

# SADC SECRETARIAT RESPONSES TO REQUESTS FOR CLARIFICATIONS

## SELECTION OF INDIVIDUAL CONSULTANTS

REFERENCE NUMBER: SADC/ORGAN/01/2019

### REQUEST FOR SERVICES TITLE:

SUPPORT TO PEACE AND SECURITY IN THE SADC REGION

A BASELINE SURVEY

DATE OF ISSUE OF RESPONSES: 7 June 2019

Question N <sup>o</sup>	Question	SADC Secretariat Response
N <sup>o</sup> 1	<p>I would like to have answers to the following questions;</p> <p>1. Budget- The ToRs state that the "The maximum budget for this contract is US\$48, 250 for expert service/consultants fees only" . (clause 3 page 2). Will SADC take care of other logistics such as transport, accommodation etc as re-imbursables? .</p> <p>I would like to know the difference between the two clauses. My understanding is that clause 3 is describing "professional fees" for the Consultant and clause 9 (i) is describing professional fees plus re-imbursables as TOTAL Budget for the assignment.</p>	<p>Please note that this is a Global price contract without a reimbursable budget.</p> <p>Clause 3 and Clause 9(i) are referring to the same amount.</p> <p>The maximum budget for this contract is US\$48, 250</p> <p>The SADC Secretariat will not take care of other logistics such as transport, accommodation etc as re-imbursables.</p> <p>Your financial proposal shall be inclusive of all expenses deemed necessary for the performance of the contract.</p>
N <sup>o</sup> 2	<p>2. Clause 7 states that "The assignment is expected to be completed in 45 working days spread over a period not exceeding three (2) calendar months". Which one is applicable, three calendar months or 2 calendar months? The response to this question will help me develop an appropriate work plan.</p>	<p>Please note the correct statement should read like:</p> <p>"The assignment is expected to be completed in 45 working days spread over a period not exceeding three (3) calendar months".</p>
	<p>As the person looks at my earlier request, let them inform me the composition of the financial proposal template. The following items have N/A on them. Does this mean that SADC Secretariat will take care of these costs?</p>	<p>No, SADC will not take care of these. They are not applicable because this is a Global price contract without a reimbursable budget.</p> <p>Please note that your financial proposal shall be inclusive of all expenses deemed</p>

	<ol style="list-style-type: none"><li>1. Per diem</li><li>2. Flights</li><li>3. All types of insurance</li><li>4. Office rent</li><li>6. Others.</li></ol>	necessary by the Individual Consultant for the performance of the contract.
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**End of Responses**

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