



**MINUTES FOR THE PRE-BID MEETING FOR FRAMEWORK
CONTRACT FOR PROVISION OF AIR TRAVEL
MANAGEMENT SERVICES TO THE SADC SECRETARIAT
HELD AT THE SADC SECRETARIAT ON 25TH JULY 2014**

CONTRACT NUMBER: SADC/AIR/FWK-05/2014

JULY 2014

Agenda

- 1) Opening remarks by the Head of Procurement**
- 2) Self-Introductions**
- 3) Brief background of the Assignment by the Procurement Officer**
- 4) Clarifications/Responses on the Tender**
- 5) AOB**

Agenda Item 1.0: Opening Remarks

- The Chairperson Mr. Snowden Mmadi, the Head of procurement declared the meeting open at 14.50 hrs.
- He then welcomed all attendees and highlighted that the purpose of the meeting was to discuss the tender document for Travel Management which has been launched whose main objective is to identify a total of Three (3) Travel Agents to manage Air Travel for the SADC Secretariat under a Framework Agreement for a maximum of 18 Months.
- He requested the attendees to feel free and seek any clarifications on the tender document. He also said that attendees should feel free to express any concerns regarding the applicability of the clauses contained in the document as this would improve their responses to the tender. Depending on the nature of the concerns or queries, the SADC Secretariat would issue an Addendum to the document to incorporate the comments received from the Travel Agents' Representatives
- He then apologized to the attendees for the delayed start of the meeting.
- He further indicated that the Agreements would cover both the Secretariat and the Projects under SADC Secretariat whose procurement processes follow the SADC Procurement Policy and Guidelines

Agenda Item 2.0: Self Introductions

- After the brief opening remarks, the Chairperson requested all attendees to introduce themselves and advised them to fill the attendance register and clearly indicate their contact details to which the minutes can be sent.
- The List of the attendees is attached as Annex 1 of the Minutes.

Agenda Item 3.0: Brief background of the Assignment

- The Procurement Officer then gave a brief background to the Assignment for the bidders' representatives and all attendees to have a deeper insight on what the Tender aims to achieve.
- He indicated that Air Travel is the major spend category for the Secretariat and hence the need for an efficient and cost effective approach to the management of this category of spend.
- He highlighted that before the SADC Secretariat had its Procurement Policy and Guidelines in place and effective, the Secretariat was dealing with almost each and every Travel Agent on the market which proved a challenge to provide effective quality control checks and of course manage the individual accounts with each of them.

- He explained that when the Procurement Policy and Guidelines were approved in August 2012, the SADC Secretariat launched a first tender which aimed at identifying Five (5) reputable and competent Travel Agents under Multiple Framework Contracts.
- He further indicated that the Multiple Framework contract with the selected Five Agents became effective on 1st September 2013 and was initially expected to run for eight (8) months up to 31st March 2014 with a possibility of extension to 31st March 2015.
- He indicated that when the Procurement Policy was revised in February 2014, a provision to allow single framework contracts was approved by Council of Ministers which necessitated launching of a French tender aimed at signing individual framework contracts with Three (3) Travel Agents hence the launch of this tender.
- The Procurement Officer highlighted that the Tender is in two Lots and that all Travel agents are free to apply for both Lots. He further highlighted that unlike under the Multiple framework contract where there was a mini competition among the five travel agents, under the single framework contract, when there is a requirement of Air Travel, Call off orders will be issued to one travel agent at a time on a rotational basis when the Procurement Unit receives Air Travel requisitions from requisitioning units.
- The framework contracts will however set clear control and monitoring mechanisms to ensure a win-win situation by both parties.
- He further mentioned that it is envisaged that this approach will not only reduce administrative costs but will also improve the efficiency in processing of the purchase orders and payments to the Travel Agents
- The officer emphasized the need for the successful Travel Agents to act professionally and that any Agent which shall attempt or act unprofessionally under the framework agreement shall be outright withdrawn and blacklisted on SADC service providers list.
- The officer then through the Chairperson opened up the floor allowing travel agents and all attendees to ask questions or seek clarifications

Agenda Item 4.0: Clarifications sought, Questions and Concerns from the Agents, Reps and Responses from the SADC

- All the questions/ request for clarifications and their respective responses are as per the Table below

	Travel Agents' Concerns + Queries	Responses + Comments by the SADC
1	The Invitation for Bids Advert indicates that bidders should submit bids in one original plus three copies whilst ITB 18.1 of the tender document indicates that bidders should submit bids in one original plus two copies, which is the correct requirement?	Bidders should submit one original plus two copies as per the ITB 18.1 of the tender document
2	If all documentation is availed, how long will it take for payment to be processed?	Under the single framework contracts, we shall have a maximum of 30 days from the day of invoicing to effect payment.
3	There is a requirement to provide profile of minimum of three (3) Directors and/or Management with copies of their certificates, What should happen for companies who have one Director based in Botswana and others outside Botswana?	Bidders should submit profiles for Directors who are based in Botswana and are responsible for day to day operations of the Agent. Bidders should however indicate if there are other Directors outside Botswana Much focus is on the competence and capacity of the Travel Consultants.
4	There are two Lots under the Tender, Are we supposed to submit a separate bid for each Lot?	No, Bidders should submit one bid and it will be considered for both Lots. The criteria is the same for both Lots
5	Are we supposed to submit a Bid Security?	Yes, Bidders are required to submit a non-monetary bid security referred to as a Bid Securing Declaration. This is given as Form IV in the Bidding Document
6	When will the contracts with successful agents become effective and for how long will they run?	The contracts are expected to become effective from 1 st October 2014 and run up to 31 st March 2016 with a possibility of extension subject to satisfactory performance
7	If there is a need for an urgent to issue tickets worthy high sums of money, will SADC consider advance payment	No unless under very exceptional cases. The SADC Secretariat will only consider agents who will

		demonstrate sound financial position
8	How does the SADC Secretariat intends to handle refunds	The Ticketing and Refunds Policy for the successful agents will be followed since they will be reviewed during evaluation

Agenda Item 5.0: AOB

- Under this agenda item, there was one issue which was raised and has been recorded as Question 4 under Agenda item 4.0
- There were no any other business and the meeting was closed by the Chairperson at 15:45hrs

Signed



Snowden Mmadi MCIPS
Head of Procurement – Chairperson



Gift Mike Gwaza MCIPS
Procurement Officer – Secretary

ANNEX 1

LIST OF ATTENDEES

NAME	ORGANISATION	EMAIL ADDRESS
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