



**SADC SECRETARIAT RESPONSES TO REQUESTS FOR CLARIFICATIONS  
LAYOUT, DESIGN AND PRINTING OF THE SADC REGIONAL GUIDELINES ON DEVELOPING NATIONAL  
GENDER ACTION PLANS**

**17th January 2021**

**Reference Number: SADC/GENDER/12/2021**

	<b><u>REQUEST FOR CLARIFICATION</u></b>	<b><u>RESPONSES</u></b>
<b><u>A</u></b>	<p>1. Exact Address for Delivery</p> <p>2. ANNEX 2: Bid Form: I have browsed through the document. However, I could not pick the said document. Could be be the form?</p> <p>Your response iwill be greatly appreciated.</p>	<p><b>Delivery address :</b>  SADC House  Plot No. 54385  Central Business District  Private Bag 0095  Gaborone  Botswana</p> <p><b>Bid Form :</b> Is the form provided as ANNEX 2 which indicates Technical specifications , delivery period ,Quantity , Unit Price and Total Amount</p>
<b><u>B</u></b>	<p>Kindly provide us with the tender document for the above mentioned refernce.</p>	<p><b>Bid document is available on SADC WEBSITE as follows :</b>  <a href="https://www.sadc.int/opportunities/procurement/open-procurement-opportunities/national-gender-action-plans/">https://www.sadc.int/opportunities/procurement/open-procurement-opportunities/national-gender-action-plans/</a></p>
<b><u>C</u></b>	<p>Good day,  we need clarification on the following:  <b>Cover page:</b> 13pt Matte Cover Coated,  <b>Inside pages paper:</b> 80lb Gloss text/ 32lb bond, Full colour</p> <p>We need cover pages grammages as well as inside page, normally in Botswana when printing we give papaer size in grammages. please give us 80lb and 32lb in grammages</p>	<p><b><u>PROPOSED RESPONSE</u></b></p> <p><b>Inside pages paper:</b></p> <ul style="list-style-type: none"> <li>80lb Gloss text (<b>80lb = 118.4 gsm</b>) / 32lb bond (<b>32lb = 47.36gsm</b>), Full colour</li> </ul> <p><b>Cover page: 13pt Matte Cover Coated</b></p> <ul style="list-style-type: none"> <li>13pt cover is around 250gsm.</li> </ul>

<b><u>D</u></b>	<p>Please may you assist in clarifying the following: there are 3 languages listed under the <a href="#">Specifications</a> - English, French &amp; Portuguese. The quantity of prints needed is 1500. Does there need to be 1500 copies made per language?</p>	<p><b><u>PROPOSED RESPONSE</u></b></p> <p>The quantity per language are reflected in the bidding document as follows:</p> <p><b>English - 1,000</b></p> <p><b>French - 250</b></p> <p><b>Portuguese – 250</b></p> <p>The total number of copies for all the three languages is <b>1500.</b></p>
<b><u>E</u></b>	<p>Good day.</p> <p>I just paid your office a visit this morning in connection with sample viewing but in vain on the grounds that there was no responsible personnel as per request for bid for Layout, Design and Printing of the SADC Regional Guidelines on Developing National Gender Actions Plans.</p> <p>I need a way forward for a solution.</p> <p>Thank you in anticipation.</p>	<p>The Sample Viewing was only meant to demonstrate or confirm the size of the book and this is already reflected in the bidding document online ( 26cm (H) x 19cm (W)). Due to COVID 19 protocols sample viewing is suspended.</p>
<b><u>F</u></b>	<p>I am still at a cul-de-sac and get into voicemail when some other questions arise from the supplier demanding some other clarifications only on the grounds of Sample Viewing failure.</p> <p>A person I was referred to for assistance still wasn't available in the office at the time of demand.</p> <p>What's the way forward....?</p> <p>Thank you.</p>	<p>The Sample Viewing was only meant to demonstrate or confirm the size of the book and this is already reflected in the bidding document online ( 26cm (H) x 19cm (W)). Due to COVID 19 protocols sample viewing is suspended.</p>
<b><u>G</u></b>	<p>Could you please help me with the following questions:</p> <ol style="list-style-type: none"> <li>1. Whether companies from Outside Botswana can apply for this? (like, from India or USA)</li> <li>2. Whether we need to come over there for meetings?</li> <li>3. Can we perform the tasks (related to RFP) outside Botswana? (like, from India or USA)</li> <li>4. Can we submit the proposals via email?</li> </ol>	<p>Companies outside of Botswana can submit</p> <p>No need for meetings due to Covid 19 protocols only virtual meetings are conducted when necessary.</p> <p>There is a special email on the BID DOCUMENT that should be used to submit the quotation</p>

✓

*Handwritten signature*