



SADC SECRETARIAT RESPONSES TO REQUESTS FOR CLARIFICATIONS

REFERENCE: SADC/3/5/2/472

CONSULTANCY FOR INDEPENDENT ANALYSIS AND REORGANIZATION OF THE SADC SECRETARIAT STRUCTURE AND STAFF COMPLEMENT DATE OF ISSUE OF RESPONSES: 21st October 2026

Question №	Question	SADC Secretariat Response
Nr.1	Could you please confirm whether an entity based in South Africa is eligible to submit a proposal for this tender?	The entity based in South Africa is eligible to submit their proposal for this tender.
Nr.2	Clarify which tax compliance documents would be required and whether documentation issued by the South African Revenue Service (SARS) would be accepted.	Tax compliance documents will be required as per Information to Bidders under Clause Reference 3.4 (vii) and will be from your respective country.
Nr.3	Data Sheet clause 3.3 (i) excludes any subcontracting, can the bidder propose independent consultants (not employees), contracted directly by the bidder, as Team Leader or team members, without this being considered subcontracting?	The Bidder will not subcontract any portion of the assignment.

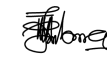
Nr.4	Any specific procedures to follow or supporting documents to be included in the Technical Proposal for such independent consultants?	Form TECH – 5 Curriculum Vitae (CV) for Proposed Professional Staff.
Nr.5	The Data Sheet gives the contract reference as SADC/3/5/2/432, while the cover, the Specific Procurement Notice and the forms give SADC/3/5/2/472. Please confirm that SADC/3/5/2/472 is the correct reference for all correspondence and submissions.	SADC/3/5/2/472 is the correct reference for all correspondence and submissions.
Nr.7	The Data Sheet requires the technical proposal only, in PDF via the collaboration link, with financial proposals requested later from bidders that pass the technical threshold; Form TECH-1 refers to a financial proposal sealed in a separate envelope. Please confirm that no financial proposal is to be submitted on 30 October 2026, and state how, in what format and within what period the financial proposal will be requested.	Bidders meeting the technical threshold will be notified accordingly. No financial proposal shall be submitted on the 30 th October 2026 as per Clause Reference 4.3 under Information To Bidders.
Nr.8	For an electronic PDF submission, please confirm how the requirements for initialling every page and the power of attorney are to be met (for example, a scanned signed copy).	You can only initial documents from your firm.
Nr.9	Please confirm whether the October 2022 workload analysis report and its supporting data will be made available to bidders before submission, or only to the successful bidder.	Access to SADC Secretariat confidential documents shall be provided to the successful bidder.
Nr.10	The number of positions in the approved structure and the number currently filled and vacant.	The SADC Secretariat maintains approximately 202 distinct job titles across various organisational tiers, spanning from Executive management to support staff. This figure is strictly indicative; a comprehensive organogram and detailed staffing information shall be shared with the successful bidder.

Nr.11	A current list of Offices, Directorates and Units, and confirm whether Food, Agriculture and Natural Resources and Disaster Risk Management are separate units (TOR 4.1.2).	Access to SADC Secretariat confidential documents shall be provided to the successful bidder. Note: Food, Agriculture and Natural Resources, and Disaster Risk Management are separate functions.
Nr.12	Confirm whether positions located outside Gaborone, such as in SADC regional centres or offices hosted by Member States, are part of the target group, and whether any work is required at those locations.	A comprehensive SADC Secretariat organogram and detailed staffing information shall be shared with the successful bidder.
Nr.13	Definition of the cost baseline for "zero or no significant financial implications" (approved establishment cost or funded establishment cost) and any threshold the Secretariat regards as significant.	Confidential SADC Secretariat information, inclusive of institutional emoluments, will be made available to the successful bidder.
Nr.14	Is RISDP 2020 to 2030 equivalent to operationalizing SADC Vision 2050, is it the strategy to which the structure is aligned and is there a mid-term review or anticipated revisions to implementation plan to be considered during execution.	SADC Secretariat strategy documents relevant for this assignment will be made available to the successful bidder.
Nr.15	Confirm the exclusion of job evaluation and grading, remuneration benchmarking and the execution of staff placement, and writing of job descriptions only apply to new or changed positions.	The bidder must propose the methodology to deliver the assignment.
Nr.16	Any specific SADC policies on staffing that the recommended structure must respect.	Access to SADC Secretariat confidential documents shall be provided to the successful bidder.
Nr.17	Any preferred comparator organisations for benchmarking and whether the secretariate will facilitate contact with them.	The bidder must propose the methodology to deliver the assignment.
Nr.18	Confirm whether consultation with Member State representatives (for example, a committee	The bidder must propose the methodology to deliver the assignment.

	of senior officials) and with the staff representative body is expected during the assignment.	
Nr.19	Year-end closure dates and the actual end of the 15-day period given the starting time and seasonal realities.	This will be dependent on the signing of the contract by both parties.

End of Responses

Southern African Development Community
 CBD Plot 54385
 Phone: (267) 395 1863 | Fax: (267) 397-2 848



Signed with Impression - Chain of Custody



Signature Request

Signature Request ID:	633d5b98-ead9-4088-91c0-ac18d2d2ff20	Timestamp:	2026-10-21 08:18:04 GMT
Signee Name:	Diana Sello	Sender Name:	Diana Sello
Request Type:	WebSigning	Request Status:	WEBVIEWER SIGNED

Original Document

Document Name:	08 RESPONSES TO CLARIFICATIONS Independent Analysis rev_.pdf	Document Size:	267.0 KB
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Email Evidence

Signee Email:	dsello@sadc.int	Email Subject:	Not available in Silent Mode
Email Sent Timestamp:	Not available in Silent Mode	Email Opened Timestamp:	Not available in Silent Mode

Web Evidence

Signee IP Address:	143.105.253.124	Request Timestamp:	2026-10-21 08:16:59 GMT
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Annotations and Modifications

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Text Annotation Count:	0	Initial All Pages Count:	0
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Signing Evidence

Signee Mobile:	+270000000000	Sign Type:	WebSigning
Security Challenge:	NONE	Part of Workflow:	NONE

Chain Of Custody Generation

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Signature Request

Signature Request ID:	eb4f2d8d-1d2c-4601-98f6-5f142f2cd1b2	Timestamp:	2026-10-21 08:38:06 GMT
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Request Type:	WebSigning	Request Status:	WEBVIEWER SIGNED

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Email Evidence

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Web Evidence

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