



SADC SECRETARIAT RESPONSES TO REQUESTS FOR CLARIFICATIONS

REFERENCE NUMBER: SADC/3/5/2/310

CONTRACT TITLE: CONSULTANCY FOR THE PRODUCTION OF A VIDEO DOCUMENTARY AND BOOKLET ON THE SADC HIV AND AIDS SPECIAL FUND

DATE OF ISSUE OF RESPONSES: 1 August 2023

Q No.	Question	Response provided by SADC Secretariat
1	Section 1: Do we need a letter of intent or letter of invitation to participate in this bid?	NO- <i>this is an open tender as such everyone is free to participate</i>
2	Clause 3.7: Which SADC countries have been selected to be visited and featured for both documentary and the booklet?	<i>Note that, countries selection will be done with the Consultant taking into consideration the cost, feasibility and progress in the implementation of the projects. For some member states, a virtual approach may be considered.</i>
3	Clause 5.1: Does the client's support also include visa costs, taking into account specific country visa requirements?	<i>YES- kindly note that all cost related to the task will be borne by the consultant team and are included in the package and budget provided by the SADC Secretariate which is available in the TORs.</i>
4	On ToRs 2.2 (ii) Who is responsible for selecting and recruiting participants (project grantees and beneficiaries) for interviews? And what is the expected number of interviewees?	<i>The Consultants will be supported by the SADC Secretariate through its Directorate of Social and Human Development (SHD) in this endeavor and the SADC Secretariat will facilitate communication with all</i>

		<i>stakeholders. A maximum of 10 people will be interviewed</i>
5	On ToRs 4.2 (iii) Video filming and shooting interviews – will the client (SADC) provide the consultant with a list and expected number of project beneficiaries, stakeholders and citizens to interview/ shoot interviews?	<i>The SADC Secretariat will facilitate communication with all stakeholders wherever necessary for smooth delivery of this assignment</i>
6	On Overall objective: 2.1: Will the client (SADC) provide the consultant the said HIV/AIDS Special Fund materials/ resources to work with?	<i>YES- SADC Secretariate will provide all related materials which will help the consultant on this assignment</i>
7	On Introduction, clause 3.6: Who bears the cost of transportation (international and local, for mobilization and demobilization), services and equipment (vehicles, office equipment, furniture, and supplies), office rent, insurance, printing of documents?	<i>YES- kindly note that all cost related to the task will be borne by the consultant team and are included in the package and budget provided.</i>
8	On Regional Background: 1.3: Will all 23 regional Projects be captured in the documentary and booklet?	<i>Kindly note that the scope of the Project to be captured will be selected in agreement with the consultant and SADC Secretariate.</i>
9	On Regional background: 1.3: Will the client avail us details of the said 23 regional projects?	<i>All the details of selected project will be availed to the Consulting Team</i>
10	On Risks and Assumptions 3.2 What is the submission deadline/ timeframe for the visibility and dissemination plan?	<i>Kindly note that the Team will have November, January and February, deadline will be 28 February 2024 to submit the visibility and dissemination plan.</i>
11	ToRs 4.2 (iv) What is the mode of dissemination of the booklet, print or online? If it's print: (i) How many copies will be printed? (j) What is the size (for example A4 or A5)? (k) Is there a page limit? (l) Who is responsible for the cost of printing?	<i>Kindly note that the Consultant will print at their own expenses a sample to submit to the Secretariat in a A5 Format, maximum of 20 pages</i>
12	In order to estimate the costs, could you please clarify how many countries will be considered for the development of the documentary video?	<i>A Maximum of 5 countries will be visited after discussion with the Directorate of SHD. The SADC Secretariat will also assist in collecting short video or pictures in other countries</i>
13	Should we expect to travel to different localities within the same country?	<i>Yes, depending on the location of the project within the same country</i>

14	Should we consider a local fixer to assist with the translations of local dialects, or will SADC help with the translations of local dialects and reference contacts that will assist the firm during travel?	<i>SADC will facilitate contact with Lead Implementers</i>
15	Do you have an estimated number of interviews that should be held?	<i>This will be agreed upon with the selected firm, Key Informant will be selected with the SADC Secretariat</i>
16	Concerning the booklet, would you wish to insert photos that may be captured during travel?	<i>Yes- SADC wishes to have photos in the booklet</i>
17	On the ToR, it is mentioned that a workshop will be held. Could you please clarify what the theme of the workshop will be and what are the expected deliverables for this? Will the workshop be held online, or should we consider travel? If so, where will the workshop be held?	<i>This will be face to face workshop and the cost of participation of one person from the consulting firm (if needed) will be borne by the SADC Secretariat</i>
18	What is the expected length of the documentary (30 mins or 1-hour etc)	<i>15- 30 min</i>
19	What is the expected size of the booklet (both number of pages and paper size)	<i>A5, maximum of 20 pages</i>
20	What is the expected filming location? (Just Botswana or throughout SADC as these influences cost greatly)	<i>Selected SADC Countries currently implementing the SADC HIV Fund</i>
21	Will SADC help facilitate access to the beneficiaries of the fund (as they will be the spotlight of the documentary)?	<i>Yes</i>
22	Will SADC provide a list of success stories of beneficiaries that can be used to outline a narrative?	<i>Yes</i>
23	Will the beneficiaries that participate in the documentary have to be reimbursed for their participation by the production company or will SADC facilitate access? (this is very relevant in costing)	<i>This will be facilitated and reimbursed by the SADC Secretariat and the Lead Implementer of the selected project</i>
24	Will SADC provide access to the relevant SADC Secretariat management and Staff?	<i>Yes</i>
25	Where will the SADC personnel be located? (Botswana or in a different country, again this helps estimate costing)	<i>Botswana</i>
26	What format is the documentary expected to be delivered in? (e.g. 1080p HD, 4K etc.)	<i>1080 HD</i>

27	What aspect ratio is the documentary expected to be delivered in? (or alternatively what is the ultimate preferred medium of distribution for the documentary?)	<i>The documentary will be the property of the SADC Secretariat and will be distributed to Member States through SADC Channels</i>
28	I am writing to respectfully request further clarification regarding the selected member states that will necessitate physical travel. Specifically, I am interested in understanding the total number of member states to be featured, as well as identifying those which will solely require virtual interface meetings and those that will mandate physical travel.	<i>While 5 Member States will be selected, all other member states will require virtual interface</i>
29	With regards to the Technical and Financial proposals – can we upload onto the Collab link: https://collab.sadc.int/s/jyaAPEMS6nt33dY Respectively named zipped folders, with the relevant content inside, as follows Astral Media Solutions Ref: SADC/3/5/2/31 Technical Proposal.zip Astral Media Solutions Ref: SADC/3/5/2/31 Financial Proposal.zip	<i>YES- Kindly upload two zip folders well labeled with your company name and indicate technical proposal and financial proposal.</i>
30	On page 19 Point 3.3 the TOR refers to The estimated implementation period for the assignment is: 6 months. On page 42 Point 5.2 the TOR refers to The intended start date is 1 November 2023 and the period of implementation of the contract will be 4 months from this date. On page 73 Point 2.4 The duration of the Contract shall be 6 months from the Effective Date. Which is correct?	<i>The estimated implementation period is 6 months</i>
31	On page 42 Point 5.1 the TOR refers to	

	<p>...the Contractor, with travels expected to selected Member States for data collection, filming.</p> <p>Which and how many member states is the supplier expected to travel to. Is the supplier expected to travel to all 16 SADC member states?</p> <p>In addition, how many beneficiaries and stakeholders is the supplier expected to film / interview per selected member state?</p> <p>We could work on an average shoot of 3 days per member state.</p> <p>And we can provide an average travelling fee, however, please note that travelling costs from South Africa to for example, Eswatini, Lesotho and Botswana is not at the same cost as travelling from South Africa to Seychelles, DRC or Tanzania.</p> <p>We require this information as it will impact our production plan and budget costs.</p>	<p><i>In most cases 1 Beneficiaries with multiple sites within the selected country</i></p> <p><i>Not all country will be visited, only 5 Member States and this will be done in agreement with SADC Secretariat Islands Member States (Comoros, Madagascar, Mauritius, and Seychelles) will require virtual interaction to reduce the cost</i></p>
32	<p>Should we include travelling, car hire and accommodation costs into our global budget – as the TOR is conflicting in several places – either saying,</p> <p>On page 19 point 3.6 This contract has no reimbursable expenses. All expenses are included in the global price of the contract.</p> <p>Page 33 However, the Financial Proposal includes the reimbursable expenses indicated in the Data Sheet reference to the clause 3.8, amounting US\$ [insert the amount(s) in words and figures].</p>	<p><i>YES- kindly note that all costs related to the task will be borne by the consultant team and are included in the package and budget provided by the SADC Secretariate which is available in the TORs.</i></p> <p><i>However, this is a global price contract as such the financial proposal is a lumpsum with all the cost related to the contract included which means all reimbursables will be included in the lumpsum amount.</i></p>
33	<p>For the Booklet – can you please provide specifics.</p> <p>Book size – A4 or A5</p>	<p><i>Refer to response above</i></p>

	Number of pages per identified beneficiary or stakeholder. Can we provide the booklet as a pdf?	
34	With regards to payment On page 45 Payment Conditions: Payment shall be made in US Dollars not later than 30 days following submission of original invoice by the Contractor. On page 74 point 6.4 (c) Payment shall be made within (45) days upon receipt of the original invoice accompanied by the supporting documents and acceptance by the Contracting Authority of the Contractor's deliverable as specified in the Contract. Should we accept the 30-day terms?	<i>Kindly note that payment shall be made within (45) days upon receipt of the original invoice accompanied by the supporting documents and acceptance by the Contracting Authority of the Contractor's deliverable as specified in the Contract.</i>
35	On the deliverables On page 45 - Month 3 after signing upon submission of the Video Documentary and Booklet of the HIV and AIDS Special Fund and its acceptance by the Procuring Entity. Are you referring to the phrase as per page 46 in Point 8 Validation of the Draft of the Video Documentary and the booklet In other words the draft video documentary and booklet with the final version being submitted a month later?	<i>Validation will be done by the SADC Secretariat</i>
36	How many projects, in which countries, need to be filmed?	<i>Refer to response above</i>
37	How many interviews will need to be conducted? Who are the Key Stakeholder that need to be interviewed and / or filmed?	<i>Refer to response above</i>
38	What is the meaning of a "booklet" referred to in the TOR? What kind of booklet do you require? Is it only for reference purposes (to the script and interviews before shooting) i.e. it can be a Word document or do you want a designed booklet for publication	<i>Designed Booklet for publication purposes. Kindly note that the Consultant will print at their own expenses a sample to submit to the Secretariat in a A5 Format, maximum of 20 pages</i>

	purposes? Is the booklet only to be produced in English or also in Portuguese and French? Number of pages?	<i>The Booklet will be produced in English and translated in Portuguese and French. The cost of translation will be borne by the SADC Secretariat in a A5 Format, maximum of 20 pages</i>
39	Does the budget include supplier travel / accommodation costs or is this budget only for professional cost?	<i>Yes, it does</i>
40	Deliverables include producing a booklet - kindly confirm this is copywriting and graphic design only. Or if print production is also required, kindly give specifications and quantity required.	<i>Refer to response above</i>
41	Eligibility: Kindly confirm that a Botswana-based registered company with PPADB code '317.01 - Management Consultancy Services' is eligible for this work.	<i>YES- this is open to all eligible within and outside Botswana</i>
42	The \$60,000 budget ceiling needs to include travel to certain SADC countries for filming - are you able to give an indication of roughly how many countries/which countries this would be? As this will significantly affect budget planning.	<i>Refer to response above</i>

End of Responses

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