

# ADDENDUM NUMBER NO 1

## SOUTHERN AFRICAN DEVELOPMENT COMMUNITY CLIMATE SERVICES CENTRE (SADC-CSC) AFRICA DEVELOPMENT BANK GROUP (AfDB)



### CONTRACT FOR PROVISION OF EVENT MANAGEMENT AND LOGISTICAL SUPPORT SERVICES FOR TRAININGS AND WORKSHOP UNDER ISACIP- AFDB-ACMAD-SADC PROJECT

PROCUREMENT REFERENCE NUMBER: SADC/I &S/ISACIP/01/2015

Procuring Entity: The SADC Secretariat

Issued on: 18<sup>th</sup> FEBRUARY 2015

**Purpose:** The purpose of this Addendum is to make changes, additions, deletions, and revisions to the Terms of Reference dated 2 February 2015 for the above referenced project. Service Providers shall review the Addendum requirements in detail and incorporate any effects the Addendum may have in their proposal.

**The addendum further provides responses to request for clarifications made on the Terms of References.**

**Note:** All requirements of the Terms of Reference and the tender remain unchanged except as cited herein.

**Notice:** **Change of Pre-Bid Meeting Date**

Kindly note that the deadline for submission of proposals for the above captioned assignment has been changed to **Tuesday, 24<sup>th</sup> February 2015.** The closing time and place for depositing of submissions remains the same.

Any inconvenience this may cause is deeply regretted.

**End of Addendum**

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Snowden Mmadi – Head of Procurement

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QUESTION 1	RESPONSE 1
<p>Paragraph 2 under heading assignments indicates that the consultant will identify suitable service providers regarding rooming, banqueting, IT equipment and support and other related arrangements.</p> <p>Cash management;- are consultants expected to purchase services or the purchasing will be done by SADC? (i.e. purchasing flight tickets, paying hotels &amp; translation equipment).</p>	<p>SADC – The Consultant is expected to procure all services required, in consultation with the Project Management Team.</p> <p>SADC CSC through AfDB may directly procure some workshop/meeting/conference-related services</p>
<p><b>QUESTION 2</b></p> <p>The ToRs are silent on perdiems, who will be responsible for process and payment of perdiems?</p> <p>Are we expected to include per diems in our budget? If so what are the applicable rates and regulations</p>	<p><b>RESPONSE 2</b></p> <p>Per diems for SADC Delegates are at UN rates.</p>
<p><b>QUESTION 3</b></p> <p>4.0 additional terms /information on the contract last paragraph indicates <i>SADC CSC through AfDB may directly procure some services.</i></p> <p>Please clarify which services are those? At what point are services being procured? And if this will alter the contract between Consultant and SADC-CSC?</p>	<p><b>RESPONSE 3</b></p> <p>SADC CSC in consultation with its donor, may, as it deems necessary, procure any workshop/conference/event related services. The appointed Event Manager, will be advised of these on an on-going basis. Individual service contract will be issued for each meeting/workshop.</p>
<p><b>QUESTION 4</b></p> <p>Annex 1, 2.b) conference venue materials: bullet one explain that <i>production of meeting documents and information materials</i></p> <p>Do meeting document require translation from English to other SADC official languages if so, who will be managing that process and paying for that. Do we need to include this amount in our budget?</p>	<p><b>RESPONSE 4</b></p> <p>The translation of documentation may be required for selected meeting/workshops. The appointed Event Manager will manage the process liaising with the CSC Project Management Team.</p> <p>Each meeting/workshop/conference has a separate budget which will be guided by the individual service contract for the respective event.</p>

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<b>QUESTION 5</b>	<b>RESPONSE 5</b>
Does the travel cover insurance for both member states delegates and consultants?	Consultants are expected to be compliant with AfDB procedures for 'consultants' in all regards.
<b>QUESTION 6</b>	<b>RESPONSE 6</b>
In case participants cancel their travel due to unforeseen circumstances, who carries the cancellation liabilities?	No cancellation charges are not anticipated as all airfares are expected to be full economy class.
<b>QUESTION 7</b>	<b>RESPONSE 7</b>
The number of delegates is specified as 250 delegates. Is it a global figure or is it 250 delegates per meeting?	250 is an indicative figure per meeting.
<b>QUESTION 8</b>	<b>RESPONSE 8</b>
Who is responsible for official minutes taking during the conference/meeting, is it the Events Manager /consultant or SADC Secretariat?	To be determined with each workshop/meeting/conference and included in the individual service agreement for the respective event accordingly.
<b>QUESTION 9</b>	<b>RESPONSE 9</b>
Is an advance payment to the consultants negotiable?	Not negotiable.
<b>QUESTION 10</b>	<b>RESPONSE 10</b>
Please explain the required packaging of the technical proposal. Does SADC have a preferred template and or format? We suggest that a format and page limit should be given to allow fair comparability of proposals.	Comparison of submissions/proposals will be based on the selection/evaluation criteria as indicated in the Terms Of Reference
<b>QUESTION 11</b>	<b>RESPONSE 11</b>
Please confirm if all meetings are taking place in SADC Capitals only.	Meetings will be convened in member-state countries and not necessarily in their capitals.