



SADC SECRETARIAT RESPONSES TO REQUESTS FOR CLARIFICATIONS

REFERENCE: SADC/3/5/2/468

CONSULTANCY FOR END OF PROJECT EVALUATION FOR DISASTER RISK MANAGEMENT STRENGTHENING IN SOUTHERN AFRICA PROJECT

DATE OF ISSUE OF RESPONSES: 29 OCTOBER 2026

Question No	Question	SADC Secretariat Response
Nr.1	Are consulting firms established outside the SADC region eligible to participate independently?	Yes
Nr.2	May relevant assignments previously undertaken by the proposed key experts be presented as evidence of professional experience, where the bidding company itself is recently established?	Experience gained by proposed key experts in their individual capacities or while employed by other firms may be presented as evidence of the professional experience of those experts. However, such experience shall not be considered as experience of the bidding firm for purposes of satisfying the firms 'experience requirement "
Nr.3	Are proposals accepted electronically by email, or is physical submission required?	Email submissions and physical submissions will be disqualified. As per the tender document all proposals must be

		submitted electronically through a link provided in the RFP on ITB Section 4.3
Nr.4	<p>Given that 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?</p> <p>If so, are there any specific procedures to follow or supporting documents to be included in the Technical Proposal for such independent consultants?</p>	<p>Yes, bidders may propose independent consultants who are not employees of the firm as Team Leader or team member provided that such consultants are engaged directly by the bidding firm as part of the proposed team. The firm shall have full responsibility of the proposed team of experts.</p>
Nr.5	<p>The ToR requires a "Consultancy firm/Team of individuals that has demonstrable experience of over 7 years in evaluating Projects". Please confirm whether this requirement may be met by:</p> <p>(a) the combined experience of the proposed team of individuals;</p> <p>(b) the experience of a predecessor entity formally merged into a bidding firm; and/or</p> <p>(c) in the case of a joint venture, any one member or the members combined.</p>	<p>(a) No. 7 years' experience for the institutional experience of the firm.</p> <p>(b) Yes as long as documents proving the formal merger are duly provided as supporting documents.</p> <p>(c) No. For clarity on Joint venture participation also refer to ITB 3.4(vii) and FORM TECH-2.1</p>
Nr.6	<p>Tax clearance (Data Sheet 3.4 (vii)(ii))</p> <p>Some jurisdictions, including Australia, do not issue a standard tax clearance certificate. For a joint venture member registered in such a jurisdiction, would a current tax compliance letter or statement issued by the national revenue authority, certified as a true copy, be accepted as equivalent?</p>	Yes
Nr.7	<p>Regional preference (Data Sheet 5.12)</p> <p>Please confirm whether the 15% margin of preference applies to:</p>	<p>(a) Yes</p> <p>(b) Yes</p>

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	<p>(a) a joint venture whose lead member is registered in a SADC Member State and which provides at least 50% of the services; and/or</p> <p>(b) a bid in which 50% or more of the proposed experts are SADC nationals, irrespective of where each joint venture member is registered.</p>	
Nr.8	Data Sheet 3.3 (ii) and ToR Section 5.2 refer to 90 days, while the table in ToR Section 7.1 refers to "90 working days". Please confirm whether the period is 90 calendar days or 90 working days.	90 calendar days. See Addendum 1
Nr.9	Only the Team Leader is listed as a Key Expert. Should CVs (Form TECH-5) be submitted for the other members of the multidisciplinary team, and will these be considered under "Organisation and Staffing"?	Yes
Nr.10	Please confirm that the sworn statement may be sworn before a Commissioner of Oaths or Notary in each member's country of registration and, in the case of a joint venture, whether each member must submit a separate sworn statement.	Yes
Nr.11	Please confirm whether experts who have previously held contracts with DRMSS implementing partners (IFRC, UN-OCHA or UN-Habitat) on activities not financed under the DRMSS Project are eligible to participate in the evaluation.	Yes
Nr.12	<p>To plan the methodology and budget within the USD 65,000 ceiling, could you indicate:</p> <p>(a) the Member States, if any, where in-person field visits are expected (including the SHOC in Nacala, Mozambique);</p>	<p>(a) It is expected that the consultations will be virtual</p> <p>(b) Yes</p> <p>(c) Yes</p>

	(b) whether virtual consultations are acceptable for the remaining Member States; and (c) whether a mid-term evaluation of the DRMSS Project was conducted and will be made available during the desk review.	
Nr.13	Key experts and subcontracting. Data Sheet clause 3.3(i) states that the bidder will not subcontract any portion of the assignment. May a bidding firm propose individual experts who are not its permanent staff, including the Team Leader, engaged directly by the firm, without this being treated as subcontracting	Yes. The firm will have full responsibility of the proposed team of experts.
Nr.14	Registration documents. FANRPAN is a not-for-profit regional organisation, registered as a private voluntary organisation and operating its Regional Secretariat in Pretoria under a host country agreement with the Government of South Africa. Will the certificate of registration, together with the host country agreement, be accepted in place of a certificate of incorporation under Data Sheet clause 3.4(vii)(i)?	No
Nr.15	Mandatory administrative documents. The Data Sheet states that failure to submit "the last three administrative documents above" will result in automatic disqualification. Could you confirm which documents this refers to, and whether the power of attorney and consortium agreement are required from a single-entity bidder?	<p>1. The statement under ITB 3.4(vii) is corrected and should read: <i>"Failure to submit the administrative documents above will be an automatic disqualification"</i>.</p> <p>2. The Power of Attorney is also required from a single-entity bidder. See Addendum 1</p>
Nr.16	Eligibility to bid. Clause 1.11 of the Information to Bidders refers to shortlisted bidders only,	Open to all bidders

	while the Specific Procurement Notice describes the method as Open Bidding. Could you confirm that the process is open to all eligible firms?	
Nr.17	Coverage of implementing partners Should the evaluation assess activities delivered by SADC, IFRC, UN-OCHA and UN-Habitat in equal depth? Will the successful bidder have access to each partner's implementation records, expenditure information and beneficiary data?	Yes
Nr.18	Availability of evaluation evidence Which baseline studies, updated indicator datasets, progress reports, previous reviews and beneficiary records will be available at inception? Where baseline or outcome data are incomplete, is primary data collection or reconstruction of baseline evidence expected?	The mid-term review report will be availed.
Nr.19	Evaluation framework and impact expectations Are there mandatory evaluation questions, rating scales or methodological standards beyond the SADC Project Management Guidelines? Is a contribution-based assessment of impact acceptable, or is a causal impact evaluation expected?	Not mandatory
Nr.20	Consultation logistics and languages Will SADC facilitate stakeholder introductions, access letters and interview scheduling? Please confirm the anticipated consultation languages and whether interpretation and translation must be arranged and costed by the consultant.	SADC will facilitate introductory letters and no language interpretation and translation is expected. English should be sufficient.
Nr.21	Validation and dissemination Are validation or dissemination workshops required in addition to the specified reports? If	No

	so, please confirm the expected number, format, location and attendance, and which party bears participant and event costs	
Nr.22	Budget and tax treatment Please confirm whether the USD65,000 ceiling includes all applicable taxes and any withholding deductions, and whether any exemptions apply. Should all travel, interpretation and workshop costs be accommodated within this ceiling?	USD65,000.00 is all inclusive. Everything should be accommodated within the global price.
Nr.23	Deliverable approval and payment timing Please confirm the expected review periods, number of consolidated revisions rounds and payment period following approval of each deliverable and invoice. Are these review periods included within the assignment duration?	Payment schedule is related to reports and their approvals, as follows: i. 20% of the contract price shall be paid upon submission and approval of the Inception report and submission of invoice ii. 80% of the contract price shall be paid upon submission and approval of the Evaluation report and submission of invoice
Nr.24	The tender webpage displays a closing time of 12:00 PM, while the notice and bidding documents refer to midnight on 5 November 2026. Please confirm the binding submission time in Botswana local time.	Closing time for this bid is 5 November 2026, at or before 00:00 midnight local Botswana time.
Nr.25	Could you kindly confirm whether this tender is open exclusively to consulting firms, or whether individual consultants are also eligible to submit proposals, either independently or as part of a consulting team?	This is a firm consultancy
Nr.26	Taxes (Data Sheet 3.7 and 3.9): Please confirm whether the SADC Secretariat will withhold any tax at source on payments to a consulting firm registered in another SADC Member State, so that applicable taxes can be correctly included within the US\$65,000 ceiling and shown separately.	No tax will be withheld by SADC Secretariat




Nr.27	Key experts (Data Sheet 5.8): Please confirm that only the Team Leader is scored as a Key Expert (40 points), that other proposed experts are assessed under "Organization and Staffing" (15 points), and whether Form TECH-5 CVs are required for non-key experts.	Yes
Nr.28	Financial Proposal Submission Process The Data Sheet (Section 4.3) states that bidders passing the technical threshold will be asked to submit financial proposals and submitting both at the same time will result in disqualification. Could the Secretariat clarify the exact timeline and mechanism for this second stage? Will technically responsive bidders be notified via email, and what will be the deadline for submitting the financial proposal?	Bidders will be notified once the evaluation committee finishes the technical evaluation, this will be done via email and adequate time will be given to submit financial proposals.
Nr.29	Data Sheet clause 3.4(vii) states that omission of the last three listed administrative documents results in automatic disqualification. However, the power of attorney wording refers to consortium members, and the consortium agreement is required "if it applies". Please confirm which authority documents a single-entity bidder must submit and whether a statement of non-applicability is sufficient for the consortium agreement.	1. The statement under ITB 3.4(vii) is corrected and should read: <i>"Failure to submit the administrative documents above will be an automatic disqualification"</i> . 2. The Power of Attorney is also required from a single-entity bidder.
Nr.30	Technical-only submission and page limit Please confirm that the reference in Form TECH-1 to an accompanying financial proposal should be amended to reflect the technical-only submission required by Data Sheet clause 4.3.	(a) Yes (b) Yes

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	Please also confirm whether the 15-page limit applies only to Form TECH-3, excluding the other prescribed forms, CVs and supporting evidence.	
Nr.31	Please confirm whether the latest approved logframe, including completed indicator definitions and targets, can be made available to bidders. Will the project's mid-term evaluation, progress reports and relevant partner reports be available at the start of the assignment?	Yes

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:	b58b1ff4-7964-4149-bb51-e660b45f8dff	Timestamp:	2026-10-29 09:52:43 GMT
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Request Type:	WebSigning	Request Status:	WEBVIEWER SIGNED

Original Document

Document Name:	RESPONSES TO CLARIFICATIONS End of projectrv 002 004.pdf	Document Size:	331.8 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:	160.242.95.226	Request Timestamp:	2026-10-29 09:45:33 GMT
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Text Annotation Count:	0	Initial All Pages Count:	0
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Signing Evidence

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Security Challenge:	NONE	Part of Workflow:	NONE

Chain Of Custody Generation

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Email Evidence

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Email Sent Timestamp:	Not available in Silent Mode	Email Opened Timestamp:	Not available in Silent Mode

Web Evidence

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Annotations and Modifications

Signature Count:	0	Form Fields Filled Count:	0
Text Annotation Count:	0	Initial All Pages Count:	1
Single Initial Count:	0		

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Signee Mobile:	+27000000000	Sign Type:	WebSigning
Security Challenge:	NONE	Part of Workflow:	NONE
Action:	APPROVE	Reason for Action:	Proceed

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