

**SADC SECRETARIAT RESPONSES TO REQUESTS FOR CLARIFICATIONS  
FOR PREQUALIFICATION FOR CONTRACT**

**REFERENCE NUMBER: SADC/3/5/2/48 – REISSUE**

**REQUEST FOR SERVICES TITLE:**

TECHNICAL ASSISTANCE TO THE GLOBAL CLIMATE CHANGE ALLIANCE PLUS (GCCA+) PROGRAMME IN  
THE SOUTHERN AFRICAN DEVELOPMENT COMMUNITY REGION

**ISSUED ON: 22 AUGUST 2019**

**INVITATION FOR PREQUALIFICATION NO: 03/2019**

**DATE OF ISSUE OF RESPONSES: 12 SEPTEMBER 2019**

<b>Question N<sup>o</sup></b>	<b>Question</b>	<b>SADC Secretariat Response</b>
N <sup>o</sup> 1	In Form 4a) which is titled 'Availability of Personnel', the instruction to applicants is to "[ <i>Provide information on the availability of the personnel resources over the past [number] years pursuant to Section III, Qualification Criteria and Requirements, Sub-Factor 2.3a.</i> ]" This instruction does not state over how many years the applicant is meant to demonstrate the availability of the personnel resources. The requirement in Sub-Factor 2.3a only mentions that "the bidder must have at least 5 permanent staff members specialized in the area of the contract as of 01/06/2019" but does not say over how many years this must be demonstrated. Please may you clarify this for us.	<p>In <b>Section III. Qualification Criteria and Requirements</b> Sub-Factor 2.3 a), the bidder is requested to demonstrate the availability of permanent personnel resources as of a specific date: <b><u>1 June 2019</u></b>.</p> <p>The bidder is required to demonstrate availability of 5 permanent staff members of the firm specialized in the area of the contract recruited on/ before 1<sup>st</sup> June 2019.</p>
N <sup>o</sup> 2	In Section IV. Application Forms, the reissued Terms of Reference state on page I-5 that "the Key Experts must be willing to work in Gaborone, Botswana and be able to travel	Gaborone, Botswana will be the duty station for the key experts during implementation of the project.

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	in the SADC Member States when required." Please clarify whether you mean that Gaborone will be the Duty Station for this project and the key experts are expected to be stationed there for approximately 700 working days for KE1 and approximately 500 working days for KE2.	
N <sup>o</sup> 3	In the 'Instructions to Applicants' it states in paragraph 29 that "Bidders may be required to provide a Bid Security acceptable to the Procuring Entity in the form and an amount to be specified in the Bidding Documents, and the successful Bidder shall be required to provide a Performance Security to be specified in the Bidding Documents." <b>As this is a pre-qualification call, do you know yet if this provision will be upheld for the final winner of this bid and if so, what percentage of the contract the performance security will be.</b>	Yes, this provision will be upheld. Performance security will be between 5% to 10% of contract value. The exact amount will be disclosed in the bidding documents.
N <sup>o</sup> 4	The Terms of Reference identify two Key Experts, a Project Coordinator and a Climate Change Expert. Although we can envisage components of the team, it might be difficult to identify a specific individual for the project coordinator role given that this will be an almost-full time role (with 19 working days per month). We will of course be able to provide information for the range of experts that we envisage would be required to carry out the work. <b>Is it possible to only put forward specific individuals for the specified roles during the 2nd round of evaluation (after the pre-qualification phase)?</b>	Please note this is not a requirement of the revised prequalification document.
N <sup>o</sup> 5	<b>Would you envisage that the Project Coordinator would be based in Botswana?</b>	Yes, Gaborone, Botswana will be the duty station for the key experts during implementation of the project.
N <sup>o</sup> 6	<u>Specifically, our prospective partners are seeking clarification of the statement on Page 43: "The Key Experts must be willing to work in Gaborone, Botswana..."</u> .	Gaborone, Botswana will be the duty station for the key experts during implementation of the project.

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	<p>All of the members within our consortium of experts are based in [city], [country], and are certainly willing to travel to assorted SADC member states for extended periods in support of the assignment.</p> <p>However, it is not clear if this statement in the prequalification document means that the Key Experts are expected to:</p> <p>1) be based full-time in Gaborone for the majority of the assignment; OR</p> <p>2) travel regularly to Gaborone to engage with representatives of the SADC secretariat.</p>	<p>The experts will be based full-time in Gaborone for the majority of the assignment.</p>
N <sup>o</sup> -7	<p>We'd like to know how to incorporate smaller JV partners that do not meet the financial requirements as specified in Section III under the Qualification requirements? As the lead partner, we are specifically choosing to partner with smaller, regional organizations and institutions in order to strengthen and build capacity via the execution of the project, as per objectives of the call. However, these organizations do not necessarily meet the financial specifications for 'experience in implementing similar contracts' for projects of value of at least US\$800 000. Please advise whether there may be a way to incorporate smaller entities as 'informal' partners for our application?</p>	<p>Compliance to qualification requirements for consortiums or joint ventures is done as a group. Together the group members must meet the requirement.</p> <p>Not all partners/members to a consortium need to meet all qualification requirements. The group as a whole must comply with all qualification requirements.</p> <p>The only qualification requirement that must be met by each member/partner of the consortium in <b>Section III. Qualification Criteria and Requirements</b> is Sub-factor 2.2 ii)</p> <p><i>2.2 ii) Cash and cash equivalents at the beginning and end of year are positive for each of the last three (3) years.</i></p> <p>Partners can be incorporated in consortiums/joint ventures as long as they comply with all eligibility requirements and are able to comply with qualification requirement 2.2 ii)</p>

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N <sup>o</sup> 8	Then, I'd like to follow up regarding my earlier query: as per Section IV, on the Application Form, point 3(g), please can you clarify whether the commissions, gratuities or fees referred to are part of the budget allocation for possible Consortium/JV partners?	<p>No, this is not the budget allocation for JV partners or subcontractors but money actually paid upfront or to be paid for services rendered.</p> <p><i>“[For example: This could be money paid, usually by participating firms to local agents (or other companies) for the preparation of a tender or, in this case, the pre-qualification document.]”</i></p> <p>The purpose is to disclose any commercial transactions that might be of a nature to create a conflict of interest. Such costs shall be included in the fee rates since its part of the consultants overheads.</p>
N <sup>o</sup> 9	<p>we hereby kindly requests clarification and/or additional information relating to the questions below in terms of ITA 8.1 of the prequalification datasheet.</p> <p>Does the contract require the two key experts to be based in Gaborone fulltime?</p>	<p>Yes, Gaborone, Botswana will be the duty station for the key experts during implementation of the project.</p> <p>The experts will be based full-time in Gaborone for the majority of the assignment.</p>
N <sup>o</sup> 10	Please clarify whether the Project Coordinator (KE-1) is also required to have qualifications and project experience in the field of climate change or is this only applicable to the Climate Change Expert (KE-2)?	Qualifications in the field of Climate Change is not a requirement for KE1 but Experience in managing Environment/Climate Change and Natural Resources programmes and or projects will be considered as an advantage.
N <sup>o</sup> 11	Do all our partners have to meet the eligibility criteria on page 21 section iii (2. Qualification Requirements) number 2.2 (i), if we have more than one partner.	<p>Please note that there is a difference between <b>“Eligibility requirements”</b> and <b>“Qualification requirements”</b></p> <p>Each partner/member to a consortium or joint venture must comply with all the <u>eligibility requirements</u>.</p> <p>While compliance to <u>Qualification requirements</u> for consortiums or joint ventures is done as a group. Together the group must meet the requirements.</p>

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		<p>Not all partners/members to a consortium need to meet all qualification requirements. The group as a whole must comply with all qualification requirements.</p> <p>The only qualification requirement that must be met by each member/partner of the consortium in <b>Section III. Qualification Criteria and Requirements</b> is 2.2 ii)</p> <p><i>2.2 ii) Cash and cash equivalents at the beginning and end of year are positive for each of the last three (3) years.</i></p> <p>Together, the consortium members as a group must comply with the <b>Qualification requirement 2.2 i). Qualification requirement 2.2 i) is not a requirement to be met by each member.</b></p>
N <sup>o</sup> 12	The ToR requests the submission of contracts form previous projects. Due to the confidential nature of contracts we would like to enquire whether letters of appointment would be sufficient? If not, would it be sufficient if we only submit the first and last pages of the contracts?	<p>No, letters of appointment only would not be sufficient.</p> <p>For a reference to qualify it must be accompanied by copies of:</p> <ul style="list-style-type: none"> <li>i) Contracts indicated and ii) Acceptance certificates to demonstrate that the contracts indicated are completed and accepted by the Client</li> </ul>

### End of Responses

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