Prequalification Document for Procurement of Single Framework Contracts for the Provision of Travel and Event Management Services to the SADC Secretariat

Reference Number:
SADC/FWC/TRAVEL&EVENTMGT/01/2015

Lot 1: Framework Contract for the Provision of Travel Management Services to the SADC Secretariat

Lot 2: Framework Contract for the Provision of Events Management Services to the SADC Secretariat

RESPONSES TO REQUESTS FOR CLARIFICATION

DATE OF ISSUE OF RESPONSES: 25 JUNE 2015
<table>
<thead>
<tr>
<th>SERIAL NO</th>
<th>REQUEST FOR CLARIFICATION</th>
<th>SADC RESPONSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q1</td>
<td>As per art. 24.2 in &quot;Prequalification Document for Procurement of Single Framework Contracts for the Provision of Travel and Event Management Services to the SADC Secretariat&quot; - &quot;A joint venture or consortium may be either a permanent legally established group or a group constituted informally for the purpose to apply, bid and undertake a specific Procuring Entity contract&quot;. Does a group constituted informally for the purpose to apply, bid and undertake a specific Procuring Entity contract must fulfill in the Applicant Information Form, the request on Applicants' registration number in the country of constitution [indicate the registration number of the Joint Venture/consortium and of each of the partners]? (please find this Form attached with the above mentioned request line highlighted in yellow)</td>
<td>As per art. 24.2 of the Instructions to Applicants, a joint venture or consortium may be either a permanent legally established group or a group constituted informally for the purpose to apply, bid and undertake a specific Procuring Entity contract. If the joint venture or consortium has been constituted informally for the purpose to apply, bid and undertake this specific contract, the requirement for provision for &quot;Applicants’ registration number in the country of constitution&quot; under Form 1: Applicant Information Form is not applicable at prequalification stage. The requirement is only applicable at prequalification stage where the joint venture or consortium is a permanent legally established group. However, where the group has been constituted informally, each partner to the joint venture or consortium must provide the registration number in the country in which it was constituted.</td>
</tr>
<tr>
<td>Q2</td>
<td>Kindly clarify:</td>
<td>Subcontracting is not allowed. Please refer to the modification to Article 25.2 in the Prequalification Data sheet.</td>
</tr>
<tr>
<td></td>
<td>F: 25.2 states that: &quot;only the qualifications of subcontractors that have been identified in the application may be considered in the evaluation of an Applicant. However, the general experience and financial resources of subcontractors may not be added to those of the Applicant for purposes of prequalification of the Applicant&quot; The Applicant's financial position is not a true reflection of its financial resources as it is backed financially by its shareholder.</td>
<td>Joint ventures are allowed.</td>
</tr>
<tr>
<td>Questions</td>
<td>Answer</td>
<td></td>
</tr>
<tr>
<td>-----------</td>
<td>--------</td>
<td></td>
</tr>
<tr>
<td>As a shareholder/owner of the Applicant, can I:</td>
<td>Yes, if the assets belong to the company but No, if these assets are not part of the company.</td>
<td></td>
</tr>
<tr>
<td>1. add my personal Balance sheet to that of the applicant for purposes of presenting a true picture of the resources the Applicant has at its disposal or</td>
<td>It is up to the applicant to decide who the joint venture partners are. Partners to a joint venture must respond according to the requirements of the prequalification dossier.</td>
<td></td>
</tr>
<tr>
<td>2. Be a joint venture partner so that my resources and the Applicant are considered as a Joint Venture.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>This submission is for &quot;Pre-qualify only&quot;?</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Does our submission need to show that we are capable and have the ability to provide services that relate to Lot’s 1 &amp; 2?</td>
<td>You can express interest in one or both lots by completing the forms provided in the prequalification dossier.</td>
<td></td>
</tr>
<tr>
<td>How detailed does this submission need to be, i.e. do we need to do Company profiles with base services we are able to offer on both submissions or how detailed would SADC like it to be?</td>
<td>You only need to complete the forms in the prequalification dossier.</td>
<td></td>
</tr>
<tr>
<td>Do we need to submit any financials at this stage?</td>
<td>Only as required in the forms.</td>
<td></td>
</tr>
<tr>
<td>Any other advice of what is required?</td>
<td>Yes, <strong>read the prequalification dossier carefully</strong>.</td>
<td></td>
</tr>
</tbody>
</table>

End of Responses

Snowden Mmadi – Head of Procurement
Southern African Development Community
CBD Plot 54385
Phone: (267) 395 1863 | Fax: (267) 397-2 848
Form 1
Applicant Information Form

Date: [insert day, month, year]

Contract No. and title: SADC/FWC/TRAVEL& EVENTS MGT/01/2015-
Lot 1: Framework Contract for the Provision of Travel Management Services to the
SADC Secretariat or
Lot 2: Framework Contract for the Provision of Events Management Services to the
SADC Secretariat

[State the lot you are applying for and
delete the other accordingly]

Page [insert page number] of [insert total number] pages

This Application is submitted as ["Single Entity" or "Joint Venture/Consortium" delete as appropriate]

(In case of Joint Venture/Consortium) The partner in charge is [insert full legal name]

Applicants’ legal name(s): [insert full legal name of the Joint Venture/consortium and of each of the partners]

Applicants’ country of constitution: [indicate country of Constitution of the Joint Venture/Consortium and of each of the partners]

Applicants’ year of constitution: [indicate year of Constitution of the Joint Venture/Consortium and of each of the partners]

Applicants’ legal address in country of constitution: [insert street/number/town or city/country of the Joint Venture/Consortium and of each of the partners]

Applicants’ registration number in the country of constitution [indicate the registration number of the Joint Venture/Consortium and of each of the partners]

Applicants’ authorized representative information [of the Joint Venture/Consortium and of each of the partners]

Name: [insert full legal name]
Address: [insert street/number/town or city/country]
Telephone/Fax numbers: [insert telephone/fax numbers, including country and city codes]
E-mail address: [indicate e-mail address]

Attached are copies of original documents of [in case of Joint Venture/Consortium these documents must be provided for each partner of the Joint Venture/Consortium]

☐ Articles of Incorporation or Documents of Constitution, and documents of registration of the legal entity named above, in accordance with ITA 4.2.

Signed [insert signature(s) of an authorized representative(s) of the Applicant]
Name [insert full name of person signing the application]

In the Capacity of [insert capacity of person signing the application]

Duly authorized to sign the application for and on behalf of: Applicant's
Name [insert full name of Applicant] Address [insert street number/town
or city/country address]

Dated on [insert day number] day of [insert month], [insert year]