

MINUTES OF BID INFORMATION SESSION HELD VIRTUALLY ON MONDAY 7th JUNE 2021 AT 10:00hrs

FOR Procurement of Multiple Framework Contract for the Provision of Travel and Events Management to SADC Secretariat

CONTRACT NUMBER: SADC/3/5/1/22

Attendees

1. Anuj-Sky Link
2. Anoop Sharma- Sky Link
3. Anand-Savanna-Skills and Lucky Sky
4. Juan-Savanna-Skills and Lucky Sky
5. Roopa-Savanna Skills and Lucky Sky
6. Abdul Nsengiyumva- Savanna Skills and Lucky Sky
7. Taisekwa Nyamukondiwa-Procurement Expert-SADC Secretariat-(Chairperson)
8. Haris Pknjac-Procurement Ex-Ante-SADC Secretariat
9. Kopano Ratsatsi—Assistant Procurement Ex-Ante-SADC Secretariat (Secretary)

Time and Date of the MEETING: 7th June 2021 Time: 10:00

The Chairperson welcomed all the representatives from different companies and requested all of them to register by forwarding their names to the email address which appear in the published Tender documents. He then introduced the representatives of SADC Secretariat. He then highlighted the importance of attending to the Bid information session and he thanked all in attendance.

The Chairperson took the attendees through the bidding document with emphasis on the following critical areas:

Choice of Lots-It was clarified that all bidders were free to submit applications for all lots provided they met the requirements of each lot.

Bid Preparation and Presentation-The attendees were informed of the need to prepare their bids in a way that will make them easy to follow as well as avoiding chances of missing important documents or information. The chairperson gave an example of a table of contents, which makes it easy to search for certain documents.

Lot Numbering and Naming-The chairperson also emphasized the importance of indicating Lot numbers and Name on the bid documents to avoid confusion with evaluators

Use of Bidding Forms-The Chairman reiterated the importance of using the bidding forms and not altering them nor renaming them as this may lead to confusion with evaluators. He also highlighted the importance of signing all the forms by the authorized officials. The Chairperson also emphasized the need to attach all requested documents on each form to make it complete.

Certification of Documents-The chairperson also emphasized the need for all documents that require certification to be stamped and signed by a Judicial Officer, Notary, or Commissioner of Oaths to prove their authenticity.

Submission of Bids-The attendees were informed of the importance of submitting their bids in time and avoid last minute submission as this may result in late submissions. The chairperson highlighted that only the time of receipt of the documents into the email is considered and not the time of sending the documents. He assured the attendees that the special email for submission is safe and is only accessed by the evaluation committee on the closing date and time of the tender.

The chairperson further clarified that due to size of bids documents, the bidders were free to submit a single bid document via a link as opposed to splitting the bid into multiple documents which may result in difficulties in searching for information during evaluation.

Format of Bid Documents-The chairperson encouraged the bidders to submit their bid documents in a way that enable the evaluation committee to search for document in the event that they are failing to locate them. PDF documents which allow searching were cited as being more user friendly.

After taking the bidders through the bidding document, the chairperson then gave the floor to the attendees to ask questions, comments and seek clarifications where necessary and the following were raised:

Clarification

1. **JUAN of Savanna Skills and Lucky Sky/Savannah Skills**-high-lighted that it is stated in the bidding document that the Bid Information Session is mandatory and only two prospective bidders have attended and she raised a concern that the same scenario of re-launching might occur as she thought that because most bidders did not attend they might end up not submitting and queried that this might lead to the requirements of the tender not being met like it happened with the initial one.

SADC Response 1

The chairperson high-lighted that though he has anticipated that most prospective bidders would attend the information session as the tender was open to anyone. It was also clarified that non attendance by some bidders could be because of varying reasons and that failure to attend would not disqualify bidders as the evaluation criteria in the bidding documents was the only basis to be used for anyone willing to participate as guided by the SADC Procurement and Grants Policy.

SADC Response 2

The Procurement Ex-Ante also further reiterated that the SADC Secretariat will publish the minutes of the Bid Information Session on the SADC Web-site to allow those who did not attend to appreciate the proceedings of the session and be guided accordingly as they prepare their bids. He also reiterated that no attendance to the information does not disqualify a prospective bidder.

Clarification

Anoop Sharma from Sky-Link raised a concern that he heard the chairperson saying that documents, which are scanned and saved as picture in PDF, are difficult to work with and he requested clarify, as some of their documents have to be scanned and saved as PDF.

SADC Response 1

The chairperson clarified that SADC Secretariat accept all scanned documents and as long as they are in PDF and they comply to the bidding instructions, but clarified that he was trying to emphasize the need to save the documents in a way that allows searching just in case the evaluators are failing to locate a certain document.

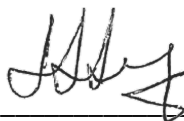
SADC Response 2

The Procurement Ex-Ante further clarified that SADC Secretariat accept all the scanned documents in PDF but advised that other way was to save the document using Optical Character Recognition (OCR) Technology which allows searching.

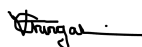
The chairperson requested for any further clarifications, but the attendees informed the meeting that they had exhausted their queries and were content with the proceedings.

The chairperson also assured the attendees that the window for requesting for more clarifications was still open until 14th June 2021 and the bidders were free to submit any queries that might arise later. He extended gratitude to the attendees for finding time to attend the meeting.

There being no any other business the meeting ended at 10:50hours.



Taisekwa Nyamukondiwa (Chairman)
SADC Secretariat-Procurement Expert



Mrs. Veronica Zulu Chingalawa
Acting Head of Procurement Unit