



**Southern Africa Development Community  
Secretariat**

**Prequalification Document for the Procurement of a Single  
Framework Contract for the Provision of Event Management  
Services to the SADC Secretariat**

**Reference Number: SADC/FWC/EVENTMGT/02/2015**

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**Invitation for Prequalification No:**

**SADC/FWC/EVENTMGT/02/2015**

**RESPONSES TO REQUESTS FOR CLARIFICATION**

**DATE OF ISSUE OF RESPONSES: 31 AUGUST 2015**

SERIAL N <sup>o</sup>	REQUEST FOR CLARIFICATION	SADC RESPONSE
Q1	<p>We are preparing an application for the above mentioned Tender. We have a query regarding Section 111. Qualification Criteria and Requirements; 2. Qualification Requirements.</p> <p>No 2.1 Experience in implementing similar Services. In the second block it says "...AND must have provided event management services to at least 10 meetings over the past 3 years of audited accounts...".</p> <p><b>QUERY ONE:</b> when we talk about 10 meetings, are these Conferences only, or do other events count as well?</p>	<p>Other events also qualify – conferences, workshops, training events, etc. It is the ability to organize events that is important.</p>
	<p><b>QUERY TWO:</b> when we talk about over the past 3 years, does this mean that the lead company must have been in business for at least 5 years, but the secondary company only 3 years? We would be the secondary company in a Joint Venture, the Lead Partner has been in business for more than 5 years, but our business has only been in practice 2 years and 9 months; would we still qualify?</p>	<p>This means that the consortium as a whole must meet the requirement. It is only necessary for the lead company to have been in operation for 5 years – there is no requirement for other consortium members. So if a company has only been in operation for 2 years that experience could contribute to the overall consortium.</p>

**End of Responses**



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