

**BIDDING DOCUMENT**

**FOR**

**PROCUREMENT OF**

**CONTRACT NAME: PROVISION FOR THATCHING AT SADC RPTC.**

**CONTRACT NUMBER: SADC/RPTC/01/09/2023**

**PROCURING ENTITY:** SADC RPTC

**06 October 2023**

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**Section 1. Letter of Invitation**

**Harare 06 October 2023**

Dear Sir/Madam

1. The SADC RPTC now invites proposal to provide the following services:

**PROVISION OF THATCHING SERVICES AT SADC RPTC.** More details of the services

are provided in the attached Terms of Reference.

1. A contractor will be selected based on the procedures described in this Bidding Documents.
2. The Bidding Documents includes the following documents:

Section 1 - Letter of Invitation

Section 2 - Information to Bidders

Section 3 - Technical Proposal - Standard Forms

Section 4 - Financial Proposal - Standard Forms

Section 5 - Terms of Reference

Section 6 - Standard Forms of Contract.

1. Please inform us, upon receipt, within maximum four (4) days:
	1. that you received the bidding documents; and
	2. whether you will submit a proposal (if not state the reasons).

Yours sincerely,

**Kudakwashe Mwale**

**Procurement Assistant**

**SADC RPTC**

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**Section 2. Information to Bidders**

**Definitions**

(a)

“BD” means the Bidding Documents to be prepared by the Procuring Entity for the selection of Contractor, based on the SADC Secretariat Standard Template.

* 1. “Procuring Entity” means the procurement entity in charge of the procurement procedure.
	2. “Contractor” means any entity or person that may provide or provides the Services to the Client under the Contract.
	3. “Contract” means the Contract signed by the Parties and all the attached documents that are the General Conditions (GC), the Special Conditions (SC), and the Appendices.
	4. “Contracting Authority” means the entity with which the selected Consultant signs the Contract for the Services.
	5. “Data Sheet” means such part of the Instructions to Bidders used to reflect specific country and assignment conditions.
	6. “Day” means calendar day.
	7. “Evaluation Committee” it is a panel of experts appointed by the Procuring Entity and assigned to evaluate the bids. The Evaluation Committee consists in a Chairperson and a Secretary, with no voting rights and an odd number of voting members.
	8. “Instructions to Bidders” (Section 2 of the BD) means the document which provides shortlisted Bidders with all information needed to prepare their Proposals.
	9. “LOI” (Section 1 of the BD) means the Letter of Invitation being sent by the Procuring Entity to the shortlisted Bidders.
	10. “Personnel” means professionals and support staff provided by the Bidders or by any Sub-Contractors and assigned to perform the Services or any part thereof;

“Foreign Personnel” means such professionals and support staff who at the time of being so provided had their domicile outside the Procuring Entity’s country; “Local Personnel” means such professionals and support staff who at the time of being so provided had their domicile inside the Procuring Entity’s country.

* 1. “Proposal” means the Technical Proposal and the Financial Proposal.
	2. “Services” means the consulting services or the work to be performed by the Contractor pursuant to the Contract.
	3. “Subcontractor” means any person or entity with whom
1. This Information to Bidders section shall not be modified. Any necessary changes to address specific country and project issues, shall be introduced only through the Data Sheet (e.g., by adding new clauses). Likewise, modifications to the standard Form of Contract should be made only by including clauses outlining the special conditions and not by introducing changes in the wording of the general conditions.

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|  |  | the Bidder or Contractors intends to subcontracts any part |
|  |  | of the Services. |
|  | (m) | “Terms of Reference” (TOR) means the document |
|  |  | included in the BD as Section 5 which explains the |
|  |  | objectives, scope of work, activities, tasks to be |
|  |  | performed, respective responsibilities of the Procuring |
|  |  | Entity and the Contractor, and expected results and |
|  |  | deliverables of the assignment. |
| **1. Introduction** | 1.1 | The Procuring Entity named in **the Data Sheet** will select |
|  |  | a firm/eligible institution among those listed in the Letter |
|  |  | of Invitation, in accordance with the procurement method |
|  |  | indicated in **the Data Sheet**, method detailed in the edition |
|  |  | of the Guidelines indicated in **the Data Sheet**. |
|  | 1.2 | Bidders are invited to submit a Technical Proposal and a |
|  |  | Financial Proposal for fee based services required for the |
|  |  | assignment named in **the Data Sheet** and presented in |
|  |  | details in the Terms of Reference attached as Section 5 of |
|  |  | this Bidding Documents. The proposal and the Terms of |
|  |  | Reference will be the basis for contract for a signed |
|  |  | contract with the successful firm. |
|  | 1.3 | The assignment shall be implemented in accordance with |
|  |  | the phasing indicated in **the Data Sheet**. When the |
|  |  | assignment includes several phases, the performance of |
|  |  | the Bidder under each phase must be to the Procuring |
|  |  | Entity's satisfaction before work begins on the next phase. |
|  | 1.4 | The Bidders must familiarize themselves with local |
|  |  | conditions and take them into account in preparing their |
|  |  | proposals. To obtain firsthand information on the |
|  |  | assignment and on the local conditions, Bidders are |
|  |  | encouraged to request the Procuring Entity to provide |
|  |  | further information before submitting a proposal and to |
|  |  | attend a pre-bid conference if one is specified in **the Data** |
|  |  | **Sheet**. Attending the pre-proposal conference is optional. |
|  |  | The Bidders’ representative should contact the Procuring |
|  |  | Entity at the address stated in **the Data Sheet** or to obtain |
|  |  | additional information on the pre-bid conference. |
|  | 1.5 | The Procuring Entity will provide the inputs specified in |
|  |  | **the Data Sheet**, assist the firm in obtaining licenses and |
|  |  | permits needed to carry out the services, and make |
|  |  | available relevant project data and reports. |
|  | 1.6 | Please note that (i) the costs of preparing the proposal, |
|  |  | including a visit to the Procuring Entity, are not |
|  |  | reimbursable as a direct cost of the assignment; and (ii) the |

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Procuring Entity is not bound to accept any of the proposals submitted.

1.7 SADC Secretariat policy requires that Bidders provide professional, objective, and impartial advice and at all times hold the Procuring Entity’s interests paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests. Bidders shall not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the assignment in the best interest of the Procuring Entity.

1.7.1 Bidders will be excluded from the bidding process if it will be in a conflict of interest situation as described below:

(a) Conflict between consulting activities and procurement of goods, works or services. A bidder or a contractor that has been engaged by the SADC Secretariat or the Procuring Entity to provide goods, works, or services for the organization, and each of its affiliates, shall be disqualified from providing consulting services related to those goods, works or services. Conversely, a bidder or a contractor hired to provide services for the preparation or implementation of a project, and each of its affiliates shall be disqualified from subsequently providing goods, works or services resulting from or directly related to the contractor’s consulting services for such preparation or implementation.

* 1. Conflict among consulting assignments: Neither, bidders or contractors (including their personnel and sub-Bidders) nor any of their affiliates shall be hired for any assignment that, by its nature, may be in conflict with another assignment of the bidder or contractor. For instance, a contractor assisting SADC Secretariat or the Procuring Entity to implement a project shall not be engaged to prepare an independent assessment for the implementation of the same project, or contractors hired to prepare Terms of Reference (TOR) for an assignment shall not be hired for the assignment in question.
1. Relationship with SADC Secretariat’s or the Procuring Entity’s staff: bidders or contractors (including their personnel and sub-contractors) having business or family relationship with a

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member of the SADC Secretariat’s or the Procuring Entity’s staff directly or indirectly involved in any part of: (i) the preparation of the TOR or Technical Specification of a contract, (ii) the selection process for such contract, or (iii) the supervision of the contract, may not be awarded the contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the SADC Secretariat throughout the selection process and the execution of the contract.

1.7.2 Since previous or ongoing participation in relation to the assignment by the Bidder, its professional staff, or its affiliates or associates under a contract with the SADC Secretariat and Procuring Entity may result in rejection of the proposal, the bidders should clarify their situation in that respect with the Procuring Entity before preparing the proposal.

1.7.3 Bidders may be hired for downstream work, when continuity is essential, in which case this possibility shall be indicated in **the Data Sheet** and the factors used for the selection of the Bidder should take the likelihood of continuation into account. It will be the exclusive decision of the Procuring Entity whether or not to have the downstream assignment carried out, and if it is carried out, which Bidder will be hired for the purpose.

1.8 It is the SADC Secretariat’s policy to require that Procuring Entity’s staff as well as Bidders under SADC Secretariat-financed contracts, observe the highest standard of ethics during the selection and execution of such contracts. In pursuance of this policy, the SADC Secretariat:

1. defines for the purposes of this provision, the terms set forth below as follows:
	1. “corrupt practice” is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
	2. “fraudulent practice” is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefits or to avoid an obligation;
	3. “collusive practices” is an arrangement between two or more parties designed to achieve an

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improper purpose, including to influence improperly the actions of another party;

* 1. “coercive practices” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
	2. “obstructive practice”
		1. deliberately destroying, falsifying, altering or concealing material evidence to the investigation or making false statements to investigators in order to materially impede a SADC Secretariat, or a governmental or independent investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or
		2. acts intended to materially impede the exercise of the SADC Secretariat or governmental or inspection and audit rights.
1. It will take the following measures against the bidder recommended for award who has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
	1. will reject the bid for award;
	2. will declare the bidder/the contractor, including its affiliates, ineligible, either indefinitely or for a stated period of time, to become a SADC Secretariat contractor;
	3. will cancel or terminate any ongoing contract with the bidder /the contractor;
	4. will request the relevant national authorities to conduct a joint investigation with SADC Secretariat to inspect or carry out audits of the bidder /the contractor’ accounting records and financial statements in connection with the contract in question for which it was found guilty of engaging in corrupt, fraudulent, collusive, coercive, or obstructive practices;
	5. will forfeit the bid or performance securities of

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the bidder /the contractor;

1. will suspend any payments due to the bidder/ contractor, under the contract in question or any other contract the bidder/contractor might have with the organization, until the extent of damage caused by the its engagement in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the SADC

Secretariat’s contract are determined and recovered, and

1. will sue the bidder /contractor to recover the damages caused by its engagement in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the contract in question, if they are not fully recovered by the securities and the payments otherwise due to the bidder/contractor.

1.9 Neither the shortlisted Bidders nor their personnel or subcontractor shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by the SADC Secretariat in accordance with the above sub para. 1.8 (d).

1.10 Bidders shall furnish information as described in the Financial Proposal submission form (Section 4A) on commissions and gratuities, if any, paid or to be paid to agents relating to this proposal, and to execute the work if the firm is awarded the contract.

1.11 Without limitation on the generality of this rule, Bidders, and their subcontractors and personnel shall not be hired under the circumstances set forth below:

1. They are bankrupt;
2. Payments to them have been suspended in accordance with the judgment of a court of law other than a judgment declaring bankruptcy and resulting, in accordance with their national laws in the total or partial loss of the right to administer and dispose of their property;
3. Legal proceedings have been instituted against them involving an order suspending payments and which may result, in accordance with their national laws, in a declaration of bankruptcy or in any other situation entailing the total or partial loss of the right to administer and dispose of their property;

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|  |  |  | (d) They have been convicted, by a final judgment, of any |
|  |  |  | crime or offence concerning their professional conduct; |
|  |  |  | (e) They are guilty of serious misrepresentation with |
|  |  |  | regard to information required for participation in an |
|  |  |  | invitation to tender; |
|  |  |  | (f) They have been sanctioned by SADC Secretariat |
|  |  |  | according to the SADC Secretariat Policy for Procurement |
|  |  |  | and Grants. |
|  |  | 1.11 | Only shortlisted Bidders are allowed to participate in this |
|  |  |  | bidding process. If a Bidders is shortlisted as Joint |
|  |  |  | Venture or Consortium, the composition of Joint Venture |
|  |  |  | or Consortium can be changed with prior approval of the |
|  |  |  | Procuring Entity and only if :(i) is supported by solid and |
|  |  |  | objective arguments, (ii) does not alter the competition, (iii) |
|  |  |  | is not generating a conflict of interest, and (iv) is not |
|  |  |  | invalidating the criteria and conditions in place when the |
|  |  |  | joint venture or consortium was prequalified. |
| **2.** | **Clarification** | 2.1 | Bidders may request a clarification of any of the Bidding |
|  | **and** |  | Documents up to the number of days indicated in **the Data** |
|  | **Amendment of** |  | **Sheet** before the proposal submission date. Any request |
|  | **Bidding** |  | for clarification must be sent in writing by paper mail, |
|  | **Documents** |  | cable, telex, facsimile, or electronic mail to the Procuring |
|  |  |  | Entity’s address indicated in **the Data Sheet**. The |
|  |  |  | Procuring Entity will respond by cable, telex, facsimile, or |
|  |  |  | electronic mail to such requests and will send written |
|  |  |  | copies of the response (including an explanation of the |
|  |  |  | query but without identifying the source of inquiry) to all |
|  |  |  | invited Bidders who intend to submit proposals. |
|  |  | 2.2 | At any time before the submission of proposals, the |
|  |  |  | Procuring Entity may, for any reason, whether at its own |
|  |  |  | initiative or in response to a clarification requested by an |
|  |  |  | invited firm, amend the BD. Any amendment shall be |
|  |  |  | issued in writing through addenda. Addenda shall be sent |
|  |  |  | by mail, cable, telex, facsimile, or electronic mail to all |
|  |  |  | invited Bidders and will be binding on them. The |
|  |  |  | Procuring Entity may at its discretion extend the deadline |
|  |  |  | for the submission of proposals. |
| **3.** | **Preparation of** | 3.1 | Bidders are requested to submit a proposal written in the |
|  | **Proposal** |  | language indicated in the **Bid Data Sheet.** All |
|  |  |  | correspondence between the Bidder and Contracting |
|  |  |  | Authority shall be in this language. |
|  | **Technical** | 3.2 | In preparing the Technical Proposal, Bidders are expected |
|  | **Proposal** |  | to examine the documents constituting this BD in detail. |
|  |  |  | Material deficiencies in providing the information |

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requested may result in rejection of a proposal.

3.3 While preparing the Technical Proposal, Bidders must give particular attention to the following:

1. If a Bidder considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual Bidder(s) and/or subcontract part of the services to other consulting firms, as appropriate. In case of subcontracting this shall be in the limit stated in **the Data Sheet** but under no circumstances shallexceed forty percent (40%) of the total staff-days input. The Bidders are encouraged to seek the participation of regional Bidders when subcontracting part of the assignment. Under no circumstances, the Bidders shall associate with the other short listed Bidders, or their affiliates, invited for this assignment. Affiliates are the group of companies, firms, associations, etc. where the Bidder or any of the major shareholders owns a minimum of twenty percent (20%) of shares of the share capital. For the same purpose, major shareholder is any legal or physical person who owns no less than twenty percent (20%) of the shares of the Bidder.
2. For assignments on a fee-based basis, the estimated number of professional working days is given in **the Data Sheet**. The proposal shall, however, bebased on the number of professional working days estimated by the Bidders.
3. Proposed professional staff must, at a minimum, have the experience indicated in the Terms of Reference, preferably working under conditions similar to those prevailing in the country (ies) of the assignment.
4. Alternative professional staff shall not be proposed, and **only one curriculum vitae (CV)** must be submitted for each position.
5. Reports to be issued by the Bidders as part of this assignment must be in the language(s) specified in **the Data Sheet.** It is desirable that the firm’s personnel have a working knowledge of the official languages of the country (ies) of the assignment.

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3.4 The Technical Proposal shall provide the following information using the attached Standard Forms (Section

3):

1. Any comments or suggestions on the Terms of Reference on facilities to be provided by the Procuring Entity and on Standard Form of Contract (Form Tech 2).
2. A description of the methodology and work plan for performing the assignment (Form Tech 3).
3. The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member, and their timing (Form Tech 4).
4. CVs recently signed by the proposed professional staff (Form Tech 5). Key information should include number of years working and positions and responsibilities held in various assignments during the last ten (10) years. To be considered during the evaluation, t**he CV shall be accompanied by proof of all stated qualifications and working experience*.*** The proof qualifications shall be in theform of the copies of the degrees and diploma obtained, while for the professional experience the proof shall be either acknowledgement letters from the previous employers or copies of the contracts signed with them. If the language of these documents is not the official language of the tender, they shall be accompanied by a certified translation into it.
5. Estimates of the total staff input (professional and support staff; staff time) needed to carry out the assignment, supported by bar chart diagrams showing the time proposed for each professional staff team member (Form Tech 6 and 7).
6. A detailed description of the proposed methodology, staffing, and monitoring of training, if **the Data Sheet** specifies training as a major component of the assignment.
7. Any additional information requested in **the Data Sheet**.

3.5 The Technical Proposal shall not include any financial information. If financial information is included in the

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|  |  | technical proposal this will be automatically disqualified. |
| **Financial** | 3.6 | In preparing the Financial Proposal, Bidders are expected |
| **Proposal** |  | to take into account the requirements and conditions |
|  |  | outlined in the BD documents. The Financial Proposal |
|  |  | should follow Standard Forms (Section 4). It lists all costs |
|  |  | associated with the assignment, including (a) remuneration |
|  |  | for staff (foreign and local, in the field and at |
|  |  | headquarters), and (b) reimbursable expenses such as |
|  |  | subsistence | (per | diem, | housing), | transportation |
|  |  | (international and local, for mobilization and |
|  |  | demobilization), services and equipment (vehicles, office |
|  |  | equipment, furniture, and supplies), office rent, insurance, |
|  |  | printing of documents, surveys, and training, if it is a |
|  |  | major component of the assignment. The Reimbursable |
|  |  | expense shall cover **only** the cost indicated in **the Data** |
|  |  | **Sheet.** All other cost estimated by the bidders for the |
|  |  | execution of the assignment shall be included in the daily |
|  |  | fees of the experts. |  |  |  |  |  |  |
|  | 3.7 | The Financial Proposal **shall not** include the local taxes |
|  |  | (including social security), duties, fees, levies, and other |
|  |  | charges imposed under the applicable law in the Procuring |
|  |  | Entity’s country or in the countries of assignment, on the |
|  |  | Bidders, the subcontractors, and their personnel (other |
|  |  | than nationals or permanent residents of the Procuring |
|  |  | Entity’s country), unless **the Data Sheet** specifies |
|  |  | otherwise. | For | this purpose, | the | bidders’, | the |
|  |  | subcontractors’ and their personnel’ home countries shall |
|  |  | not be considered as countries of assignment. |  |  |
|  | 3.8 | If so specified in **the Data Sheet,** the Financial Proposal |
|  |  | **must** include, without any modification, the amount |
|  |  | indicated as fixed reimbursable expenses, to cover for the |
|  |  | expenditures already priced by the Procuring Entity (i.e, |
|  |  | cost of trainings, cost of study tours, cost of financial |
|  |  | audits, cost of equipments, etc). |  |  |  |  |
|  | 3.9 | The total budget available for this assignment, including |
|  |  | the taxes indicated at para. 3.7 and the reimbursable |
|  |  | expenses indicated at paragraph 3.8, is indicated in **the** |
|  |  | **Data Sheet**. **Financial Proposal exceeding the available** |
|  |  | **budget will be rejected as non-responsive.** |  |  |
|  | 3.10 | Bidders **must** express the price of their services in the US |
|  |  | Dollars. The payment will be made in **US Dollars**, and the |
|  |  | Bidder shall bear all the cost and risks implied by the |
|  |  | currency exchange. **Financial Proposals expressed in** |
|  |  | **other currencies** | **than** | **the US** | **Dollars will** | **be** |

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|  |  | **automatically disqualified.** |  |  |  |
|  | 3.11 | Commissions and gratuities, if any, paid or to be paid by |
|  |  | Bidders and related to the assignment will be listed in the |
|  |  | Financial Proposal submission form (Section 4A). |
|  | 3.12 | **The Data Sheet** indicates how long the proposals must |
|  |  | remain valid after the submission date. During this period, |
|  |  | the Bidder is expected to keep available the professional |
|  |  | staff proposed for the assignment. The Procuring Entity |
|  |  | will make its best effort to complete evaluation within this |
|  |  | period. If the Procuring Entity wishes to extend the |
|  |  | validity period of the proposals, the Bidders who do not |
|  |  | agree have the right not to extend the validity of their |
|  |  | proposals. |  |  |  |
| **4. Submission,** | 4.1 | The original proposal (Technical and Financial Proposal) |
| **Receipt, and** |  | shall be prepared in indelible ink. | It shall | contain no |
| **Opening of** |  | interlineation or overwriting, except as necessary to |
| **Proposals** |  | correct errors made by the firm itself. Any such |
|  |  | corrections must be initialed by the persons or person who |
|  |  | sign(s) the proposals. |  |  |  |
|  | 4.2 | ***An authorized representative of the firm initials all pages*** |
|  |  | ***of the proposal. The representative’s authorization is*** |
|  |  | ***confirmed by a written power of attorney accompanying*** |
|  |  | ***the proposal.*** |  |  |  |
|  | 4.3 | For each proposal, the Bidders shall prepare the number of |
|  |  | copies indicated in the **Data Sheet.** Each Technical |
|  |  | Proposal and Financial Proposal | shall | be marked |
|  |  | “**ORIGINAL**” or “**COPY**” as appropriate. If there are any |
|  |  | discrepancies between the original and the copies of the |
|  |  | proposal, the original governs. |  |  |  |
|  | 4.4 | The original and all copies of the Technical Proposal shall |
|  |  | be placed in a sealed envelope clearly marked “Technical |
|  |  | Proposal,” and the original and all copies of the Financial |
|  |  | Proposal in a sealed envelope clearly marked “**FINANCIAL** |
|  |  | **PROPOSAL**” and warning: “**DO NOT OPEN WITH THE** |
|  |  | **TECHNICAL PROPOSAL**.” Both envelopes shall be placed |
|  |  | into an outer envelope and sealed. This outer envelope |
|  |  | shall bear the submission address and other information |
|  |  | indicated in the Data Sheet and be clearly marked, “**DO** |
|  |  | **NOT OPEN, EXCEPT IN PRESENCE OF THE EVALUATION** |

**COMMITTEE**.” **Information on the outer and inner envelopes should also include the name of the Bidder and the contract name and reference number.**

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|  | 4.5 | The completed Technical and Financial Proposals must be |
|  |  | delivered at the submission address on or before the time |
|  |  | and date stated in **the Data Sheet.** Any proposal received |
|  |  | after the closing time for submission of proposals shall |
|  |  | automatically rejected and shall be returned unopened to |
|  |  | the Bidder. |
| **5. Proposal** |  |  |  |
| **Evaluation** |  |  |  |
| **General** | 5.1 | From the time the bids are opened to the time the contract |
|  |  | is awarded, if any Bidder wishes to contact the Procuring |
|  |  | Entity on any matter related to its proposal, it should do so |
|  |  | in writing at the address indicated in **the Data Sheet**. Any |
|  |  | effort by the firm to influence the Procuring Entity in the |
|  |  | Procuring Entity’s proposal evaluation, proposal |
|  |  | comparison or contract award decisions may result in the |
|  |  | rejection of the Bidder’s proposal. |
|  | 5.2 | Evaluators of Technical Proposals shall have no access to |
|  |  | the Financial Proposals until the technical evaluation, |
|  |  | including any SADC Secretariat reviews, is concluded. |
| **Public** | 5.3 | The Procuring Entity shall conduct the bid opening in |
| **Opening and** |  | public at the address, date and time specified in **the Data** |
| **Evaluation** |  | **Sheet.** Only the representatives of the bidders and the |
| **of Technical** |  | Evaluation Committee members are allowed to participate in |
| **Proposals:** |  | public opening sessions. Any other interested person shall |
| **Scoring** |  | request, in writing, the SADC Secretariat’s permission to |
|  |  | participate in a specific bid opening session. |
|  | 5.4 | The bid opening shall commence with the Chairperson the |
|  |  | Evaluation Committee reading out the Bidders’ names and |
|  |  | the time of arrival of the proposal. A registration number |
|  |  | will be given to each proposal. All envelopes shall be |
|  |  | opened one at a time, by the Chairperson of the Evaluation |
|  |  | Committee, in order of their arrival. |
|  | 5.5 | At the opening, only the Technical Proposal envelope shall |
|  |  | be opened immediately and checked for compliance with |
|  |  | formal submission requirements by the evaluation committee. |
|  |  | The Financial Proposal shall remain sealed and deposited in a |
|  |  | safe place until all submitted proposals, of technically |
|  |  | responsive bids, are opened publicly. In case the envelopes |
|  |  | are not submitted separately the Bidder will be excluded. |
|  | 5.6 | No Bid shall be rejected at Bid opening except for late |
|  |  | bids, in accordance with ITB Sub-Clause 4.5 and the other |
|  |  | listed in the template for opening checklist (see in Annex |
|  |  | to Services to SADC Guidelines for Procurement and |

|  |  |
| --- | --- |
| Section 2. Information to Bidders | 16 |
|  |  |  |  |
|  |  | Grants). Only envelopes that are opened and read out at |
|  |  | Bid opening shall be considered further. |
|  | 5.7 | The Procuring Entity shall prepare the minutes of the Bid |
|  |  | opening that shall include a brief description of the bid |
|  |  | opening procedures and its finding as. The Bidders’ |
|  |  | representatives who are present shall be requested to sign |
|  |  | the attendance sheet. A copy of the minute shall be |
|  |  | distributed to all Bidders who submitted bids in time. |
|  | 5.8 | Once the Bid opening is concluded, the Evaluation |
|  |  | Committee, as a whole, and each of its voting members |
|  |  | individually, evaluates the proposals on the basis of their |
|  |  | responsiveness to the Terms of Reference, applying the |
|  |  | evaluation criteria, sub criteria (typically not more than three |
|  |  | per criteria), and point system specified in **the Data Sheet**. |
|  |  | Each responsive proposal will be given a technical score (St). |
|  |  | A proposal shall be rejected at this stage if it does not |
|  |  | respond to important aspects of the Terms of Reference or if |
|  |  | it fails to achieve the minimum technical score indicated in |
|  |  | **the Data Sheet.** |
| **Public** | 5.9 | After the evaluation of quality is completed, the Procuring |
| **Opening and** |  | Entity shall notify those Bidders whose proposals did not |
| **Evaluation** |  | meet the minimum qualifying mark or were considered |
| **of Financial** |  | nonresponsive to the BD and Terms of Reference, |
| **Proposals:** |  | indicating that their Financial Proposals will be returned |
| **Ranking** |  | unopened after completing the selection process. The |
|  |  | Procuring Entity shall simultaneously notify the Bidders |
|  |  | that have secured the minimum qualifying mark, |
|  |  | indicating the date and time set for opening the Financial |
|  |  | Proposals. The opening date shall not be sooner than two |
|  |  | weeks after the notification date. The notification may be |
|  |  | sent by registered letter, cable, telex, facsimile, or |
|  |  | electronic mail. |
|  | 5.10 | The Financial Proposals shall be opened publicly in the |
|  |  | presence of the Bidders’ representatives who choose to |
|  |  | attend. The name of the Bidder, the technical scores, and |
|  |  | the proposed prices shall be read aloud and recorded when |
|  |  | the Financial Proposals are opened. The Procuring Entity |
|  |  | shall prepare minutes of the public opening. |
|  | 5.11 | The evaluation committee will determine whether the |
|  |  | Financial Proposals are complete (i.e., whether they have |

costed all items of the corresponding Technical Proposals; if not, the Procuring Entity will cost them and add their cost to the initial price), correct any computational errors, and determine if the total price is within the maximum

|  |  |
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| Section 2. Information to Bidders | 17 |
|  |  |

budget available. The evaluation shall exclude those taxes, duties, fees, levies, and other charges imposed under the applicable law; and to be applied to foreign and non-permanent resident Bidders (and to be paid under the contract, unless the Bidder is exempted), and estimated as per para. 3.7. **Should the Financial Proposal, after applying any correction or adjustments, exceeds the available budget for the assignment indicated at paragraph 3.9, this shall be automatically disqualified.**

5.12 **Once corrections or adjustments have been applied, the Financial Proposal shall be adjusted with the Regional Preference. This implies that a bid offering fifty percent (50) % or more expertise (experts) from the SADC Region will be discounted, for the purpose of evaluation only, will fifteen percent (15%).**

For the purpose of calculation of the of the percentage of regional expertise, the basis shall be the total number of key staff days allocated to regional experts in the overall allocation of key staff resources proposed by the bidder.

5.13 The lowest Financial Proposal (Fm) will be given a financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in the Data Sheet. Proposals will be ranked according to their combined technical (*St*) and financial (*Sf*) scores using the weights (*T* = the weight given to the Technical Proposal; *P* = the weight given to the Financial Proposal;

|  |  |  |
| --- | --- | --- |
|  |  | *T* + *P* = 1) indicated in **the Data Sheet**: |
|  |  | *S* = *St T*% + *Sf P*% . The firm achieving the highest |
|  |  | combined technical and financial score will be awarded |
|  |  | the contract. |
| **6. Negotiations of** | 6.1 | The Contracting Authority, prior to award the contract, |
| **Contract** |  | may enter into negotiation with the successful bidder in |
|  |  | order to confirm the availability of proposed Professional |
|  |  | staff, incorporation in the methodology of the aspects for |
|  |  | which clarifications where requested during the evaluation |
|  |  | and the modification of the schedule of mobilization of the |
|  |  | team and submission of deliverables under the contract. |
|  | 6.2 | No negotiation on the: (i) composition of the proposed |
|  |  | professional staff team, (i) individual or overall |
|  |  | professional staff inputs, (iii) unit or total price, and/or (iv) |
|  |  | proposed methodology is allowed. |

|  |  |  |
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| Section 2. Information to Bidders |  | 18 |
|  |  |  |  |
|  | 6.3 | As far as possible, the negotiation shall be conducted in |
|  |  | writing. Only on exceptional circumstances, | the |
|  |  | Contracting Authority and the successful shall meet for |
|  |  | negotiations. In such case the meeting shall take place at |
|  |  | the address indicated in the **Bid Data Sheet**. |  |  |
|  | 6.4 | Having selected the Consultant on the basis of, among |
|  |  | other things, an evaluation of proposed Professional staff, |
|  |  | the Contracting Authority will require assurances that the |
|  |  | Professional staff will be actually available. | The |
|  |  | Contracting Authority will not consider substitutions |
|  |  | during contract negotiations unless both parties agree that |
|  |  | undue delay in the selection process makes such |
|  |  | substitution unavoidable or for reasons such as death or |
|  |  | medical incapacity. If this is not the case and if it is |
|  |  | established that Professional staff were offered in the |
|  |  | proposal without confirming their availability, the Bidder |
|  |  | may be disqualified. Any proposed substitute shall have |
|  |  | equivalent or better qualifications and experience than the |
|  |  | original candidate and be submitted by the Bidder within |
|  |  | the period of time specified in the letter of invitation to |
|  |  | negotiate. |  |  |
|  | 6.5 | The negotiations shall be recorded in a minute of the |
|  |  | negotiations and be attached as annex to the contract. |  |  |
| **7. Award of** | 7.1 | The Bidder who submitted a technical and financial |
| **Contract** |  | responsive proposal and received the highest combined |
|  |  | score, calculated as per formula given in para 5.13 and the |
|  |  | Data Sheet, will be awarded the contract. |  |  |
|  | 7.2 | After the approval of the Evaluation Report, the Procuring |
|  |  | Entity will promptly notify other both the success and the |
|  |  | unsuccessful bidders about the outcome of the evaluation |
|  |  | of the bids. |  |  |
|  | 7.3 | In case of the successful Bidder, following the notification |
|  |  | of award the validity of its offer shall be automatically |
|  |  | extended with sixty (60) days. |  |  |
|  | 7.4 | No later than thirty (30) days from that date of notification |
|  |  | of the recommendation for the award of the contract, the |
|  |  | Procuring Entity shall submit to the applicant the contract |
|  |  | for the services. The successful Bidder shall be given |
|  |  | fifteen (15) days to sign the contract to the Contracting |
|  |  | Authority. If it fails to do so, the Procuring Entity may |
|  |  | consider cancelling the award of the contract. |  |  |
|  | 7.5 | The Contractor is expected to commence the assignment |

|  |  |
| --- | --- |
| Section 2. Information to Bidders | 19 |
|  |  |  |  |  |
|  |  |  | on the date and at the location specified in **the Data Sheet.** |
| **8.** | **Confidentiality** | 8.1 | Information relating to evaluation of proposals and |
|  |  |  | recommendations concerning awards shall not be |
|  |  |  | disclosed to the Bidders who submitted the proposals or to |
|  |  |  | other persons not officially concerned with the process, |
|  |  |  | until the winning firm has been notified that it has been |
|  |  |  | awarded the contract. |
| **9.** | **Appeals** | 9.1 | Short listed Bidders may appeal any of the Procuring |
|  |  |  | Entity’s decision taken during the evaluation process by |

following the procedures described on the SADC Secretariat Guidelines at the article specified in **the Data Sheet.**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | **Information to Bidders** |
|  |  |  |  | **DATA SHEET** |
|  |  |  |  |  |  |  |  |
| **Clause** |  |  | **Clarifications and/or Amendment to Reference Clause** |
| **Reference** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 1.1 |  | The name of the Procuring Entity is: **SADC RPTC** |
|  |  | The name of the Contracting Authority is**: SADC RPTC** |
|  |  | The procurement method is: **Negotiated Bidding** |
|  |  | The current bidding process is governed by SADC Procurement and |
|  |  | Grants Policy, August 2021 and SADC Procurement and Grants |
|  |  | Guidelines, November 2020,which can be downloaded from the SADC |
|  |  | Secretariat website https://www.sadc.int/opportunities/procurement/sadc- |
|  |  | procurement-documentation/ |
| 1.2 |  | The title of the contract is: |
|  |  | **PROVISION OF THATCHING SERVICES AT SADC RPTC.** |
|  |  |  |  |  |  |  |  |
| 1.3 |  | The assignment is phased**: No.** |
| 1.4 |  | A pre-bid conference will be held: **No.** |
| 1.5 |  | The Procuring Entity will provide the following inputs: assistance with |
|  |  | visas for the Contractor, its staff and Experts. No |
| 1.7.3 |  | The Procuring Entity envisages the need for continuity for downstream |
|  |  | work: **No.** |
| 2.1 |  | The Last date to receive requests for Clarifications; |
|  |  | Is **25th October 2023** **at 16:30 hours local time.** |
|  |  |
|  |  |
|  |  |
|  |  | **via email**. |
|  |  | The Last date for Responses is **29nd October** **2023 at 00:00 hours local** |
|  |  | **time.** |
|  |  | The address for requesting clarifications is: |
|  |  | **Procurement** |
|  |  | **Southern African Development Community (SADC) RPTC Attention:** |
|  |  | **Mr Kudakwashe Mwale** |
|  |  | **Email:** **kmwale@sadc.int** **copy** |
|  |  |  |  |  |  |  |  |
|  |  | kmwelwa@sadc.int |
|  |  |  |  |  |  |  |  |

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| Section 2. Information to Bidders | 21 |
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|  | The correspondence shall bear the following reference**:** |
|  | Contract Name: **PROVISION OF THATCHING SERVICES AT** |
|  | **SADC RPTC PREMISES.** |
|  | Contract Reference: **SADC/RPTC/01/09/2023** |
| 3.1 | The language of the bidding process is English. |
|  | However, any supporting documents that are part of the bid shall be issued |
|  | in any SADC Secretariat official languages (i.e: English, French and |
|  | Portuguese). If the original documents are written in a language other than |
|  | SADC Secretariat official languages, they shall be accompanied by an |
|  | original certified translation into any of the SADC Secretariat official |
|  | languages. The cost of the translation shall be borne by the bidders. |
|  | In case of discrepancies between the original language and the language of |
|  | translation, the language of translation shall prevail. |
| 3.3 | (i) The Bidder **will not** subcontract any portion of the assignment. |
|  | (ii)The **Key Experts** required for the assignment are: |
|  | **Thatchers** |
|  | (vi) | Reports that are part of the assignment must be written in the |
|  |  | following language(s): English |
| 3.4 (vi) |  |  |
|  | Thatching is the major component of this assignment. |
|  |  |
| 3.4 (vii) | Additional information in the Technical Proposal includes: |
|  | 1.Valid Tax Clearance Certificate |
|  | 2. Bids should be accompanied by a power of attorney as requested in the |
|  | Clause 4.2 of the ITB (You must swear at Commissioner of Oath or |
|  | Notary) |  |
|  | 4. Valid Value Added Tax(VAT) or Exemption Certificate |
|  | 6.Technical proposals should be initialled on all pages as requested in the |
|  | Clause 4.2 of the ITB |
|  | 7. Technical Proposal should be free of any financial information as |
|  | requested in the Clause 3.5 of the ITB |
|  | 8.Please attach a duly completed Sworn Statement(You must swear at |
|  | Commissioner of Oath or Notary(Please see attached Sworn Statement |
|  | Form to complete |
| 3.7 | **Taxes:** as per Section 2, Information to Bidders. |
|  |  |
| 3.8 | **Not applicable** |
|  | There are no fixed incidental expenses |
|  |  |  |

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| --- | --- | --- | --- |
|  | Section 2. | Information to Bidders | 22 |
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|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3.12 |  | Proposals must remain valid **120 days** after the submission date, i.e., until: |
|  |  |  | June 2023. |  |  |  |  |  |
| 4.3 |  | Bidders will submit a single electronic copy/original as detailed under 4.4 |
|  |  |  | of BDS below. Bidders may provide a link and mention the number of |
|  |  |  | days for the extension of the link |  |  |  |  |  |
| 4.4 |  | Bidders must submit electronic version of the **technical proposal only**. |
|  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | Bidders passing the threshold under 5.8 below (i.e. technically responsive |
|  |  |  | bids) will be asked to submit the financial proposals. |  |  |  |  |  |
|  |  |  | **The deadline for the submission of bids is 05th**  |
|  |  |  | **November 2023 at 00:00 hours local time.** |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.5 |  | Proposals are submitted to: <https://collab.sadc.int/s/SYHf3cP4nY6ab5c> |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  | **The Chairperson** |  |  |  |  |  |
|  |  |  | **The Tender Evaluation Committee** |  |  |  |  |  |
|  |  |  | **Southern African Development Community (SADC) RPTC** |  |  |  |  |  |
|  |  |  | Submission will bear the reference as per above 2.1 of this BDS. |  |  |  |  |  |
| 5.1 |  | The address to send information to the Procuring Entity is: |  |  |  |  |  |
|  |  |  | **Head of Procurement** |  |  |  |  |  |
|  |  |  | **Southern African Development Community (SADC) RPTC** |  |  |  |  |  |
|  |  |  | **Email:** **kmwale@sadc.int,** **kmwelwa@sadc.int**  |
| 5.3 |  | There will be no public bid opening. |  |  |  |  |  |
| 5.8 |  | TECHNICAL SCORE (100 points) |  |  |  |  |  |
|  |  |  | The number of points to be given under each of the evaluation criteria are: |
|  |  |  | **ORGANISATION AND METHODOLOGY - (40 Points)** |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  | -Understanding of the ToR |  | 5 |  |  |  |  |
|  |  |  | -Technical approach and methodology |  | 25 |  |  |  |  |
|  |  |  | -Workplan |  | 5 |  |  |  |  |
|  |  |  | -Organization and staffing |  | 5 |  |  |  |  |

**COMPETENCE FOR KEY EXPERTS– (60 points) (FORM TECH 5)**

****

**Contract Manager and thatchers experience**

|  |  |
| --- | --- |
| . Contract manager must have 5 years experience in | 25 |
| providing same projects |  |
| . Thatcher must have at least 3 years experience providing | 20 |
| same service |  |
| . Attach at least two references in the past 5 years | 15 |

|  |  |
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| Section 2. Information to Bidders | 23 |
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|  | The minimum technical score required to pass: **70 points**. Bids not |
|  | reaching 70 points shall be considered not compliant. Out of the 70 points |
|  | threshold, the best technical offer is awarded 100 points. The others |
|  | receive points calculated using the following formula: Technical score = |
|  | (final score of the technical offer in question/final score of the best |
|  | technical offer) x100. Technical scores will then be multiplied/weighted by |
|  | 0.8. |  |  |
| 5.10 | There will be no public opening of financial offers. |  |  |
| 5.13 | Financial evaluation: the Evaluation Committee shall proceed with the |
|  | financial comparisons of the remuneration between the different financial |
|  | offers. The offer with the lowest remuneration shall receive 100 points. |
|  | The others are awarded points by means of the following formula: |
|  | Financial score = (lowest remuneration/remuneration of the tender being |
|  | considered) x 100. Financial scores will then be multiplied/weighted by |
|  | 0.2. |  |  |
| 6.3 | The address where the negotiations of the contract ***(if required)*** will be |
|  |
|  | held is: |  |  |
|  | **The SADC RPTC** |  |  |
|  | **Crichton Avenue** |  |  |
|  | **Marlborough** |  |  |
|  | **Harare** |  |  |
|  | City: **Harare** |  |  |
|  | Country: **Zimbabwe** |  |  |
| 7.5 | The expected date to commence the assignment is 01 December 2023 but |
|  | under no circumstances shall be earlier than two (2) weeks after the |
|  | contract signature by both parties. |  |  |
| 9.1 | The procedures to be followed to appeal a Procuring Entity decision in the |
|  | procurement process are described in the Section 7 of | the | SADC |
|  | Secretariat Procurement Guidelines, August 2021. |  |  |

**Section 3. Technical Proposal Submission Form**

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FORM TECH-3 DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR

PERFORMING THE ASSIGNMENT **Error! Bookmark not defined.**

FORM TECH-4 TEAM COMPOSITION AND TASK ASSIGNMENTS **Error!** **Bookmark** **not**

**defined.**

[FORM TECH – 5 CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF](#page27) [27](#page27)

FORM TECH-6 STAFFING SCHEDULE **Error! Bookmark not defined.**

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**FORM TECH-1 TECHNICAL PROPOSAL SUBMISSION FORM**

****

***[Location, Date]***

To: The SADC RPTC

Ladies/Gentlemen:

We, the undersigned, offer to provide the services for **PROVISION OF THATCHING**

**SERVICES AT SADC RPTC - SADC/RPTC/01/09/2023** in accordance with your Bidding Documents dated 23 September 2023 and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal without any reference to the price. We are aware that if we pass the threshold during the technical evaluation that we will be given an opportunity to submit the financial proposal.

Our Proposal is binding upon us and subject to the modifications resulting from correction and clarification made during the evaluation process, for a period of ***120 days*** form the deadline for submission of the bid, as indicated in the Data Sheet reference to clauses 3.12 and 4.5.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Name and Title of Signatory:

Name of Firm:

Address:

Phone:

Facsimile:

e-mail:



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|  |  |
| --- | --- |
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|  |  |

**FORM TECH- 2 COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE, ON COUNTERPART STAFF AND FACILITIES TO BE PROVIDED BY THE PROCURING ENTITY AND ON STANDARD CONTRACT FORM**

****

**A – On the Terms of Reference**

[*Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.*]

**B – On Counterpart Staff and Facilities**

[*Comment here on counterpart staff and facilities to be provided by the Contracting Authority as indicated in the TORs or include your own requirements of: administrative support, office space, local transportation, equipment, data, etc.*]

**C – On Standard Form of Contract**

*[Please recommend any change in the Standard Form of Contract’s clauses you would like to see incorporated in the final Contract. Please indicate which of the proposed changes, if not accepted by the Procuring Entity could determine you to reject the Contract for this assignment. Use maximum 2 pages]*

|  |  |
| --- | --- |
| Section 3. Technical Proposal Submission Form | 27 |
|  |  |

**FORM TECH - 5** **CURRICULUM VITAE (CV) FOR PROPOSED**

**PROFESSIONAL STAFF1**

****

|  |  |
| --- | --- |
| **Proposed role in the project:** | *[insert the name of the position and indicate the key* |
|  |  | *position]* |
| **1.** | **Family name:** | *[insert the name]* |
| **2.** | **First names:** | *[insert the names in full]* |
| **3.** | **Date of birth:** | *[insert the date]* |
| **4.** | **Nationality:** | *[insert the country or countries of citizenship]* |
| **5.** | **Civil status:** | *[insert: married/ divorced/single/ widower]* |
| **6.** | **Contract details:** | ***Address****:[insert the physical address]* |
|  |  | ***Phone*** *:[insert the phone and mobile no.]* |
|  |  | ***E-mail:*** *[insert the email]* |

1. **Education:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Previous experience :** |  |  | **Experience of similar nature of service :** |  |
|  |  |  |  |
|  | **[Date from – Date to]** |  |  |  |  |
|  |  |  |  |  |  |
| *[indicate the month and the year]* |  | *[insert the name of company worked before* |
|  |  |  |
| *[indicate the month and the year]* |  | *[insert the name of company worked before* |
|  |  |  |  |  |  |

1. **The CV must not exceed eight (8) pages**

***TEMPLATE OF THE SWORN STATEMENT***

*To be submitted on the headed notepaper of the legal entity concerned <Date>*

*To: Southern African Development Community (SADC) RPTC (Regional Peacekeeping Training Centre*

*Crichton Avenue*

*Marlborough,*

*Harare, Zimbabwe*

*Your ref: < Publication reference >*

*Dear Sir/Madam*

*In response to your prequalification notice < Publication reference >, we, < Name(s) of legal entity or entities>,*

*hereby declare that we do not fall into any of the following situations:*

* *being bankrupt or wound up, are having our affairs administered by the courts, have entered into arrangements with creditors, have suspended business activities, are being subject of proceedings concerning those matters, or are being in any similar situations arising from a similar procedure provided for in the national legislation or regulations of the SADC member states.*
* *have been convicted of offences concerning our professional conduct by a judgment, which has the force of res judicata; (i.e. against which no appeal is possible).*
* *have been declared guilty of grave professional misconduct proven by any means which Procuring Entity can justify.*
* *have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Procuring Entity' financial interests.*
* *are being currently subject to an administrative penalty.*

*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*

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**FORM TECH-6 STAFFING SCHEDULE**

****

N°

**Name of Staff3**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Staff input (in the form of a bar chart)4** |  |  |  |  |  |  |  |  | **Total staff-days input5** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **n** | **Home** | **Field6** | **Total** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Key Experts**

|  |  |
| --- | --- |
| 1 | [Home] |
| [Field] |
|  |
| 2 |  |
| n |  |
|  | **Subtotal** |
| **Non key experts** |  |

1

2

n

|  |  |
| --- | --- |
| **TBA** | [Home] |
|  | [Field] |
| **TBA** |  |
| **TBA** |  |
|  |  |

**Subtotal**

**Total**

1. Position held in the Contract must be indicated as well.
2. Months/ weeks are counted from the start of the assignment. For each staff indicate separately staff input for home and field work.
3. Select months or weeks as needed.
4. Field work means work carried out at a place other than the Contractor’s home office.

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|  |  |
| --- | --- |
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|  |  |

**FORM TECH-7 WORK SCHEDULE**

****

**N°**

1

2

3

4

5

n

**Activity7**

**Months8**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **n** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

1. Indicate all main activities of the assignment, including delivery of reports (e.g.: inception, interim, and final reports), and other benchmarks such as Procuring Entity’s approvals. For phased assignments, indicate activities, delivery of reports, and benchmarks separately for each phase.
2. Duration of activities shall be indicated in the form of a bar chart

**FORM FIN-1 FINANCIAL PROPOSAL SUBMISSION FORM**

****

**[*Location, Date*]**

To: **The SADC RPTC**

Ladies/Gentlemen:

We, the undersigned, offer to provide services for **PROVISION OF THATCHING SERVICES AT SADC RPTC -SADC/RPTC/03/01/2023** in accordance with your Bidding Documents dated13 March 2023 and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of US$ ***[insert the amount in words and figures].*** This amount is exclusive of the taxes (including social security), duties, fees, levies, and other charges imposed under the applicable law in the Procuring Entity’s country or in the countries of assignment, on the our firm(s), subcontractors, and personnel (other than nationals or permanent residents of the Procuring Entity’s country). 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],*** as well as the taxes indicated in the Data Sheet reference to clause 3.7, which we have estimated at ***[insert the amount(s) in words and figures].***

Our Financial Proposal shall be binding upon us subject to the modifications resulting from correction and clarification made during the evaluation process, up to expiration of the validity period of the Proposal.

Commissions and gratuities, if any, paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the Contract, are listed below:

|  |  |  |
| --- | --- | --- |
| Name and Address | Amount and | Purpose of Commission |
| of Agents | Currency | or Gratuity |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Name and Title of Signatory:

Name of Firm:

Address:

Phone:

Facsimile:

E-mail:

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**SUMMARY OF COSTS(TO BE SUBMITTED SEPARATE )**

****

|  |  |  |
| --- | --- | --- |
| **Serial DESCRIPTION** | **QUOANTITY UNIT** | **TOTAL** |
|  | **PRICE** |  |

1

2

Sub

total

VAT

GRAND

TOTAL

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**Section 5. Terms of Reference**

|  |  |
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**PROVISION OF THATCHING SERVICES TO THE SADC RPTC TERMS OF REFERENCE**

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**BACKGROUND INFORMATION**

1.1. Preamble

The Southern African Development Community (SADC) is an inter-governmental organization headquartered in Gaborone, Botswana. Its goal is to further socio-economic cooperation and integration as well as political and security cooperation among 16 Southern African states.

1.2. Contracting Authority

The Contracting Authority is the SADC RPTC represented by Commandant (RPTC) .

Background

The SADC RPTC has its Offices located at Crichton Avenue, Marlborough, Harare, Zimbabwe.

Related programmes and other donor activities This activity will be funded by Member States.

**OBJECTIVE, PURPOSE & EXPECTED RESULTS**

1.3. Overall objective

The overall objective for this contract is the provision of thatching services to the SADC RPTC premises.

1.4. Purpose

The purpose of this contract is to ensure that the RPTC guest rooms 21-30 have been properly thatched.

* Crime, fire, disaster.

**SCOPE OF THE WORK**

4.1. General

4.1.1. Description of the assignment

Provide thatching services services to the SADC RPTC premises.

4.1.2. Geographical area to be covered

The location of the services provided will be SADC RPTC Premises.

|  |  |
| --- | --- |
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**STANDARD CONTRACT FOR**

**SERVICES**

**DRAFT CONTRACT FOR PROVISION OF THATCHING SERVICES AT SADC RPTC.**

**CONTRACT NUMBER: SADC/RPTC/03/03/2023**

**BETWEEN *SADC RPTC* (“the Contracting Authority”)**

**AND**

**CONTRACTOR *[insert the name]* (“the Contractor”)**

**DATE: *[insert the month and the year]***

I. Form of Contract



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I. Form of Contract



**I. Form of Contract**

(Text in brackets [ ] is optional; all notes should be deleted in final text)

This CONTRACT (hereinafter called the “Contract”), between, on the one hand, *[name of Contracting Authority]* (hereinafter called the “Contracting Authority”) and, on the other hand, *[name of Contractor]* (hereinafter called the “Contractor”).

[***Note****: If the Contractor consist of more than one entity, the above should be partially amended to read as follows:* “…(hereinafter called the “Contracting Authority”) and, on the other hand, a joint venture/consortium/association consisting of the following entities, each of which will be jointly and severally liable to the Contracting Authority for all the Contractor’s obligations under this Contract, namely, *[name of Contractor]* and *[name of Contractor]* (hereinafter called the “Contractor”).]

WHEREAS

1. the Contracting Authority has requested the Contractor to provide certain services as defined in this Contract (hereinafter called the “Services”);
2. the Contractor, having represented to the Contracting Authority that he has the required professional skills, and personnel and technical resources, has agreed to provide the Services on the terms and conditions set forth in this Contract;

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract in order of precedence:
2. The Special Conditions of Contract;
3. The General Conditions of Contract;
4. The following Appendices:

Appendix A: Terms of Reference

Appendix B: Technical Proposal

Appendix C: Financial Proposal

1. The mutual rights and obligations of the Contracting Authority and the Contractor shall be as set forth in the Contract, in particular:
	1. the Contractors shall carry out the Services in accordance with the provisions of the Contract; and

|  |  |
| --- | --- |
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|  |  |

1. the Contracting Authority shall make payments to the Contractor accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of *[name of Contracting Authority]*

*[Authorized Representative]*

For and on behalf of *[name of Contractor]*

*[Authorized Representative]*

[***Note****: If the Contractor consists of more than one entity, all these entities should appear as signatories, e.g., in the following manner*:]

For and on behalf of each of the Members of the Contractor

*[name of member]*

*[Authorized Representative]*

*[name of member]*

*[Authorized Representative]*

I. Form of Contract



**II. General Conditions of Contract**

**1. GENERAL PROVISIONS**

**1.1** **Definitions**

Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

(a) “Applicable Law” means the laws and any other instruments having the force of law in the Contracting Authority’s country, or in such other country as may be specified in the Special Conditions of Contract (SC), as they may be issued and in force from time to time.

(b) “Contracting Authority” means legal entity named in the SC who procures the Services described in Appendix A hereto from the Contractor.

(c) “Contractor” means any private or public entity named in the SC that will provide the Services to the Contracting Authority under the Contract.

(d) “Contract” means the Contract signed by the Parties and all the attached documents listed in its Clause 1, that is these General Conditions (GC), the Special Conditions (SC), and the Appendices.

(e) “Day” means calendar day.

(f) “Effective Date” means the date on which this Contract comes into force and effect pursuant to Clause GC 2.1.

(h) “GC” means these General Conditions of Contract.

(k) “Member” means any of the entities that make up the joint venture/consortium/association; and “Members” means all these entities.

(l) “Party” means the Contracting Authority or the Contractor, as the case may be, and “Parties” means both of them.

(m) “Personnel” means professionals and support staff provided by the Contractors or by any Sub-Contractors and assigned to perform the Services or any part thereof; “Foreign Personnel” means such professionals and support staff who at the time of being so provided had their domicile outside the Contracting

Authority’s country; “Local Personnel” means such professionals and support staff who at the time of being so provided had their domicile inside the Contracting Authority’s country; and “Key Personnel” means the Personnel referred to

|  |  |
| --- | --- |
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|  |  |  |  |
|  | in Clause GC 4.2(a). |  |  |
| (n) | “Reimbursable expenses” means all assignment-related costs |
|  | other than Contractor’s remuneration. |  |  |
| (o) | “SC” means the Special Conditions of Contract by which the |
|  | GC may be amended or supplemented. |  |  |
| (p) | “Services” means the work to be performed by the Contractor |
|  | pursuant to this Contract, as described in Appendix A hereto. |
| (q) | “Sub-Contractors” means any person or entity to whom/which |
|  | the Contractor subcontracts any part of the Services. |  |  |
| (r) | “Third Party” means any person or entity other than the |
|  | Contracting Authority, the Contracting Authority, the |
|  | Contractor or a Sub-Contractor. |  |  |
| (s) | “In writing” means communicated in written form with proof of |
|  | receipt. |  |  |

|  |  |  |
| --- | --- | --- |
| **1.2** | **Relationship** | Nothing contained herein shall be construed as establishing a |
|  | **Between the** | relationship of master and servant or of principal and agent as |
|  | **Parties** | between the Contracting Authority and the Contractor. | The |
|  |  | Contractor, subject to this Contract, has complete charge of |
|  |  | Personnel and Sub-Contractors, if any, performing the Services and |
|  |  | shall be fully responsible for the Services performed by them or on |
|  |  | their behalf hereunder. |  |
| **1.3** | **Law Governing** | This Contract, its meaning and interpretation, and the relation |
|  | **Contract** | between the Parties shall be governed by the Applicable Law. |  |
| **1.4** | **Language** | This Contract has been executed in the English language which shall |
|  |  | be the binding and controlling language for all matters relating to the |
|  |  | meaning or interpretation of this Contract. |  |
| **1.5** | **Headings** | The headings shall not limit, alter or affect the meaning of this |
|  |  | Contract. |  |
| **1.6** | **Notices** | 1.6.1 Any notice, request or consent required or permitted to be |
|  |  | given or made pursuant to this Contract shall be in writing. |
|  |  | Any such notice, request or consent shall be deemed to have |
|  |  | been given or made when delivered in person to an authorized |
|  |  | representative of the Party to whom the communication is |
|  |  | addressed, or when sent to such Party at the address **specified** |
|  |  | **in the SC.** |  |
|  |  | 1.6.2 A Party may change its address for notice hereunder | by |
|  |  | giving the other Party notice in writing of such change to the |
|  |  | address **specified in the SC.** |  |
| **1.7** | **Location** | The Services shall be performed at such locations as are specified in |
|  |  | Appendix A hereto and, where the location of a particular task is not |

|  |  |  |
| --- | --- | --- |
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|  |  |  |  |  |
|  |  |  | so specified, at such locations, whether in the Contracting |
|  |  |  | Authority’s country or elsewhere, as the Contracting Authority may |
|  |  |  | approve. |  |  |
| **1.8** | **Authority of** | In case the Contractor consists of a joint venture/consortium/ |
|  |  | **Member in** | association of more than one entity, the Members hereby authorize |
|  |  | **Charge** | the entity **specified in the SC** to act on their behalf in exercising all |
|  |  |  | the Contractor’s rights and obligations towards the Contracting |
|  |  |  | Authority under this Contract, including without limitation the |
|  |  |  | receiving of instructions and payments from the Contracting |
|  |  |  | Authority. |  |  |
| **1.9** | **Authorized** | 1.9.1. Any action required or permitted to be taken, and any |
|  |  | **Representatives** | document required or permitted to be executed under this |
|  |  |  | Contract by the Contracting Authority or the Contractor may |
|  |  |  | be taken or executed by the officials **specified in the SC.** |

1.9.2. The Contracting Authority’s authorized representative shall be called Task Manager. The Task Manager may exercise the authority attributable to him/her in the **as specified in the**

**SC.**

1.9.3. The Task Manager shall have no authority to amend the Contract.

1.9.4. The Contractor authorized representative shall be called Project Director and his/her may exercise the authority attributable to him/her in the **as specified in the SC.**

1.9.5. The either Party shall promptly inform the other of any change of their authorized representative of any change to the authority attributed to their authorized representative.

**1.10 Taxes and Duties**

The Contractor, Sub-Contractors and Personnel shall pay such indirect taxes, duties, fees and other impositions levied under the Applicable Law **as specified in the SC**.

**1.11 Fraud and**

**Corruption**

If the Contracting Authority determines that the Contractor and/or their Sub-Contractors has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices, in competing for or in executing the Contract, then the Contracting Authority may, after giving 14 days notice to the Contractor, terminate the Contractor's employment under the Contract, and the provisions of Clause 2 shall apply as if such expulsion had been made under Sub-Clause 2.9.1(d).

Should any personnel of the Contractor be determined to have engaged in corrupt, fraudulent, collusive, coercive, or obstructive practice during the execution of the Contract, then that personnel

|  |  |
| --- | --- |
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|  |  |  |

shall be removed in accordance with Sub-Clause 4.5.

**1.11.1 Definitions** For the purposes of this Sub-Clause, the terms set-forth below are defined as follows:

1. “corrupt practice”9 is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
2. “fraudulent practice”10 is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
3. “collusive practice”11 is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
4. “coercive practice”12 is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
5. “obstructive practice” is
	1. deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a SADC Secretariat investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
	2. acts intended to materially impede the exercise of the

SADC Secretariat’s inspection and audit rights provided for under Clause 3.6.

**1.11.2 Commis-** The Contracting Authority will require the successful Contractors to

**sions and** disclose any commissions or fees that may have been paid or are to

**Fees** be paid to agents, representatives, or commission agents with respect to the selection process or execution of the contract. The information disclosed must include at least the name and address of

1. “Another party” refers to a public official acting in relation to the selection process or contract execution. In this context, “public official” includes SADC Secretariat staff and employees of other organizations taking or reviewing procurement decisions.
2. A “party” refers to a public official; the terms “benefit” and “obligation” relate to the selection process or contract execution; and the “act or omission” is intended to influence the selection process or contract execution.
3. “Parties” refers to participants in the selection process (including public officials) attempting to establish bid prices at artificial, non competitive levels.
4. A “party” refers to a participant in the selection process or contract execution.

|  |  |
| --- | --- |
| II General Conditions of Contract | 14 |
|  |  |  |

the agent, representative, or commission agent, the amount and currency, and the purpose of the commission or fee.

1. **COMMENCEMENT, COMPLETION, MODIFICATION AND TERMINATION OF CONTRACT**

|  |  |  |
| --- | --- | --- |
| **2.1** | **Effectiveness of** | This Contract shall come into force and effect on the date (the |
|  | **Contract** | “Effective Date”) of the Contracting Authority’s notice to the |
|  |  | Contractor instructing the Contractor to begin carrying out the |
|  |  | Services. This notice shall confirm that the effectiveness conditions, |
|  |  | if any, **listed in the SC** have been met. |
| **2.2** | **Termination of** | If this Contract has not become effective within such time period |
|  | **Contract for** | after the date of the Contract signed by the Parties as specified in the |
|  | **Failure to Become** | SC, either Party may, by not less than twenty one (21) days written |
|  | **Effective** | notice to the other Party, declare this Contract to be null and void, |
|  |  | and in the event of such a declaration by either Party, neither Party |
|  |  | shall have any claim against the other Party with respect hereto. |
| **2.3** | **Commencement** | The Contractor shall begin carrying out the Services not later than |
|  | **of Services** | the number of days after the Effective Date **specified in the SC**. |
| **2.4** | **Expiration of** | Unless terminated earlier pursuant to Clause GC 2.9 hereof, this |
|  | **Contract** | Contract shall expire at the end of such time period after the |
|  |  | Effective Date as **specified in the SC**. |
| **2.5** | **Entire Agreement** | This Contract contains all covenants, stipulations and provisions |
|  |  | agreed by the Parties. No agent or representative of either Party has |
|  |  | authority to make, and the Parties shall not be bound by or be liable |
|  |  | for, any statement, representation, promise or agreement not set |
|  |  | forth herein. |
| **2.6** | **Modifications , or** | 2.6.1. Any modification or variation of the terms and conditions |
|  | **Variations** | of this Contract, including any modification or variation of |
|  |  | the scope of the Services, may only be made by written |
|  |  | agreement between the Parties. Pursuant to Clause GC 7.2 |
|  |  | here of, however, each Party shall give due consideration to |
|  |  | any proposals for modification or variation made by the |
|  |  | other Party. |

2.6.2. Substantial modifications to the contract, including modifications of the General or Special Conditions of the contract, changes in the scope or the duration of the contract, to the total contract amount and replacement of Key Experts, must be made by means of an addendum .If the request for an amendment comes from the Contractor, the latter must submit such a request to the Contracting Authority at least 30 days before the amendment is intended to enter into force, except in cases which are duly substantiated by the Contractor and accepted by the

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Contracting Authority.

2.6.3. However, where the amendment does not affect the basic purpose of the contract and, for a time based contract, the financial impact is limited to a transfer within the remuneration or between the remuneration and the provision for reimbursable expenses involving a variation of less than 15% of the original amount (or as modified by addendum) for the categories of expense where the money was taken from, the Task Manager shall have the power to order any variation to any part of the services necessary for the proper implementation of the tasks, without changing the object or scope of the contract. Such variations may include additions, omissions, substitutions, changes in quality, quantity, specified sequence, method or timing of performance of the services, changes in contact details and reporting requirements.

2.6.4. Prior to any administrative order for variation, the Task Manager shall notify the Contractor of the nature and form of such variation. As soon as possible, after receiving such notice, the Contractor shall submit to the Task Manager a written proposal containing:

1. a description of the service to be performed or the measures to be taken and a programme for implementation of the tasks; and
2. any necessary modifications to the programme of implementation of the tasks or to any of the Contractor's obligations under the contract; and
3. For a time based contract, any adjustment to the contract value in accordance with the following principles:
	1. where the task is of similar character and executed under similar conditions to an item priced in the budget breakdown the equivalent numbers of working days shall be valued at the fee rates contained therein;
	2. where the task is not of a similar character or is not executed under similar conditions, the fee rates in the contract shall be applied to the estimated numbers of working days so far as is reasonable, failing which, a fair estimation shall be made by the Task Manager;
	3. where a variation is necessitated by a default or

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|  |  |  |  | breach of contract by the Contractor, any |
|  |  |  |  | additional cost attributable to such variation shall |
|  |  |  |  | be borne by the Contractor. |
|  |  | 2.6.5. | Following | the receipt of the Contractor's proposal, the |
|  |  |  | Task Manager shall decide as soon as possible whether or |
|  |  |  | not the variation shall be carried out. If the Task Manager |
|  |  |  | decides that the variation shall be carried out he/she shall |
|  |  |  | issue the administrative order stating that the variation shall |
|  |  |  | be carried out under the conditions given in the Contractor's |
|  |  |  | proposal or as modified by the Task Manager in accordance |
|  |  |  | with pursuant to Clause GC 2.6.4. |
|  |  | 2.6.6. | On receipt | of the administrative order requesting the |
|  |  |  | variation, the Contractor shall proceed to carry out the |
|  |  |  | variation and be bound by these General Conditions in so |
|  |  |  | doing as if such variation were stated in the contract. |
|  |  | 2.6.7. |  | No amendment shall be made retroactively except in cases |
|  |  |  | which are duly substantiated by the Contractor and accepted |
|  |  |  | by the Contracting Authority. |
|  |  | 2.6.8. |  | Any change to the contract which has not been made in the |
|  |  |  | form of an administrative order or an addendum or in |
|  |  |  | accordance with this Clause shall be considered null and |
|  |  |  | void. |  |  |
| **2.7 Force Majeure** |  |  |  |  |  |
|  | **2.7.1 Definition** | (a) | For the purposes of this Contract, “Force Majeure” means an |
|  |  |  | event which is beyond the reasonable control of a Party, is not |
|  |  |  | foreseeable, is unavoidable, and which makes a Party’s |
|  |  |  | performance of its obligations hereunder impossible or so |
|  |  |  | impractical as reasonably to be considered impossible in the |
|  |  |  | circumstances, and includes, but is not limited to, war, riots, |
|  |  |  | civil disorder, earthquake, fire, explosion, storm, flood or |
|  |  |  | other adverse weather conditions, strikes, lockouts or other |
|  |  |  | industrial action (except where such strikes, lockouts or other |
|  |  |  | industrial action are within the power of the Party invoking |
|  |  |  | Force Majeure to prevent), confiscation or any other action by |
|  |  |  | Contracting Authority agencies. |
|  |  | (b) Force Majeure shall not include (i) any event which is caused |
|  |  |  | by the negligence or intentional action of a Party or such |
|  |  |  | Party’s Sub-Contractors or agents or employees, nor (ii) any |
|  |  |  | event which | a diligent Party could reasonably have been |

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| expected both to take into account at the time of the conclusion |
| of this Contract, and avoid or overcome in the carrying out of |
| its obligations hereunder. |  |  |
| (c) Force Majeure shall not include insufficiency of funds or |
| failure to make any payment required hereunder. |  |  |

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| **2.7.2** | **No Breach** | The failure of a Party to fulfill any of its obligations hereunder shall |
|  | **of Contract** | not be considered to be a breach of, or default under, this Contract |
|  |  | insofar as such inability arises from an event of Force Majeure, |
|  |  | provided that the Party affected by such an event has taken all |
|  |  | reasonable precautions, due care and reasonable alternative |
|  |  | measures, all with the objective of carrying out the terms and |
|  |  | conditions of this Contract. |
| **2.7.3** | **Measures to** | (a) | A Party affected by an event of Force Majeure shall continue |
|  | **be Taken** |  | to perform its obligations under the Contract as far as is |
|  |  |  | reasonably practical, and shall take all reasonable measures to |
|  |  |  | minimize the consequences of any event of Force Majeure. |
|  |  | (b) | A Party affected by an event of Force Majeure shall notify the |
|  |  |  | other Party of such event as soon as possible, and in any case |
|  |  |  | not later than fourteen (14) days following the occurrence of |
|  |  |  | such event, providing evidence of the nature and cause of such |
|  |  |  | event, and shall similarly give written notice of the restoration |
|  |  |  | of normal conditions as soon as possible. |
|  |  | (c) | Any period within which a Party shall, pursuant to this |
|  |  |  | Contract, complete any action or task, shall be extended for a |
|  |  |  | period equal to the time during which such Party was unable to |
|  |  |  | perform such action as a result of Force Majeure. |
|  |  | (d) | During the period of their inability to perform the Services as a |
|  |  |  | result of an event of Force Majeure, the Contractor, upon |
|  |  |  | instructions by the Contracting Authority, shall either: |
|  |  |  | (i) demobilize, in which case the Contractor shall be |
|  |  |  | reimbursed for additional costs they reasonably and |
|  |  |  | necessarily incurred, and, if required by the Contracting |
|  |  |  | Authority, in reactivating the Services; or |
|  |  |  | (ii) continue with the Services to the extent possible, in |
|  |  |  | which case the Contractor shall continue to be paid |
|  |  |  | under the terms of this Contract and be reimbursed for |
|  |  |  | additional costs reasonably and necessarily incurred. |
|  |  | (e) | In the case of disagreement between the Parties as to the |
|  |  |  | existence or extent of Force Majeure, the matter shall be |
|  |  |  | settled according to Clause GC 8. |
| **2.8 Suspension** | The Contracting Authority may, by written notice of suspension to |
|  |  | the Contractor, suspend all payments to the Contractor hereunder if |

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the Contractor fails to perform any of its obligations under this Contract, including the carrying out of the Services, provided that such notice of suspension (i) shall specify the nature of the failure, and (ii) shall request the Contractor to remedy such failure within a period not exceeding thirty (30) days after receipt by the Contractor of such notice of suspension.

**2.9** **Termination**

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| **2.9.1** | **By the** | The Contracting Authority may terminate this Contract in case of |
| **Contracting** | the occurrence of any of the events specified in paragraphs (a) |
|  | **Authority** | through (g) of this Clause GC 2.9.1. In such an occurrence the |
|  |  | Contracting Authority shall give a not less than thirty (30) days’ |
|  |  | written notice of termination to the Contractors, and sixty (60) days’ |
|  |  | in case of the event referred to in (g). |
|  |  | (a) | If the Contractor fails to remedy a failure in the performance |
|  |  |  | of its obligations hereunder, as specified in a notice of |
|  |  |  | suspension pursuant to Clause GC 2.8 hereinabove, within |
|  |  |  | thirty (30) days of receipt of such notice of suspension or |
|  |  |  | within such further period as the Contracting Authority may |
|  |  |  | have subsequently approved in writing. |
|  |  | (b) | If the Contractor becomes (or, if the Contractor consists of |
|  |  |  | more than one entity, if any of its Members becomes) |
|  |  |  | insolvent or bankrupt or enter into any agreements with their |
|  |  |  | creditors for relief of debt or take advantage of any law for the |
|  |  |  | benefit of debtors or go into liquidation or receivership |
|  |  |  | whether compulsory or voluntary. |
|  |  | (c) | If the Contractor fails to comply with any final decision |
|  |  |  | reached as a result of arbitration proceedings pursuant to |
|  |  |  | Clause GC 8 hereof. |
|  |  | (d) | If the Contractor, in the judgment of the Contracting |
|  |  |  | Authority, has engaged in corrupt or fraudulent practices in |
|  |  |  | competing for or in executing this Contract. |
|  |  | (e) | If the Contractor submits to the Contracting Authority a false |
|  |  |  | statement which has a material effect on the rights, obligations |
|  |  |  | or interests of the Contracting Authority. |
|  |  | (f) | If, as the result of Force Majeure, the Contractor is unable to |
|  |  |  | perform a material portion of the Services for a period of not |
|  |  |  | less than sixty (60) days. |
|  |  | (g) | If the Contracting Authority, in its sole discretion and for any |
|  |  |  | reason whatsoever, decides to terminate this Contract. |
| **2.9.2** | **By the** | The Contractor may terminate this Contract, by not less than thirty |
|  | **Contractor** | (30) days’ written notice to the Contracting Authority, in case of the |
|  |  | occurrence of any of the events specified in paragraphs (a) through |

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(d) of this Clause GC 2.9.2.

(a) If the Contracting Authority fails to pay any money due to the Contractor pursuant to this Contract and not subject to dispute pursuant to Clause GC 8 hereof within forty-five (45) days after receiving written notice from the Contractor that such payment is overdue.

(b) If, as the result of Force Majeure, the Contractor is unable to perform a material portion of the Services for a period of not less than sixty (60) days.

(c) If the Contracting Authority fails to comply with any final decision reached as a result of arbitration pursuant to Clause GC 8 hereof.

(d) If the Contracting Authority is in material breach of its obligations pursuant to this Contract and has not remedied the same within forty-five (45) days (or such longer period as the Contractor may have subsequently approved in writing) following the receipt by the Contracting Authority of the Contractor’s notice specifying such breach.

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| **2.9.3** | **Cessation of** | Upon termination of this Contract pursuant to Clauses GC 2.2 or GC |
|  | **Rights and** | 2.9 hereof, or upon expiration of this Contract pursuant to Clause |
|  | **Obligations** | GC 2.4 hereof, all rights and obligations of the Parties hereunder |
|  |  | shall cease, except (i) such rights and obligations as may have |
|  |  | accrued on the date of termination or expiration, (ii) the obligation |
|  |  | of confidentiality set forth in Clause GC 3.3 hereof, (iii) the |
|  |  | Contractor’s obligation to permit inspection, copying and auditing |
|  |  | of their accounts and records set forth in Clause GC 3.6 hereof, and |
|  |  | (iv) any right which a Party may have under the Applicable Law. |
| **2.9.4** | **Cessation of** | Upon termination of this Contract by notice of either Party to the |
|  | **Services** | other pursuant to Clauses GC 2.9.1 or GC 2.9.2 hereof, the |
|  |  | Contractor shall, immediately upon dispatch or receipt of such |
|  |  | notice, take all necessary steps to bring the Services to a close in a |
|  |  | prompt and orderly manner and shall make every reasonable effort |
|  |  | to keep expenditures for this purpose to a minimum. With respect to |
|  |  | documents prepared by the Contractor and equipment and materials |
|  |  | furnished by the Contracting Authority, the Contractor shall proceed |
|  |  | as provided, respectively, by Clauses GC 3.9 or GC 3.10 hereof. |
| **2.9.5** | **Payment** | Upon termination of this Contract pursuant to Clauses GC 2.9.1 or |
|  | **upon** | GC 2.9.2 hereof, the Contracting Authority shall make the following |
|  | **Termination** | payments to the Contractor: |

(a) remuneration pursuant to Clause GC 6 hereof for Services satisfactorily performed prior to the effective date of termination, and reimbursable expenditures pursuant to Clause GC 6 hereof for expenditures actually incurred prior to the

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|  | effective date of termination; and |  |  |
|  | (b) except in the case of termination pursuant to paragraphs (a) |
|  | through (e) of Clause GC 2.9.1 hereof, reimbursement of any |
|  | reasonable cost incidental to the prompt and orderly |
|  | termination of this Contract including the cost of the return |
|  | travel of the Personnel and their eligible dependents. |  |  |
| **2.9.6 Disputes** | If either Party disputes whether an event specified in paragraphs (a) |
| **about** | through (f) of Clause GC 2.9.1 or in Clause GC 2.9.2 hereof has |
| **Events of** | occurred, such Party may, within forty-five (45) days after receipt of |
| **Termination** | notice of termination from the other Party, refer the matter to Clause |
|  | GC 8 hereof, and this Contract shall not be terminated on account of |
|  | such event except in accordance with the terms of any resulting |
|  | arbitral award. |  |  |

1. **OBLIGATIONS OF THE CONTRACTOR**

**3.1** **General**

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| **3.1.1** | **Standard of** | The Contractor shall perform the Services and carry out their |
|  | **Performance** | obligations hereunder with all due diligence, efficiency and economy, |
|  |  | in accordance with generally accepted professional standards and |
|  |  | practices, and shall observe sound management practices, and employ |
|  |  | appropriate technology and safe and effective equipment, machinery, |
|  |  | materials and methods. The Contractor shall always act, in respect of |
|  |  | any matter relating to this Contract or to the Services, as faithful |
|  |  | adviser to the Contracting Authority, and shall at all times support |
|  |  | and safeguard the Contracting Authority’s legitimate interests in any |
|  |  | dealings with Sub-Contractors or Third Parties. |
| **3.1.2** | **Law** | The Contractor shall perform the Services in accordance with the |
|  | **Governing** | Applicable Law and shall take all practicable steps to ensure that any |
|  | **Services** | Sub-Contractors, as well as the Personnel of the Contractor and any |
|  |  | Sub-Contractors, comply with the Applicable Law. The Contracting |
|  |  | Authority shall notify the Contractor in writing of relevant local |
|  |  | customs, and the Contractor shall, after such notification, respect such |
|  |  | customs. |
| **3.2 Conflict of** | The Contractor shall hold the Contracting Authority’s interests |
| **Interests** | paramount, without any consideration for future work, and strictly |
|  |  | avoid conflict with other assignments or their own corporate interests. |
| **3.2.1** | **Contractor** | (a) The payment of the Contractor pursuant to Clause GC 6 hereof |
|  | **Not to** | shall constitute the Contractor’s only payment in connection |
|  | **Benefit from** | with this Contract and, subject to Clause GC 3.2.2 hereof, the |
|  | **Commis-** | Contractor shall not accept for its own benefit any trade |
|  | **sions,** | commission, discount or similar payment in connection with |
|  | **Discounts, etc.** | activities pursuant to this Contract or in the discharge of its |
|  |  | obligations hereunder, and the Contractor shall use its best |

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|  |  |  | efforts to ensure that any Sub-Contractors, as well as the |
|  |  |  | Personnel and agents of either of them, similarly shall not |
|  |  |  | receive any such additional payment. |  |  |
|  |  |  | (b) Furthermore, if the Contractor, as part of the Services, has the |
|  |  |  | responsibility of advising the Contracting Authority on the |
|  |  |  | procurement of goods, works or services, the Contractor shall |
|  |  |  | comply with the Bank’s applicable procurement guidelines, and |
|  |  |  | shall at all times exercise such responsibility in the best interest |
|  |  |  | of the Contracting Authority. Any discounts or commissions |
|  |  |  | obtained by the Contractor in the exercise of such procurement |
|  |  |  | responsibility shall be for the account of the Contracting |
|  |  |  | Authority. |  |  |
| **3.2.2** | **Contractor** | The Contractor agrees that, during the term of this Contract and after |
|  |  | **and Affiliates** | its termination, the Contractor and any entity affiliated with the |
|  |  | **Not to** | Contractor, as well as any Sub-Contractors and any entity affiliated |
|  |  | **Engage in** | with such Sub-Contractors, shall be disqualified from providing |
|  |  | **Certain** | goods, works or services (other than consulting services) resulting |
|  |  | **Activities** | from or directly related to the Contractor’s Services for the |
|  |  |  | preparation or implementation of the project. |  |  |
| **3.2.3** | **Prohibition** | The Contractor shall not engage, and shall cause their Personnel as |
|  |  | **of** | well as their Sub-Contractors and their Personnel not to engage, |
|  |  | **Conflicting** | either directly or indirectly, in any business or professional activities |
|  |  | **Activities** | that would conflict with the activities assigned to them under this |
|  |  |  | Contract. |  |  |
| **3.3 Confidentiality** | Except with the prior written consent of the Contracting Authority, |
|  |  |  | the Contractor and the Personnel shall not at any time communicate |
|  |  |  | to any person or entity any confidential information acquired in the |
|  |  |  | course of the Services, nor shall the Contractor and the Personnel |
|  |  |  | make public the recommendations formulated in the course of, or as |
|  |  |  | a result of, the Services. |  |  |

**3.4** **Liability of the**

**Contractor**

**3.5 Insurance to be Taken out by the Contractor**

Subject to additional provisions, if any, set forth in the SC, the Contractors’ liability under this Contract shall be provided by the Applicable Law.

The Contractor (i) shall take out and maintain, and shall cause any Sub-Contractors to take out and maintain, at their (or the Sub-Contractors’, as the case may be) own cost but on terms and conditions approved by the Contracting Authority, insurance against the risks, and for the coverages specified in the SC, and (ii) at the Contracting Authority’s request, shall provide evidence to the Contracting Authority showing that such insurance has been taken out and maintained and that the current premiums therefore have been paid.

**3.6 Accounting,** The Contractor shall permit the SADC Secretariat and/or persons

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**Inspection and** appointed by the SADC Secretariat to inspect its accounts and

**Auditing** records as well as those of its Sub-Contractors relating to the performance of the Contract, and to have such accounts and records audited by auditors appointed by the SADC Secretariat if required by the SADC Secretariat. The Contractor’s attention is drawn to Clause 1.11.1 which provides, inter alia, that acts intended to materially impede the exercise of the SADC Secretariat’s inspection and audit rights provided for under Clause 3.6 constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility under the Contractor Guidelines).

**3.7** **Contractor’s**

**Actions Requiring**

**Contracting**

**Authority’s Prior**

**Approval**

The Contractor shall obtain the Contracting Authority’s prior approval in writing before taking any of the following actions:

1. Any change or addition to the Personnel listed in Appendix B.
2. Subcontracts: the Contractor may subcontract work relating to the Services to an extent and with such experts and entities as may be approved in advance by the Contracting Authority. Notwithstanding such approval, the Contractor shall retain full responsibility for the Services. In the event that any Sub-Contractors are found by the Contracting Authority to be incompetent or incapable in discharging assigned duties, the Contracting Authority may request the Contractor to provide a replacement, with qualifications and experience acceptable to the Contracting Authority, or to resume the performance of the Services itself.
3. Any other action that may be specified **in the SC.**

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| **3.8** | **Reporting** | The Contractor shall submit to the Contracting Authority the reports |
|  | **Obligations** | and documents specified in Appendix A hereto, in the form, in the |
|  |  | numbers and within the time periods set forth in the said Appendix. |
|  |  | Final reports shall be delivered in CD ROM in addition to the hard |
|  |  | copies specified in said Appendix. |
| **3.9** | **Documents** | All plans, drawings, specifications, designs, reports, other |
|  | **Prepared by the** | documents and software prepared by the Contractor for the |
|  | **Contractor to be** | Contracting Authority under this Contract shall become and remain |
|  | **the Property of** | the property of the Contracting Authority, and the Contractor shall, |
|  | **the Contracting** | not later than upon termination or expiration of this Contract, deliver |
|  | **Authority** | all such documents to the Contracting Authority, together with a |
|  |  | detailed inventory thereof. The Contractor may retain a copy of such |
|  |  | documents and software, and use such software for their own use |

with prior written approval of the Contracting Authority. If license agreements are necessary or appropriate between the Contractor and third parties for purposes of development of any such computer programs, the Contractor shall obtain the Contracting Authority’s prior written approval to such agreements, and the Contracting

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|  |  | Authority shall be entitled at its discretion to require recovering the |
|  |  | expenses related to the development of the program(s) concerned. |
|  |  | Other restrictions about the future use of these documents and |
|  |  | software, if any, **shall be specified in the SC.** |
| **3.10 Equipment,** | Equipment, vehicles and materials made available to the Contractor |
|  | **Vehicles and** | by the Contracting Authority, or purchased by the Contractor wholly |
|  | **Materials** | or partly with funds provided by the Contracting Authority, shall be |
|  | **Furnished by the** | the property of the Contracting Authority and shall be marked |
|  | **Contracting** | accordingly. | Upon termination or expiration of this Contract, the |
|  | **Authority** | Contractor shall make available to the Contracting Authority an |
|  |  | inventory of such equipment, vehicles and materials and shall |
|  |  | dispose of such equipment and materials in accordance with the |
|  |  | Contracting Authority’s instructions. While in possession of such |
|  |  | equipment, vehicles and materials, the Contractor, unless otherwise |
|  |  | instructed by the Contracting Authority in writing, shall insure them |
|  |  | at the expense of the Contracting Authority in an amount equal to |
|  |  | their full replacement value. |
| **3.11 Equipment and** | Equipment or materials brought into the Contracting Authority’s |
|  | **Materials** | country by the Contractor and the Personnel and used either for the |
|  | **Provided by the** | Project or personal use shall remain the property of the Contractor or |
|  | **Contractors** | the Personnel concerned, as applicable. |

1. **CONTRACTORS’ PERSONNEL AND SUB-CONTRACTORS**

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| **4.1** | **General** | The | Contractor shall employ and provide such qualified and |
|  |  | experienced Personnel and Sub-Contractors as are required to carry |
|  |  | out the Services. |
| **4.2** | **Description of** | (a) | The title, agreed job description, minimum qualification and |
|  | **Personnel** |  | estimated period of engagement in the carrying out of the |
|  |  |  | Services of each of the Contractor’s Key Personnel are |
|  |  |  | described in Appendix B. If any of the Key Personnel has |
|  |  |  | already been approved by the Contracting Authority, his/her |
|  |  |  | name is listed as well. |
|  |  | (b) | If required to comply with the provisions of Clause GC 3.1.1 |
|  |  |  | hereof, adjustments with respect to the estimated periods of |
|  |  |  | engagement of Key Personnel set forth in Appendix B may be |
|  |  |  | made by the Contractor by written notice to the Contracting |
|  |  |  | Authority, provided (i) that such adjustments shall not alter |
|  |  |  | the originally estimated period of engagement of any |
|  |  |  | individual by more than 10% or one week, whichever is |
|  |  |  | larger, and (ii) that the aggregate of such adjustments shall not |

cause payments under this Contract to exceed the ceilings set forth in Clause GC 6.1(b) of this Contract. Any other such adjustments shall only be made with the Contracting Authority’s written approval.

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| (c) If additional work is required beyond the scope of the Services |
| specified in Appendix A, the estimated periods of engagement |
| of Key Personnel set forth in Appendix B may be increased by |
| agreement in writing between the Contracting Authority and |
| the Contractor. In case where payments under this Contract |
| exceed the ceilings set forth in Clause GC 6.1(b) of this |
| Contract, this will be explicitly mentioned in the agreement. |

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| **4.3** | **Approval of** | The Key Personnel and Sub-Contractors listed by title as well as by |
|  | **Personnel** | name in Appendix B are hereby approved by the Contracting |
|  |  | Authority. In respect of other Personnel which the Contractor |
|  |  | proposes to use in the carrying out of the Services, the Contractor |
|  |  | shall submit to the Contracting Authority for review and approval a |
|  |  | copy of their Curricula Vitae (CVs). If the Contracting Authority |
|  |  | does not object in writing (stating the reasons for the objection) |
|  |  | within twenty-one (21) days from the date of receipt of such CVs, |
|  |  | such Personnel shall be deemed to have been approved by the |
|  |  | Contracting Authority. |  |
| **4.4** | **Working Hours,** | (a) | Working hours and holidays for Key Personnel are set forth in |
|  | **Overtime, Leave,** |  | Appendix B hereto. To account for travel time, Foreign |
|  | **etc.** |  | Personnel carrying out Services inside the Contracting |
|  |  |  | Authority’s country shall be deemed to have commenced, or |
|  |  |  | finished work in respect of the Services such number of days |
|  |  |  | before their arrival in, or after their departure from the |
|  |  |  | Contracting Authority’s country as is specified in Appendix B |
|  |  |  | hereto. |  |
|  |  | (b) | The Key Personnel shall not be entitled to be paid for |
|  |  |  | overtime nor to take paid sick leave or vacation leave except |
|  |  |  | as specified in Appendix B hereto, and except as specified in |
|  |  |  | such Appendix, the Contractor’s remuneration shall be |
|  |  |  | deemed to cover these items. All leave to be allowed to the |
|  |  |  | Personnel is included in the staff-months of service set forth in |
|  |  |  | Appendix B. Any taking of leave by Personnel shall be |
|  |  |  | subject to the prior approval by the Contractor who shall |
|  |  |  | ensure that absence for leave purposes will not delay the |
|  |  |  | progress and adequate supervision of the Services. |
| **4.5** | **Removal and/or** | (a) | Except as the Contracting Authority may otherwise agree, no |
|  | **Replacement of** |  | changes shall be made in the Personnel. | If, for any reason |
|  | **Personnel** |  | beyond the reasonable control of the Contractor, such as |
|  |  |  | retirement, death, medical incapacity, among others, it |
|  |  |  | becomes necessary to replace any of the Personnel, the |
|  |  |  | Contractor shall forthwith provide as a replacement a person |
|  |  |  | of equivalent or better qualifications. |  |
|  |  | (b) | If the Contracting Authority (i) finds that any of the Personnel |
|  |  |  | has committed serious misconduct or has been charged with |
|  |  |  | having committed a criminal action, or | (ii) has reasonable |

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|  | II General Conditions of Contract |  | 25 |
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|  |  | cause to be dissatisfied with the performance of any of the |
|  |  | Personnel, then the Contractor shall, at the Contracting |
|  |  | Authority’s written request specifying the grounds therefore, |
|  |  | forthwith provide as a replacement a person with |
|  |  | qualifications and experience acceptable to the Contracting |
|  |  | Authority. |  |  |  |
|  |  | (c) Any of the Personnel provided as a replacement under Clauses |
|  |  | (a) and (b) above, as well as any reimbursable expenditures |
|  |  | (including expenditures due to the number of eligible |
|  |  | dependents) the Contractors may wish to claim as a result of |
|  |  | such replacement, shall be subject to the prior written |
|  |  | approval by the Contracting Authority. | The | rate | of |
|  |  | remuneration applicable to a replacement person will be |
|  |  | obtained by multiplying the rate of remuneration applicable to |
|  |  | the replaced person by the ratio between the monthly salary to |
|  |  | be effectively paid to the replacement person and the average |
|  |  | salary effectively paid to the replaced person in the period of |
|  |  | six months prior to the date of replacement. Except as the |
|  |  | Contracting Authority may otherwise agree, (i) the Contractor |
|  |  | shall bear all additional travel and other costs arising out of or |
|  |  | incidental to any removal and/or replacement, and (ii) the |
|  |  | remuneration to be paid for any of the Personnel provided as a |
|  |  | replacement shall not exceed the remuneration which would |
|  |  | have been payable to the Personnel replaced. |  |  |  |
| **4.6 Resident Project** | **If required by the SC**, the Contractor shall ensure that at all times |
|  | **Director** | during the Contractor’s performance of the | Services | in | the |
|  |  | Contracting Authority’s country a resident Project Director, |
|  |  | acceptable to the Contracting Authority, shall take charge of the |
|  |  | performance of such Services. |  |  |  |

1. **OBLIGATIONS OF THE CONTRACTING AUTHORITY**

**5.1 Assistance and**

**Exemptions**

**Unless otherwise specified in the SC**, the Contracting Authority shall use its best efforts to ensure that the Contracting Authority shall:

(a) Provide the Contractor, Sub-Contractors and Personnel with work permits and such other documents as shall be necessary to enable the Contractor, Sub-Contractors or Personnel to perform the Services.

(b) Arrange for the Personnel and, if appropriate, their eligible dependents to be provided promptly with all necessary entry and exit visas, residence permits, exchange permits and any other documents required for their stay in the Contracting Authority’s country.

(c) Facilitate prompt clearance through customs of any property

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|  | II General Conditions of Contract | 26 |
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|  |  |  | required for the Services and of the personal effects of the |
|  |  |  | Personnel and their eligible dependents. |  |  |
|  |  | (d) | Issue to officials, agents and representatives of the Contracting |
|  |  |  | Authority all such instructions as may be necessary or |
|  |  |  | appropriate for the prompt and effective implementation of the |
|  |  |  | Services. |  |  |
|  |  | (e) | Exempt the Contractor and the Personnel and any Sub- |
|  |  |  | Contractors employed by the Contractor for the Services from |
|  |  |  | any requirement to register or obtain any permit to practice |
|  |  |  | their profession or to establish themselves either individually |
|  |  |  | or as a corporate entity according to the Applicable Law. |  |  |
|  |  | (f) | Grant to the Contractor, any Sub-Contractors and the |
|  |  |  | Personnel of either of them the privilege, pursuant to the |
|  |  |  | Applicable Law, of bringing into the Contracting Authority’s |
|  |  |  | country reasonable amounts of foreign currency for the |
|  |  |  | purposes of the Services or for the personal use of the |
|  |  |  | Personnel and their dependents and of withdrawing any such |
|  |  |  | amounts as may be earned therein by the Personnel in the |
|  |  |  | execution of the Services. |  |  |
|  |  | (g) | Provide to the Contractor, Sub-Contractors and Personnel any |
|  |  |  | such other assistance as may be **specified in the SC**. |  |  |
| **5.2 Access to Land** | The Contracting Authority warrants that the Contractor shall have, |
|  |  | free of charge, unimpeded access to all land in the Contracting |
|  |  | Authority’s country in respect of which access is required for the |
|  |  | performance of the Services. The Contracting Authority will be |
|  |  | responsible for any damage to such land or any property thereon |
|  |  | resulting from such access and will indemnify the Contractor and |
|  |  | each of the Personnel in respect of liability for any such damage, |
|  |  | unless such damage is caused by the default or negligence of the |
|  |  | Contractor or any Sub-Contractors or the Personnel of either of |
|  |  | them. |  |  |  |

**5.3** **Change in the Applicable Law Related to Taxes and Duties**

If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost incurred by the Contractor in performing the Services, then the remuneration and reimbursable expenses otherwise payable to the Contractor under this Contract shall be increased or decreased accordingly by agreement between the Parties hereto, and corresponding adjustments shall be made to the ceiling amounts specified in Clause GC 6.1(b).

**5.4 Services, Facilities** (a) The Contracting Authority shall make available to the

**and Property of** Contractor and the Personnel, for the purposes of the Services

**the Contracting** and free of any charge, the services, facilities and property

**Authority** described in Appendix A at the times and in the manner

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| II General Conditions of Contract | 27 |
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| specified in said Appendix A. |  |  |
| (b) In case that such services, facilities and property shall not be |
| made available to the Contractor as and when specified in |
| Appendix A, the Parties shall agree on (i) any time extension |
| that it may be appropriate to grant to the Contractor for the |
| performance of the Services, (ii) the manner in which the |
| Contractor shall procure any such services, facilities and |
| property from other sources, and (iii) the additional payments, |
| if any, to be made to the Contractor as a result thereof pursuant |
| to Clause GC 6.1(c) hereinafter. |  |  |

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| **5.5** | **Payment** | In consideration of the Services performed by the Contractor under |
|  |  | this Contract, the Contracting Authority shall make to the |
|  |  | Contractor such payments and in such manner as is provided by |
|  |  | Clause GC 6 of this Contract. |
| **5.6** | **Counterpart** | (a) | The Contracting Authority shall make available to the |
|  | **Personnel** |  | Contractor free of charge such professional and support |
|  |  |  | counterpart personnel, to be nominated by the Contracting |
|  |  |  | Authority with the Contractor’s advice, if specified in |
|  |  |  | Appendix A. |
|  |  | (b) | If counterpart personnel are not provided by the Contracting |
|  |  |  | Authority to the Contractor as and when specified in |
|  |  |  | Appendix A, the Contracting Authority and the Contractor |
|  |  |  | shall agree on (i) how the affected part of the Services shall be |
|  |  |  | carried out, and (ii) the additional payments, if any, to be |
|  |  |  | made by the Contracting Authority to the Contractor as a |
|  |  |  | result thereof pursuant to Clause GC 6.1(c) hereof. |
|  |  | (c) | Professional and support counterpart personnel, excluding |
|  |  |  | Contracting Authority’s liaison personnel, shall work under |
|  |  |  | the exclusive direction of the Contractor. If any member of |
|  |  |  | the counterpart personnel fails to perform adequately any |

work assigned to such member by the Contractor that is consistent with the position occupied by such member, the Contractor may request the replacement of such member, and the Contracting Authority shall not unreasonably refuse to act upon such request.

1. **PAYMENTS TO THE CONTRACTOR**

**6.1 Cost Estimates; Ceiling Amount**

(a) An estimate of the cost of the Services payable in US Dollars is set forth in Appendix C.

(b) Except as may be otherwise agreed under Clause GC 2.6 and subject to Clause GC 6.1(c), payments under this Contract shall not exceed the ceiling **specified in the SC.**

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| II General Conditions of Contract | 28 |
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**6.2 Remuneration**

**and Reimbursable**

**Expenses**

1. Notwithstanding Clause GC 6.1(b) hereof, if pursuant to any of the Clauses GC 5.3, 5.4 or 5.6 hereof, the Parties shall agree that additional payments shall be made to the Contractor in order to cover any necessary additional expenditures not envisaged in the cost estimates referred to in Clause GC 6.1(a) above, the ceiling or ceilings, as the case may be, set forth in Clause GC 6.1(b) above shall be increased by the amount or amounts, as the case may be, of any such additional payments.

***Option 1: Global Price Contracts***

Subject to the ceilings specified in Clause GC 6.1(b) hereof, the Contracting Authority shall pay to the Contractor, in fix instalments, (i) the remuneration as set forth in SC hereunder, and (ii) the reimbursable expenses as set forth in Clause SC hereunder, based on the following Schedule stated in SC.

Unless otherwise specified in the SC, the remuneration shall be fixed for the duration of the Contract.

***Option 2: Fee Based Contracts***

1. Subject to the ceilings specified in Clause GC 6.1(b) hereof, the Contracting Authority shall pay to the Contractor (i) remuneration as set forth in Clause GC 6.2(b) hereunder, and (ii) reimbursable expenses as set forth in Clause GC 6.2(c) hereunder. Unless otherwise **specified in the SC**, said remuneration shall be fixed for the duration of the Contract.
2. Payment for the Personnel shall be determined on the basis of time actually spent by such Personnel in the performance of the Services after the date determined in accordance with Clause GC 2.3 and **Clause SC 2.3** (or such other date as the Parties shall agree in writing), at the rates referred to in Appendix C to this Contract, and subject to price adjustment, if any, **specified in SC.**
3. Reimbursable expenses actually and reasonably incurred by the Contractor in the performance of the Services and identified in Appendix C of this Contract, shall not exceed the ceiling **specified in SC.**
4. The remuneration rates referred to under paragraph (b) here above shall cover: (i) such salaries and allowances as the Contractor shall have agreed to pay to the Personnel as well as factors for social charges and overhead (bonuses or other means of profit-sharing shall not be allowed as an element of overhead), (ii) the cost of backstopping by home office

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|  | II General Conditions of Contract | 29 |
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|  |  |  |  | staff not included in the Personnel listed in Appendix B, and |
|  |  |  |  | (iii) the Contractor’s fee. |  |  |
|  |  |  | (e) | Any rates specified for Personnel not yet appointed shall be |
|  |  |  |  | provisional and shall be subject to revision, with the written |
|  |  |  |  | approval of the Contracting Authority, once the applicable |
|  |  |  |  | salaries and allowances are known. |  |  |
|  |  |  | (f) | Payments for periods of less than one month shall be |
|  |  |  |  | calculated on an hourly basis for actual time spent in the |
|  |  |  |  | Contractor’s home office and directly attributable to the |
|  |  |  |  | Services (one hour being equivalent to 1/176th of a month) |
|  |  |  |  | and on a calendar-day basis for time spent away from home |
|  |  |  |  | office (one day being equivalent to 1/30th of a month). |  |  |
| **6.3** | **Currency of** | All payments shall be made in US Dollars. |  |  |
|  |  | **Payment** |  |  |  |  |
| **6.4** | **Mode of Billing** | Billings and payments in respect of the Services shall be made as |
|  |  | **and Payment** | follows: |  |  |

***Option 1: Global Price Contracts***

(a) All payments under this Contract shall be made to the accounts of the Contractor **specified in the SC.**

**(b)** Within the number of days after the Effective Date specified in the SC, the Contracting Authority shall cause to be paid to the Contractor advance payments as **specified in the SC**. When the SC indicate advance payment, thiswill be due after provision by the Contractor to the Contracting Authority of an advance payment guarantee acceptable to the Contracting Authority in an amount (or amounts) and in a currency specified in the SC. Such guarantee (i) to remain effective until the advance payment has been fully set off, and (ii) to be in the form set forth in Appendix D hereto, or in such other form as the Contracting Authority shall have approved in writing. The advance payments will be set off by the Contracting Authority in equal instalments against the statements for the number of months of the Services specified in the SC until said advance payments have been fully set off.

**(c)** The payments shall be done within thirty (30) days upon receipt of the original invoice accompanied by the supporting documents to demonstrate the acceptance by the Contracting Authority of the Contractor deliverable which the payment is tight upon.

***Option 2: Fee Based Contracts***

(a) All payments under this Contract shall be made to the accounts of the Contractor **specified in the SC.**

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| II General Conditions of Contract | 30 |
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1. Within the number of days after the Effective Date specified in the SC, the Contracting Authority shall cause to be paid to the Contractor advance payments as **specified in the SC.** When the SC indicate advance payment, this will be due after provision by the Contractor to the Contracting Authority of an advance payment guarantee acceptable to the Contracting Authority in an amount (or amounts) and in a currency **specified in the SC.** Such guarantee (i) to remain effective until the advance payment has been fully set off, and (ii) to be in the form set forth in Appendix D hereto, or in such other form as the Contracting Authority shall have approved in writing. The advance payments will be set off by the Contracting Authority in equal installments against the statements for the number of months of the Services **specified in the SC** until said advance payments have been fully set off.
2. As soon as practicable and not later than fifteen (15) days after the end of each calendar month during the period of the Services, or after the end of each time intervals **otherwise indicated in the SC,** the Contractor shall submit to theContracting Authority, in duplicate, itemized statements, accompanied by copies of invoices, vouchers and other appropriate supporting materials, of the amounts payable pursuant to Clauses GC 6.3 and GC 6.4 for such month, or any other period indicated in the SC. Separate statements shall be submitted in respect of amounts payable in foreign currency and in local currency. Each statement shall distinguish that portion of the total eligible costs which pertains to remuneration from that portion which pertains to reimbursable expenses.
3. The Contracting Authority shall pay the Contractor’s statements within sixty (60) days after the receipt by the Contracting Authority of such statements with supporting documents. Only such portion of a statement that is not satisfactorily supported may be withheld from payment. Should any discrepancy be found to exist between actual payment and costs authorized to be incurred by the Contractor, the Contracting Authority may add or subtract the difference from any subsequent payments. Interest at the annual rate **specified in the SC** shall become payable as from the above due date on any amount due by, but not paid on, such due date.
4. The final payment under this Clause shall be made only after the final report and a final statement, identified as such, shall have been submitted by the Contractor and approved as satisfactory by the Contracting Authority. The Services shall be deemed completed and finally accepted by the Contracting

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| II General Conditions of Contract | 31 |
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Authority and the final report and final statement shall be deemed approved by the Contracting Authority as satisfactory ninety (90) calendar days after receipt of the final report and final statement by the Contracting Authority unless the Contracting Authority, within such ninety (90) day period, gives written notice to the Contractor specifying in detail deficiencies in the Services, the final report or final statement. The Contractor shall thereupon promptly make any necessary corrections, and thereafter the foregoing process shall be repeated. Any amount, which the Contracting Authority has paid or caused to be paid in accordance with this Clause in excess of the amounts actually payable in accordance with the provisions of this Contract, shall be reimbursed by the Contractor to the Contracting Authority within thirty (30) days after receipt by the Contractor of notice thereof. Any such claim by the Contracting Authority for reimbursement must be made within twelve

* + 1. calendar months after receipt by the Contracting Authority of a final report and a final statement approved by the Contracting Authority in accordance with the above.
	1. Payments in respect of remuneration or reimbursable expenses, which exceed the cost estimates for these items as set forth in Appendices D , may be charged to the respective contingencies only if such expenditures were approved by the Contracting Authority prior to being incurred.
	2. With the exception of the final payment under (d) above, payments do not constitute acceptance of the Services nor relieve the Contractor of any obligations hereunder.
1. **FAIRNESS, GOOD FAITH AND NON-WAIVER**

|  |  |  |
| --- | --- | --- |
| **7.1** | **Good Faith** | The Parties undertake to act in good faith with respect to each |
|  |  | other’s rights under this Contract and to adopt all reasonable |
|  |  | measures to ensure the realization of the objectives of this Contract. |
| **7.2** | **Operation of the** | The Parties recognize that it is impractical in this Contract to |
|  | **Contract** | provide for every contingency which may arise during the life of the |
|  |  | Contract, and the Parties hereby agree that it is their intention that |
|  |  | this Contract shall operate fairly as between them, and without |
|  |  | detriment to the interest of either of them, and that, if during the |
|  |  | term of this Contract either Party believes that this Contract is |

operating unfairly, the Parties will use their best efforts to agree on such action as may be necessary to remove the cause or causes of such unfairness, but no failure to agree on any action pursuant to this Clause shall give rise to a dispute subject to arbitration in

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| II General Conditions of Contract | 32 |
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**7.3** **Non waiver**

accordance with Clause GC 8 hereof.

Non waiver means that:

1. No relaxation, forbearance, delay, or indulgence by either party in enforcing any of the terms and conditions of the Contract or the granting of time by either party to the other shall prejudice, affect, or restrict the rights of that party under the Contract, neither shall any waiver by either party of any breach of Contract operate as waiver of any subsequent or continuing breach of Contract.
2. Any waiver of a party’s rights, powers, or remedies under the Contract must be in writing, dated, and signed by an authorized representative of the party granting such waiver, and must specify the right and the extent to which it is being waived.

**8.** **FINANCIAL** **GUARANTEE** **(Advance** **Payment**

**8.1.** **Guarantee)**

Unless otherwise provided for in the Special Conditions, the Contractor shall provide a financial guarantee for the bull amount of the pre-financing payment. The financial guarantee shall be in the format provided for in the contract and may be provided in the form of a bank guarantee, a banker’s draft, a certified cheque, a bond provided by an insurance and/or bonding company, an irrevocable letter of credit or a cash deposit made with the Contracting Authority. If the financial guarantee is to be provided in the form of a bank guarantee, a banker’s draft, a certified cheque or a bond it shall be issued by a bank or bonding and/or insurance company approved by the Contracting Authority. This financial guarantee shall remain valid until it is released by the Contracting Authority as appropriate. Where the Contractor is a public body the obligation for a financial guarantee may be waived depending on a risk assessment made.

The financial guarantee shall be provided on the letterhead of the financial institution using the template provided in Appendix D.

Should the financial guarantee cease to be valid and the Contractor fail to re-validate it, either a deduction equal to the amount of the pre-financing may be made by the Contracting Authority from future payments due to the Contractor under the contract, or the Contracting Authority shall give formal notice to the Contractor to provide a new guarantee on the same terms as the previous one. Should the Contractor fail to provide a new guarantee, the Contracting Authority may terminate the contract giving 30 days’ notice.

If the contract is terminated for any reason whatsoever, the financial

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| II General Conditions of Contract | 33 |
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guarantee may be invoked forthwith in order to repay any balance still owed to the Contracting Authority by the Contractor, and the guarantor shall not delay payment or raise objection for any reason whatsoever.

For fee-based contracts, the financial guarantee shall be released when the advance is reimbursed according to article 6.4 (option two).

For global price contracts, (i) if the contract is not divided between different outputs that the Contracting Authority can approve independently, or has a duration of less than two years, the advance guarantee shall remain in force until the final payment has been made and (ii) if the contract has a duration of at least two years and if the budget is divided between different outputs that the Contracting Authority can approve independently, the guarantee shall be released when the pre financing is reimbursed in accordance with article 6.4.

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|  |  | **9. SETTLEMENT OF DISPUTES** |
| **9.1** | **Amicable** | If either Party objects to any action or inaction of the other Party, |
|  | **Settlement** | the objecting Party may file a written Notice of Dispute to the other |
|  |  | Party providing in detail the basis of the dispute. The Party |
|  |  | receiving the Notice of Dispute will consider it and respond in |
|  |  | writing within 14 days after receipt. If that Party fails to respond |
|  |  | within 14 days, or the dispute cannot be amicably settled within 14 |
|  |  | days following the response of that Party, Clause GC 8.2 shall |
|  |  | apply. |
| **9.2** | **Dispute** | Any dispute between the Parties as to matters arising pursuant to |
|  | **Resolution** | this Contract that cannot be settled amicably according to Clause |
|  |  | GC 8.1 may be submitted by either Party for settlement in |
|  |  | accordance with the provisions **specified in the SC**. |

I. Form of Contract



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| --- | --- |
|  | **III. Special Conditions of Contract** |
|  |  |  |
| **Number of GC** |  | **Amendments of, and Supplements to, Clauses in the General** |
| **Clause** |  | **Conditions of Contract** |
|  |  |  |
| **1.1(a)** |  | The applicable law is the law of Zimbabwe |
|  |  |  |
| **1.1 (b)** |  | **The Contracting Authority is: *The SADC RPTC*** |
|  |  |  |
| **1.1(c)** |  | **The Contractor is: *[ insert the name]*** |
|  |  |  |
| **1.4** |  | The language is English |
|  |  |  |
| **1.6** |  | **The addresses are:** |
|  |  | Contracting Authority |
|  |  | **SADC RPTC** |
|  |  | **Crichton Avenue** |
|  |  | **Marlborough** |
|  |  | City: **Harare** |
|  |  | Country: **Zimbabwe** |
|  |  | **Phone: +263 242 338524-9** |
|  |  | **Fax: +263 242 338527** |
|  |  | Facsimile: |
|  |  | Contractor |
|  |  | Attention: |
|  |  | Facsimile : |
|  |  |  |
| **1.8** |  | **The Member-in-charge authorized to act on behalf of the Joint** |
|  |  | **Venture / Consortium / Association is: [*Insert name of the Lead*** |
|  |  | ***Partner]*** |
|  |  | ***Note****: If the Contractor consists of a joint venture/ consortium/* |
|  |  | *association of more than one entity, the name of the entity whose* |
|  |  | *address is specified in Clause SC 1.6 should be inserted here. If the* |
|  |  | *Contractor consists only of one entity, this Clause SC 1.8 should be* |
|  |  | *deleted from the SC.* |
|  |  |  |
| **1.9.1** |  | The Authorized Representatives are: |
|  |  | For the Contracting Authority: |
|  |  |  |

III Special Conditions of Contract



|  |  |
| --- | --- |
|  | The Task Manager is Commandant (SADC RPTC) |
|  | For the Contractor: |
|  | The Project Director is *[insert the name, title, department* |
|  | *organization]* |
|  |  |
| **1.9.2** | The Contracting Authority delegates to the Task Manager the |
|  | following authority under this Contract: |
|  | To ensure that security duties are properly done |
|  |  |
| **1.9.4** | The Contractor delegates the Project Director the following authority |
|  | under this Contract: *[list the authority of the Project ]* |
|  |  |
| **1.10** | Taxes and Duties: It is the responsibility of the Contractor to ensure |
|  | that they familiarise themselves with the relevant tax regulations |
|  | in their home country and in Botswana. The Contractor, its sub- |
|  | contractors and its personnel shall be liable for all applicable |
|  | taxes. |
|  |  |
| **2.2** | The time period for termination of the contract for failure to become |
|  | effective shall be 3*0 days* |
|  |  |
| **2.3** | The time period shall be *30 days* |
|  | The time period for commencement of the services shall be March |
|  | 2023. |
|  |  |
| **3.4** | Limitation of the Contractors’ Liability towards the Contracting |
|  | Authority |
|  | (a) Except in case of gross negligence or willful misconduct on |
|  | the part of the Contractors or on the part of any person or |
|  | firm acting on behalf of the Contractors in carrying out the |
|  | Services, the Contractors, with respect to damage caused by |
|  | the Contractors to the Contracting Authority’s property, |
|  | shall not be liable to the Contracting Authority: |
|  | (i) for any indirect or consequential loss or damage; and |
|  | (ii) for any direct loss or damage that exceeds by *[insert a* |
|  | *multiplier, e.g.: three]* times the total value of the |
|  | Contract. |
|  | (b) This limitation of liability shall not affect the Contractors’ |
|  | liability, if any, for damage to Third Parties caused by the |
|  | Contractors or any person or firm acting on behalf of the |
|  | Contractors in carrying out the Services. |
|  |  |

III Special Conditions of Contract



|  |  |
| --- | --- |
| **3.5** | The risks and the coverage shall be as follows: |
|  | (a) Third Party motor vehicle liability insurance in respect of motor |
|  |  | vehicles operated in the Contracting Authority’s country by the |
|  |  | Contractor or its Personnel or any Sub-Contractors or their |
|  |  | Personnel, with a minimum coverage of *[insert amount and* |
|  |  | *currency]*; |
|  | (c) employer’s liability and workers’ compensation insurance in |
|  |  | respect of the Personnel of the Contractor and of any Sub- |
|  |  | Contractors, in accordance with the relevant provisions of the |
|  |  | Applicable Law, as well as, with respect to such Personnel, any |
|  |  | such life, health, accident, travel or other insurance as may be |
|  |  | appropriate; and |
|  | (d) | insurance against loss of or damage to (i) equipment purchased |
|  | in whole or in part with funds provided under this Contract, (ii) the |
|  | Contractor’s property used in the performance of the Services, and (iii) |
|  | any documents prepared by the Contractor in the performance of the |
|  | Services |
|  |  |
| **3.7.b** | Subcontracting is not allowed. Free lance experts (Key Experts as well |
|  | as Short Term Experts) will not be considered as subcontractors as |
|  | long as the Contractor retains full responsibility for the services |
|  | rendered. |
|  |  |
| **3.9** | The Contractor shall not use these documents and software for |
|  | purposes unrelated to this Contract without the prior written approval |
|  | of the SADC Secretariat. |
|  |  |
| **3.10** | Office will be provided to the contractor |
|  |  |
| **5.1(e)** | **5.1(e)** is replaced by “assist the Contractor’s Personnel and any Sub- |
|  | Contractors employed by the Contractor for the Services to register or |
|  | obtain any permit to practice their profession”. |
|  |  |
| **5.1(g)** | The SADC RPTC will provide the consultant with relevant project |
|  | data and reports available in the SADC RPTC. |
|  |  |
| **6.1(b)** | The contract ceiling: US$ **(***insert from financial proposal).* |
|  |  |
| **6.2** | **This is a Global price contract** |
|  |  |
| **6.2 (b)** | There are no price adjustments; the rates are fixed for the duration of |
|  | the contract. |
|  |  |
| **6.2(d)** | All backstopping costs must be included in the contract |
|  |  |  |

III Special Conditions of Contract



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| --- | --- | --- | --- | --- | --- | --- |
| **6.2 (e)** | Not applicable |  |  |  |  |  |
|  |  |  |  |
| **6.4(a)** | The contract is a Global price contract |  |  |
|  |  |  |
| **6.4(e)** | The account is: *[ insert the bank account details]* |  |
|  |  |
| **9.2** | Disputes shall be settled by negotiation and arbitration in accordance |
|  | with the following provisions: |  |  |  |
|  | (a) The Parties shall use all their best efforts to settle all disputes |
|  | arising out of, or in connection with, this Contract or its |
|  | interpretation amicably. |  |  |  |
|  | (b) In the event that, through negotiation, the parties fail to solve a |
|  | dispute | arising | from | the | conclusion, | interpretation, |
|  | implementation or termination of the contract, the parties shall |
|  | settle the dispute by arbitration. |  |  |
|  | (c) The arbitral tribunal shall consist of three arbitrators. Each party |
|  | to the dispute shall appoint one arbitrator. The two arbitrators so |
|  | appointed shall appoint the third arbitrator, who shall be the |
|  | Chairperson. If within 15 days of receipt of the request for |
|  | arbitration either party has not appointed an arbitrator, or if |
|  | within 7 days of the appointment of the two arbitrators the third |
|  | arbitrator has not been appointed, either party may request an |
|  | appointing authority agreed by the parties to appoint an |
|  | arbitrator. |  |  |  |  |  |
|  | (d) If no appointing authority has been agreed upon by the parties, or |
|  | if the appointing authority agreed upon refuses to act or fails to |
|  | appoint the arbitrator within 30 days of the receipt of a party’s |
|  | request, either party may request the Chairman of the Botswana |
|  | Institute of Arbitrators to appoint a sole arbitrator. |  |
|  | (e) The appointing authority shall, at the request of one of the |
|  | parties, appoint the sole arbitrator as promptly as possible. |
|  | (f) The procedure of arbitration shall be fixed by the arbitral |
|  | tribunal/sole arbitrator which shall have full power to settle all |
|  | questions of procedure in any case of disagreement with respect |
|  | thereto. |  |  |  |  |  |
|  | (g) The decisions of the arbitral tribunal/sole arbitrator shall be final |
|  |  |  |  |  |  |  |

III Special Conditions of Contract



and binding upon the parties.

1. The arbitration shall take place in Botswana and the substantive laws of Botswana shall apply.

Nothing in this Clause shall affect the privileges and immunities of SADC as an organisation.

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**IV. Appendices**

**APPENDIX A – TERMS OF REFERENCE**

***Note:*** *This Appendix will include the final Terms of Reference worked out by the Contracting Authority and the Contractors during technical negotiations, dates for completion of various tasks, place of performance for different tasks, specific tasks to be approved by Contracting Authority, etc.*

**APPENDIX B – TECHNICAL PROPOSAL**

***Note:*** *List format, frequency, and contents of reports; persons to receive them; dates of submission; etc. If no reports are to be submitted, state here “Not applicable.”*

**APPENDIX C – FINANCIAL PROPOSAL**

III Special Conditions of Contract

