

NUMBER ONE

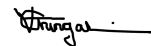
SADC SECRETARIAT RESPONSES TO REQUESTS FOR CLARIFICATIONS

REFERENCE NUMBER: SADC/3/5/1/22

REQUEST FOR SERVICES TITLE: TECHNICAL ASSISTANCE TO SADC SECRETARIAT ON TRAVEL AND EVENTS
MANAGEMENT

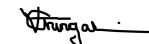
DATE OF ISSUE OF RESPONSES: 17th DECEMBER 2020

Question Nr	Question	SADC Secretariat Response
Nr. 1	Please advise on the preferred form of submission? Refer to Page 16 (20.1) section (ITB 6.1) on Page 27	You can submit via email or send a link containing the documents indicating the expiry date of the link.
Nr. 2	We are based in South Africa / Gauteng / Johannesburg. Are you looking for a service provider in Botswana ?	Not in Botswana only but in all the 16 Member States of SADC and beyond.
Nr. 3	Please confirm the delivery date and time ?	This is not required at this stage but will be specified in specific requests for goods/services later to the shortlisted bidders.
Nr. 4	What currency of pricing , would you prefer for submission ?	The currency to be used is United States Dollars
Nr. 5	What is your form of payment page 34 ?	Electronic Transfer through the Bank
Nr. 6	Do you work on a travel lodge card system ?	No we do not use the travel lodge card system.
Nr. 7	Will you be requesting a pre-payment of conference bookings ?	We pay within 30 days after services have been rendered or after goods have been delivered.
Nr. 8	Is this a Request for Information (RFI) or a Request for Proposal (RFP) ?	This is a Request for Proposal



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Nr. 9	Is there a preferred Price Schedule template ?	There is no Price Schedule Template
Nr. 10	List of Items, Schedule of Requirements, Scope of Work, Terms of Reference, Bill of Materials required.	Refer to the bidding document on the SADC website. Everything is provided.
Nr. 11	Soft Copy of the Tender Document through email.	The Tender document is downloadable from the SADC website in Word and in PDF.
Nr. 12	Names of countries that will be eligible to participate in this tender.	ALL countries
Nr. 13	Information about the Tendering Procedure and Guidelines	This is contained in the bidding document on the SADC website.
Nr. 14	Estimated Budget for this Purchase	This is contained in the bidding document
Nr. 15	Any Extension of Bidding Deadline?	Yes, this has been extended to 8 th January 2021.
Nr. 16	Any Addendum or Pre Bid meeting Minutes?	No pre-bid meeting will be held but addenda will be posted on the website if there is need.
Nr. 17	Are we not supposed to submit the financial proposal?	No, Financial proposals will only be requested later from shortlisted bidders through specific requests for goods/services.
Nr. 18	Page 17, point 17.1 – So the bid should be valid till Aug 21?	The bid validity is 120 days from the deadline of submission of bids.
Nr. 19	Can you please advise if we cannot participate for one or more lots? Please explain this point.	You are free to participate in all the three lots as long as you meet the requirements.
Nr. 20	Will there be no e-mail notification to the successful / unsuccessful bidders?	Results of the tender will be shared with all participating bidders via email.
Nr. 21	Advance payment. In the events, we need to give advance to the concerned service provider like hotels venue etc. Can we take advance from SADC for the same?	No, SADC will not make any advance payments. We will only pay in arrears for the goods/services received by SADC Secretariat.



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Nr. 22	USD will be the currency to settle our payments, please reconfirm?	Yes the currency is United States Dollars (USD)
Nr. 23	Page 86, point SCC 15.7 – Stated payment cycle will be pertaining to Travel invoices, correct? Not for Events (As relating to point SCC15.4 – Twice a month for completed events)	No, it pertains to both Travel and Events Management invoices.
Nr. 24	Do you have a standard template for the commercial proposal? If applicable, please provide.	The templates are annexed to the RFP on the website in word version.
Nr. 25	We will have our operations starting by the Q1 end or Q2 start of 2021 in Botswana, Can we take part in the lot 1 as well?	Yes, if the organisation meets all the requirements under Qualification and Eligibility Requirements.
Nr. 26	Please could you clarify as to which LOTS are for Travel and which are for Event Management as we would like to look at the Travel Element only.	Lot 1 is for Travel Management, Lot 2 is for Events Management within SADC Region and beyond and Lot 3 is for Events Management within Botswana.
Nr. 27	For paragraph (e), ITB Clause 16 states “The documentary evidence of the Bidder’s qualifications to perform the contract if its bid is accepted shall establish to the Procuring Entity’s satisfaction as specified in the BDS: (a) that the Bidder meets each of the qualification criterion specified in Section III, Evaluation and Qualification Criteria”. However in Section III no mention is made to the eligibility of origin of Good and Related Services to be supplied by the Bidder. Could you please give us the correct reading of paragraph (e) in connection with ITB Clause 16?	The issue of “origin of goods” does not form part of the Qualification and Eligibility criteria. It is correct that it cannot be found in section 111.
Nr. 28	For paragraph (f) the number of an ITB Clause seems to be missing (...and 27) and ITB Clause number 27,	No documentary evidence will be required for the “origin of goods”

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	<p>again, does not make reference to any documentary evidence to be presented so that Goods and Related Services conform to the Bidding Documents.</p> <p>Could you please give us the correct reading of paragraph (f) in connection with ITB Clause 27 and confirm which (if any) supporting documents have to be included in the offer concerning the origin of goods and services and their conformity to Bidding documents?</p>	
Nr. 29	<p>Finally we would kindly ask you to share the complete final sentence of the Sworn Statement template which states the following “We further declare that in case we get shortlisted we will provide necessary supporting documents that will prove that we do not fall into any of....”</p>	<p>The missing parts is “the above situations”</p>
Nr. 30	<p>Which PPADB codes are required for this tender? for MULTIPLE FRAMEWORK CONTRACT FOR PROVISION OF TRAVEL AND EVENTS.</p>	<p>The correct PPADB code is the one for Travel and Events Management Services</p>
Nr. 31	<p>What are the major event locations?</p>	<p>All the 16 Member States of SADC.</p>
Nr. 32	<p>Is it mandatory to provide SA only client references?</p>	<p>No, you can provide any reference relevant to the requirements of the tender.</p>

End of Responses

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