

**SADC SECRETARIAT RESPONSES TO REQUESTS FOR CLARIFICATIONS**

**SELECTION OF CONSULTING FIRM**

**REFERENCE NUMBER: SADC/3/5/2/47**

**REQUEST FOR SERVICES TITLE: TECHNICAL ASSISTANCE TO SADC  
SECRETARIAT ON STRENGTHENING CHANGE AND KNOWLEDGE MANAGEMENT**

**DATE OF ISSUE OF RESPONSES: 28 JANUARY 2020**

<b>Question N°</b>	<b>Question</b>	<b>SADC Secretariat Response</b>
N°1	Does it suffice to submit the EOI with forms under Section IV Application Forms from Form 1 to Form 5?	Yes, the EOI must be submitted with all the forms under section IV and related attachments mentioned in those forms.
N° 2	Do we need to submit the completion & contract letters for each reference along with the EOI or is it required only during the bidding stage?	Yes, you must submit them together with the EOI.
N° 3	Can we submit electronic copies (1 Soft Copy Set) via email by 28 <sup>th</sup> Jan 2020 & followed by Hard copies by Courier	As per published addendum deadline for submission of EOIs is extended till 7 <sup>th</sup> February at 15:00 hours, by which entire application must be submitted, in line with ITA 16.2.
N° 4	Is it acceptable to send Hard copies (3 Set) via Courier by Feb 4 <sup>th</sup>	It is acceptable to send by courier but the documents must be received before the deadline. See above.

**End of Responses**

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