to original to be submitted, how many copies are required for hard copy submissions? Any disks (soft copy submission) to be submitted with the hard copy? Will there be an opening for which bidders can attend?	Please refer to question and answer number three above.
8	Is there a specific allocated dates/timetable or program schedule for each 5-day training or will this be decided jointly with the trainer/consultant?	This will be developed by the consultant together with Learning and Development Unit.
9	What are the conference facilities put in place for training facilitation?	This training will be conducted virtually. SADC may facilitate a platform, such as Zoom.

End of Responses

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



