



SADC SECRETARIAT RESPONSES TO REQUESTS FOR CLARIFICATIONS

REFERENCE NUMBER: SADC/3/5/4/93

PRE-QUALIFICATION DOCUMENT FOR PROCUREMENT OF PROVISION OF FACILITIES MANAGEMENT SERVICES TO THE SADC SECRETARIAT PREMISES

DATE OF ISSUE OF RESPONSES: 23rd MAY 2024

Question No	Question	SADC Secretariat Response
Nr.1	Valid & Relevant Trading License - Which trading license do you require? Will a PPADB Code Certification be sufficient enough?	Relevant Trading licence for the business that you are operating in, however the PPADB or equivalent certification is also an added advantage.
Nr.2	Bank Statements - Can you clarify the duration of the Bank statement you require (3 or 6 months)?	Provide bank statement for the last 12 months up to 31st March 2024.

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Nr.3	<p>On the Form 2 a): Experience in implementing similar contracts.</p> <p>1. Where it says (insert "Contractor" or "Subcontractor" or "Contract Manager"), we were providing facility management services, does that made us a Contractor?</p>	<p>Please specify your roles in the contracts that you completed or took part in the past. If you were contracted directly by client and directly involved in delivering the facilities management projects to the client, it means that you were a Contractor. If you were contracted with another contractor and not directly involved in delivering the facilities management projects to the client, it means you were Subcontractor or Contract Manager.</p>
Nr.4	<p>Form 2 b): Experience in implementing similar contracts – Area of Specialization</p> <p>i. We do not have a constitution or articles of association. In response to <i>area specialization which your company had over the past [number] years pursuant to Section III, Qualification Criteria and Requirements, Sub-Factor 2.1 (b)</i>. Can we list the PPRA Code Building Engineering Services 308 Sub 03 Facilities Management?</p>	<p>The prospective bidders are to list the Completed similar contracts with contacts or proof of purchase orders and those activities must be at least 100% in facilities management having contributed 100% in the total annual turnover.</p> <p>You can list the codes, however we need experience in implementing similar contract in the area of specialization.</p>
Nr.5	<p>Form 4 b): Availability of Personnel – Expertise availability</p> <p>1. What does <i>General Qualification</i> mean?</p>	<p>General Qualification means Academic qualification e.g. Certificate, diploma, Degree, Masters and PHD.</p>



Nr.6	Form 5 Applicant Access to Required Facilities 1. Please elaborate what <i>Access to Required Facilities</i> mean?	Access to Required Facilities means the company should have access to all key staff required for this contract or how will the company be able to hire those required qualified staff during implementation of the contract.
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End of Responses

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