



SADC SECRETARIAT RESPONSES TO REQUESTS FOR CLARIFICATIONS

REFERENCE: SADC/3/5/2/452

CONSULTANCY FOR ASSESSMENT ON IMPLEMENTATION OF SADC REGIONAL INFRASTRUCTURE DEVELOPMENT MASTER PLAN (RIDMP) 2012-2027

DATE OF ISSUE OF RESPONSES: 15 JULY 2026

Question N°	Question	SADC Secretariat Response
Nr.1	We note that Clause 3.3(i) of the Data Sheet states that "the Bidder will not subcontract any portion of the assignment." Kindly confirm whether bidders are required to propose all Key Experts as direct employees of the bidding firm, or whether individual consultants/independent experts may be included in the proposed team under exclusive commitment arrangements. Specifically, please confirm whether the prohibition on subcontracting means that: a) all proposed experts must be employees of the bidding entity; and that	a) Key experts do not have to be direct employees of the firm but will have to have contracts with the firm and commit to being fully available for the duration of the assignment – change of key experts will not be acceptable once contract is awarded unless under extreme circumstance beyond control after approval by both parties. b) Refer to (a) above and note that this is not an individual consultant, it's a firm consultancy

	b) individual consultants who are not employees of the bidding entity cannot be engaged for Key Expert positions under any arrangement.	
Nr.2	The Terms of Reference define Key Expert 2 as covering Energy and Water, and Key Expert 3 as covering ICT, Transport and Meteorology. Please clarify whether bidders are required to propose a single individual for each of these Key Expert positions, or whether they may propose multiple experts under a given Key Expert role, with each proposed expert covering one or more of the specified sectoral areas of expertise. For example, would it be acceptable to propose separate experts for Energy and Water under Key Expert 2, and separate experts for ICT, Transport and Meteorology under Key Expert 3, while maintaining the overall team structure and scope of responsibilities?	Bidders are required to propose a single individual for each of these Key Expert positions. That is one expert Key Expert 2 for Infrastructure- Energy and Water and another expert covering Key Expert 3 Infrastructure- ICT, Transport and Meteorology. The evaluation of experts will be conducted as per the Terms of Reference. In total we need 3 key experts ONLY
Nr.3	Section 3.4(vii) of the data sheet requires submission of a duly completed sworn statement based on the template provided on page 41 of the RFP. The template appears to be incomplete and ends before the declaration is fully presented. Kindly provide the complete template and confirm the form that bidders are expected to submit with their proposals.	Bidders are expected to submit the sworn in statement as provided on page 41 in the RFP. Kindly note that the form is complete as is and should be submitted as part of the proposal
Nr.4	Section 4.5 of the Data Sheet states that proposals must be submitted by "20 July 2026 by Midnight Botswana Time". To avoid ambiguity, please confirm whether bidders may submit proposals up to 23:59 on 20 July 2026 (Botswana Time), or whether submissions must be completed by 00:00 on 20 July 2026.	The closing time and date is 23:59 20 July 2026 Botswana time, as per advertised tender. <u>Similarly take note of the extended deadline of closing date and time in the Addendum as issued which is now 22 July 2026 by Midnight Botswana Time.</u>

Nr. 5	Section 5.12 of the Data Sheet states that, to qualify for the regional preference, the applicant must be from the SADC region and that companies providing at least 50% of the services offered must be from the region. The same section further states that a bid offering fifty percent (50%) or more expertise (experts) from the SADC region will receive a 15% discount for financial evaluation purposes. Kindly clarify the following: a) Would a firm that is incorporated and registered outside the SADC region qualify for the 15% regional preference if it proposes a team comprising 50% or more experts who are nationals of SADC Member States? b) For purposes of determining compliance with the 50% threshold, is the calculation based on: i. the number of experts proposed; or ii. the proportion of the total level of effort (person-months/person-days) to be provided by experts from the SADC region? c) If the 50% threshold is based on experts from the SADC region, please clarify whether “from the SADC region” refers to SADC nationality or whether a SADC country of residence could also suffice.	a) No b) Number of experts c) SADC Nationality
Nr.6	We request the Client to consider a Master's degree in an infrastructure-related discipline / MBA / Master of Arts with a minimum of 10 years of relevant experience, or Bachelor's degree in an infrastructure-related discipline with a minimum of 15 years of relevant experience, as acceptable qualifications	The evaluation of experts will be conducted as per the Terms of Reference.

Nr. 7	We request the authority to provide two weeks of extension after the release of pre-bid responses for the preparation of comprehensive and competitive proposal	No extension will be granted
Nr. 8	Administrative documents (BDS 3.4(vii)): In the case of a consortium/joint venture, please confirm whether the certificate of incorporation, tax clearance, tax/exemption certificate, sworn statement and proof of domicile are required from the lead member only, or from each consortium member.	The administrative documents should be from the consortium members.
Nr. 9	Tax clearance: For bidders domiciled outside Botswana, please confirm that a valid tax clearance certificate (or equivalent) issued by the tax authority of the bidder's country of domicile is acceptable.	Tax clearance should be from the bidder's country of domicile.
Nr.10	Eligibility of experts with prior SADC involvement: Please confirm whether experts who have previously worked on SADC assignments related to the RIDMP or the RISDP – including participation in the formulation of the RIDMP 2012-2027 or its Short-Term Action Plans, or in subsequent reviews – are eligible to be proposed as key experts for this assignment, and if eligible, whether any specific disclosure is required in the proposal.	Contractors who had been hired to provide consulting services for the preparation or implementation of SADC Projects, and each of their 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. As such, experts who have previously participated in the formulation or implementation of the RIDMP may not be eligible as key experts as such work may be directly related to or result from their previous consulting services.
Nr.11	Key expert qualifications: For the key expert positions, please confirm whether a Bachelor's degree combined with substantial relevant professional experience may be considered equivalent to a Master's degree.	The evaluation of experts will be conducted as per the Terms of Reference.

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Nr. 12	Regional preference: Regarding the regional preference applicable in the financial evaluation, please clarify (i) how the regional expertise threshold is calculated – by number of key experts, by person-months, or including non-key experts – and (ii) at which stage of the evaluation the preference is applied.	The regional preference will apply at financial evaluation, according to the number of Key Experts in line with the evaluation criteria.
Nr.13	Field missions: Given that the contract is global-priced with no reimbursable expenses (BDS 3.6), please confirm whether in-person missions to SADC Member States and/or the SADC Secretariat are expected during the assignment and, if so, the indicative number of such missions or Member States to be visited, to enable bidders to price on a comparable basis.	The consulting firm is encouraged to engage all sixteen (16) SADC Member States, including the SADC Secretariat, virtually through teams, zoom, questionnaires, emails, and direct phone calls in undertaking the assignment. The consulting firm will only be required to facilitate one consultative validation workshop face-to-face with SADC Member States at a venue to be determined but within the SADC Member States and should be part of your financial proposal
Nr.14	Financial proposal: Please confirm the timeline and modality under which technically responsive bidders will be invited to submit their financial proposals (BDS 4.3), and whether a standard financial proposal template will be provided at that stage.	As soon as the Evaluation Committee completes its technical evaluation a request will be sent to all successful bidders from technical scores in line with the evaluation criteria contained in the Request for Proposal. The financial proposal templates are already provided in the RFP as advertised.

End of Responses

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Signed with Impression - Chain of Custody



Signature Request

Signature Request ID:	9924a717-d462-4569-bb06-54d6390bdb9	Timestamp:	2026-07-14 20:15:30 GMT
Signee Name:	Thomas Chabwera	Sender Name:	Thomas Chabwera
Request Type:	WebSigning	Request Status:	WEBVIEWER SIGNED

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Email Evidence

Signee Email:	tchabwera@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:	41.87.175.153	Request Timestamp:	2026-07-14 20:13:54 GMT
Signee GPS (if shared):	BW: Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/150.0.0.0 Safari/537.36 Edg/150.0.0.0	Terms Accepted Timestamp:	2026-07-14 20:14:09 GMT

Annotations and Modifications

Signature Count:	5	Form Fields Filled Count:	0
Text Annotation Count:	0	Initial All Pages Count:	0
Single Initial Count:	0		

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

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