

SADC SECRETARIAT RESPONSES TO REQUESTS FOR CLARIFICATIONS (2)

CONSTRUCTION OF A MUSEUM IN HONOUR OF NINE SADC FOUNDERS AT THE SADC HEADQUARTERS, GABORONE, BOTSWANA - SADC/3/5/1/68

DATE OF RESPONSES: 6TH JANUARY 2023

No.	REQUEST FOR CLARIFICATION	RESPONSE TO CLARIFICATION
1	I just want to find out what type of flooring and roofing will be needed on the Museum building and the contact details for the person who are responsible for the technical details.	Specifications of flooring and roofing are part of the design work to be decided and provided by the contractor's architect. For now we are at tendering stage and the contact persons and details are mentioned in the tender documents.
2	Please be reminded that the Construction Christmas break commences from the 16 th December 2022 and most offices and construction sites will be closed. Offices and sites will be opened on the from 04 th January 2022 with some opening Monday 09 th January 2022 especially design consultants. Bearing on the above, the closing day of the tender is 16 th January 2023. This will be tight for preparation and preliminary designs and production of cost estimates (BoQ) in such a short period of time. SADC should take that into consideration. NB: The Construction Christmas break is usually the same across the region and in some countries, it is statutory.	Please, refer to addendum No 1 of the 13 December 2022. <ul style="list-style-type: none">• The tender submission deadline is revised to 30 January 2023, instead of 17 January 2023.• The bidder is not required to submit a Bill of Quantities during tender submissions.
3	Considering that contractors are going on annual shutdown from 15 December 2022 to 10 January 2023. The time for submission is too short. We would like to request 3 months	Please, refer to addendum No 1 of the 13 December 2022.

	extension of the time for submission from 17 January 2023 to 17 April 2023.	<ul style="list-style-type: none"> • The tender submission deadline is revised to 30 January 2023, instead of 17 January 2023. • The bidder is not required to submit a Bill of Quantities during tender submissions.
4	Design Brief – Will the Client provide a+ detailed brief of what is required on the ground and first floors of the museum? The current brief does not talk to any functional requirements of the proposed building.	<p>Please refer to the tender documents: Scope of work item 1.1 Design Overview, Page 65, among others states that:</p> <p><i>The museum will collect and display the heritage of the Founders through a collection of books, artefacts, memorabilia, regalia, movies and works of art.</i></p> <p>It is the duty of the designer to decide on which items are appropriate to be displayed on the ground floor and which are appropriate to be displayed on the first floor, Bidders are encouraged to use their innovation and creativity as interior designers.</p>
5	Access to the Building Area - Will the contractors have access to the proposed site to do site measurements?	Yes

6	Geotechnical Report - Will the Client provide a geotechnical report? If not will the contractors be allowed to carry out geotechnical tests on the proposed site?	No The client will not provide a geotechnical report. Yes the contractor will be allowed to carry out geotechnical tests.
7	Estimated budget – this will influence the design of the building. We believe that for the tender to be competitive there must be an estimated Budget for all tenderers.	The client will not provide the budget estimate.
8	Form of Intent to Provide Performance Bond. In accordance, this document will only be consented to and issued by a bank registered in Botswana. Kindly confirm if this requirement is applicable to bidders domiciled outside Botswana and have bank accounts with financial institutions only registered in their respective countries.	Yes. Bidders domiciled outside Botswana are requested to engage with their respective banks to make arrangements with local Botswana banks to facilitate the same. As per SADC Financial regulations, financial guarantee shall be issued by banks or financial institutions in Botswana.
9	Proposed Subcontractors/Sub Consultants. We request for your confirmation as to whether bidders domiciled outside Botswana can engage their preferred Specialist Subcontractors from their respective countries of origin.	Yes, bidders outside Botswana can engage their preferred specialist subcontractors from their respective countries of origin within the SADC Region.
10	Declaration by Directors and Shareholders. For bidders not domiciled in Botswana, we seek your guidance as to whether this form has to be signed and sworn to by Commissioner of Oaths from our respective countries of origin other than Botswana.	Yes, bidders not domiciled in Botswana, can submit the form signed and sworn to by Commissioner of Oaths from their respective countries of origin other than Botswana.
11	Additional Services for the Proposed Museum Building In efforts to support Sustainable Construction and to standardize cost consideration among the tenderers,	This is a very small project and is to be implemented within a minimal budget, therefore these proposed additional services for the museum building are not necessary and should not be considered.

	<p>please confirm whether the following design criteria should be considered (or is required) as it has an effect on the design and eventual cost estimate.</p> <ul style="list-style-type: none"> i) Water Harvesting Systems – Inclusion of a water harvesting system and/or small treatment plant to: <ul style="list-style-type: none"> a) Collect and utilize rainwater (i.e. rainwater harvesting); b) Recycle grey water and/or waste-water that can be used for non-consumable purposes (i.e. flushing toilets, landscaping, etc.). ii) Green/Renewable Energy – Inclusion of solar energy on the proposed Double Storey Museum Building considering the existing premises are already serviced by Electricity provided by the Local Power Utility Company. 	
12	<p>Auxiliary facilities for the Proposed Museum Building.</p> <p>Please advise on the following regarding auxiliary use of the Proposed Museum building:</p> <ul style="list-style-type: none"> i) What is the volume of Artworks, Artefacts, Books, Memorabilia & Documents to be displayed and stored as this will provide a guide on the amount of Storage space that will be required? ii) Is there need for a restaurant or, alternatively, small kiosks with seating for use by visitors? 	<ul style="list-style-type: none"> i) The bidders must use their innovation and creativity to ascertain the volume of Artworks, Artefacts, Books, Memorabilia & Documents to be displayed and stored based on the size of the plot and the location. Please visit any museum to get an idea. A museum is simply like a display shop or duty free shop. ii) No need for a restaurant or small kiosks with seating for use by visitors

<ul style="list-style-type: none"> iii) What is the approximate number of staff to be deployed for the museum? iv) Based on staff, how many support offices are required (i.e. administration offices)? v) Is a shopping/ retail area to be considered for the purchase of souvenirs? vi) Is a library required where visitors can sit and read the various books to be held at the Museum? vii) Are there any significant specialized equipment(s) or otherwise (e.g. humidity controllers to preserve paper, exhibition equipment etc.) that will be utilized in the operations of the museum outside the list of supporting infrastructure provided in the Scope of Work? viii) As highlighted during the site visit, will a schedule of accommodation be provided that will detail any other preferred use of the spaces/documents/equipment that should be considered in the design? 	<ul style="list-style-type: none"> iii) No permanent staff will be deployed in the Museum. Maybe only two security guards will be permanently in the museum iv) No offices are required in the museum , just display open areas like duty free shops v) The museum will be used for display only of the specified historical items. No sale or purchase or any other commercial activity will be done vi) Library is not required vii) There are NO significant specialized equipment(s) or otherwise (e.g. humidity controllers to preserve paper, exhibition equipment etc.) that will be utilized in the operations of the museum outside the list of supporting
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		<p>infrastructure provided in the Scope of Work?</p> <p>viii)Please refer to the tender documents: Scope of work item 1.1 Design Overview, Page 65 , among others states that :</p> <p><i>The museum will collect and display the heritage of the Founders through a collection of books, artefacts, memorabilia, regalia, movies and works of art.</i></p> <p>It is the duty of the designer to decide on which items are appropriate to be displayed on the ground floor and which are appropriate to be displayed on the first floor, Bidders are encouraged to use their innovation and creativity as interior designers.</p>
13	<p>Value Added Tax (VAT)</p> <p>With reference to <i>Volume 1 Part 1 – Agreements and Contract templates (SADC Works Contract and Special Conditions of Contract) under Section III - Special Conditions of Contract (Page 93/95) 6.1 (a) and (b);</i> Value Added Tax (VAT) is stated as 14% although the recent directive in the Republic of Botswana was that VAT be revised to 12% effective 01st August 2022. Will</p>	Use 14% as stated in the tender documents

	the VAT rate in the Contract be amended to reflect the current 12% VAT rate?	
14	There is no mention of parking in the Scope of Work. Please confirm if parking is to be as existing or additional parking arrangements may be incorporated in the design.	Existing parking only will be used , No additional parking
15	There are approximately 7 Trees bordering the adjacent car park and existing boundary fence on the proposed location of the Museum Building. Please confirm if any of the existing trees are to be maintained or if relocation of the existing trees is acceptable.	Trees are to be maintained. All the trees are at the plot boundary and will not affect the proposed development.
16	Further we request for a complete soft copy of the tender document in word format to enable easily fill up returnable forms/any other forms for submission.	Refer to the attached. Please note that the signed pdf document shall prevail over the word copy document.
17	In view of the above and considering the Annual Construction Shut Down, we request for an extension to the deadline for submitting bids by a further three weeks from 17 th January, 2023 to 6 th February, 2023.	<p>Please, refer to addendum No 1 of the 13 December 2022.</p> <ul style="list-style-type: none"> • The tender submission deadline is revised to 30 January 2023, instead of 17 January 2023. • The bidder is not required to submit a Bill of Quantities during tender submissions. Only financial proposals are to be submitted.
18	We are a Contractor registered and domiciled outside the Republic of Botswana. In our country of operation, compliance and statutory documents are applied for at the end of every year and the formal certificates are generally issued the following	Accepted

	year between February and March. For the purposes of the technical proposal submission, we request to submit the 2022 certificates and the proof of payment/s for the 2023 renewal of statutory compliance documents in the event the certificates are only issued after the 17 th January 2023 deadline.	
19	<p>Site Layout Plan</p> <p>We refer to Page 7/95 item r) “<i>Overall design scheme of the project in line with Client’s requirements shall be evaluated. The site location plan is hereby duly attached.</i>” We hereby request for a PDF drawing of the Site Layout Plan.</p>	Provided already
20	<p>Clarification on the Submission of the Financial Proposal</p> <p>We hereby seek clarity on the requirements and evaluation criteria for the Financial Proposal as outlined on Page 10/95 and Page 63/95:</p> <ul style="list-style-type: none"> Issue 2.1 Page 10/95 indicates that the Financial Proposal should comprise of both a detailed Elemental Cost Analysis and a detailed Bill of Quantities with Provisional Sum/Prime Costs (i.e. items of proposed works that cannot be measured at this stage) accompanied by detailed schedule of rates for Preliminary Building Designs. Issue 2.2 Page 63/95 Item 4 indicates that the detailed cost of Design and Construction works to structure and all items measured work are to be priced and submitted. 	<p>Please, refer to addendum No 1 of the 13 December 2022.</p> <ul style="list-style-type: none"> The tender submission deadline is revised to 30 January 2023, instead of 17 January 2023. The bidder is not required to submit a Bill of Quantities during tender submissions. Only financial proposals are to be submitted

	In our understanding, if the Technical Proposal is to be accompanied by Preliminary Building Designs then an Elemental Cost Analysis can be submitted upon meeting the Technical Proposal qualifications and evaluation criteria. Furthermore, we have taken note that you request detailed Design and Construction costs one (1) day after notification of being successful on the Technical Proposal which would entail the availability of Final Design and Construction drawings. Therefore, it will not be possible to submit the Financial Proposal in one (1) day if detailed Design and Construction costs are required.	
21	<p><i>Mobilization Period</i></p> <p>We seek clarity on the actual working days allowed for the Mobilization after the last signature to the contract.</p>	14 working days

End of Responses

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