



FRAMEWORK CONTRACT FOR PROVISION OF TRAVEL MANAGEMENT SERVICES TO THE SADC SECRETARIAT

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

PROCURING ENTITY: SADC SECRETARIAT

RESPONSES TO REQUESTS FOR CLARIFICATION

DATE OF ISSUE OF RESPONSES: 31ST JULY 2014

Question 1

We note that a meeting of stakeholders was supposed to be conducted on the 22nd July 2014. We availed ourselves for the meeting but it was not held on that day. We understand that it was held on a different date. We kindly request that you share with us the minutes of the meeting.

Response 1

The meeting was postponed to Friday, 25th July 2014. An addendum communicating the change of the date was published on the SADC website on Friday, 18th July 2014.

Minutes of the pre-bid meeting will be posted on the SADC website on Thursday, 1st August 2014.

Question 2

Price Schedule – Please note that Page 2 of the tender document stipulates that the Price Schedule is to be submitted in the format provided. Our Concern is that in the format enclosed in the tender document, there is not sufficient space to detail the pricing information. You shall note that prices vary depending upon the routes, airlines, time of making the reservation, connections and other factors. We would like to get more clarification on the presentation of the pricing information as the pricing cannot be standard. Service Fees are in most cases commission based.

Response 2

Bidders are not required to provide detailed pricing for each route but rather indicate the percentage (%) which they will charge and pass on to SADC Secretariat over the actual ticket price (fare) from the Airline.

Question 3

Bid Security – We understand that a performance guarantee shall be required to be furnished to the procuring entity (SADC Secretariat) by the service provider. We note from Note 17.4 on page 16 of the tender document that reference is made to the returning of Bid Security Documents of unsuccessful bidders. Kindly confirm whether the Guarantee letters are required at the time of submitting the Bid or upon successful appointment of the service provider. We note that the guarantee required also depends upon the value of the tender as awarded, which would also make it unclear as to whether this requirement should be provided at the stage of submitting the bid. The above would be confirmed by the No 38.1 (Page 25).

Response 3

Refer to Instruction to Bidders (ITB) 17.1 of the Bid Document on Bid Security. Performance Securities are not a requirement for this tender

Question 4

Kindly specify which the mandatory returnable documents from the tender documents are.

Response 4

All documents submitted with the tender document are not returnable. They remain property of the procuring entity – SADC Secretariat

End of Clarification

Southern African Development Community
CBD Plot 54385

Phone: (267) 395 1863 | Fax: (267) 397-2 848
Snowden Mmadi – Head of Procurement