

NUMBER ONE

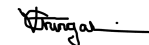
SADC SECRETARIAT RESPONSES TO REQUESTS FOR CLARIFICATIONS

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

REQUEST FOR SERVICES TITLE: TECHNICAL ASSISTANCE TO SADC SECRETARIAT ON TRAVEL AND EVENTS  
MANAGEMENT

DATE OF ISSUE OF RESPONSES: 17<sup>th</sup> JUNE 2021

Question Nr	Question	SADC Secretariat Response
Nr. 1	I would like to enquire if there is any payment to be made if we want to bid for Lot 1: Multiple Framework Contract for the Provision of Travel Management to the SADC Secretariat	No payment is required, everything is free of charge.
Nr. 2	We have interest in preparing and submitting our proposal for the above-mentioned tender as published in your website. We request for additional information (ITT) concerning the contract.	Information is available on the bidding documents, which you can access on the SADC Website <a href="https://www.sadc.int/opportunities/procurement/open-procurement-opportunities/invitation-bid-multiple-framework-contract/">https://www.sadc.int/opportunities/procurement/open-procurement-opportunities/invitation-bid-multiple-framework-contract/</a> at the end of the SPN.
Nr. 3	One clarification please – Since we had a power cut (Load Shading) in our area hence we could not have internet connectivity therefore we could not join the virtual briefing session of your tender. Kindly advise if we can still proceed with our interest and if we can have a recording available to us. Looking forward to your positive response.	All prospective bidders are eligible to participate in the tender even if they did not attend the information session and minutes of the information session will be shared through the SADC Website mentioned under number 2 above.
Nr. 4	Page 15, point 14 – Are we not supposed to submit the financial proposal? If yes, please provide us the	You are not supposed to submit a financial proposal. You are only required to present your



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	standard template of commercial proposal. If no, then can we use our own format?	financial information on <b>FORM 3-Financial Situation Form.</b>
Nr. 5	Page 85, Point SCC 15.1 – Advance payment. In the events, we need to give advance to the concerned service provider like hotels venue etc. Can we take advance from SADC for the same?	For this contract, advance payments are not applicable. SADC Secretariat will pay the contractors in arrears for goods/services already supplied.
Nr. 6	Page 86, point SCC 15.5 – USD will be the currency to settle our payments, please reconfirm?	Yes that is correct, United States Dollars (US\$) shall be the currency to be used for payments.
Nr. 7	Page 86, point SCC 15.7 – Stated payment cycle will be pertaining to Travel invoices, correct? Not for Events (As relating to point SCC15.4 – Twice a month for completed events)	Both 15.4 and 15.7 applies to all the three (3) Lots.

End of Responses

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