



## SADC SECRETARIAT RESPONSES TO REQUESTS FOR CLARIFICATIONS

REFERENCE NUMBER: SADC/3/5/2/362

“CONSULTANCY SERVICES TO DEVELOP A STRATEGY AND ACTION PLAN FOR THE SHOC”

DATE OF ISSUE OF RESPONSES: 6<sup>th</sup> SEPTEMBER 2024

Question Nº	Question	SADC Secretariat Response
Nr.1	I am an individual consultant. I work alone except when I need auxiliary staff to schedule meetings and organize venues etc for me. I never incorporate a key expert. Is a key expert role mandatory?	The role of the Key Expert is mandatory as this is a Firm Consultancy.
Nr.2	In order to arrive at holistic and realistic plans, I strongly suppose that all the SADC countries would play a vital part by participating in the consultancy as key informants to appreciate their respective inputs as stakeholders and SADC Countries. Besides, this opportunity offers a viable triangulation process. Is there flexibility on this assumption?	This assumption is correct and a necessary step in the development of the strategy, including consulting and benchmarking with similar bodies.

Nr.3	Our firm has a Valid Copy of the Certificate of Registration, i.e Incorporation, and a Valid Tax Clearance Certificate issued by the Zambia Revenue Authority (ZRA). Since we pay all the taxes applicable in Zambia, do we still need to submit a Tax Exemption Certificate?	Yes, you need to submit all the required documents stipulated in the tender dossier for administrative compliance purposes.
Nr.4	Submission of full Curricula Vitae (CVs) for the Team Leader and the Key Expert as well as Proof for Professional Qualification such as Certificates. We will submit these in our Technical Proposal. However, since we are also planning to field, Non-Key Experts (NKEs) in our Technical Proposal, should we: i) Submit their full CVs, or only resumes, i.e. Summaries of their CVs and Professional Qualifications? ii) Secondly, should we also submit Proof of their qualifications such as Certificates?	For Non-Key Experts (NKEs), their CVs and Certificates are not required at this stage of the tender. The recommended and successful bidder will be required to present the CVs and Certificates of NKEs for approval by the SADC Secretariat during implementation of the contract when awarded.
Nr.5	Kindly assist us with submission for the above-mentioned tender, we tried to submit using the link, which was provided in the Terms of Reference, but it requires us to <b>LOGIN</b> , Kindly assist us on how we can create an account as it does not give us an option to create the account.	Please use this link to upload your submissions: <a href="https://collab.sadc.int/s/asBonQwJknBFrn3">https://collab.sadc.int/s/asBonQwJknBFrn3</a>

End of Responses

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