

Please find below questions and answers to tender 83447630 Read from bottom up.

In addition to my query submitted yesterday, please may you clarify the following:

1. Structure of the tender document

The invitation letter to bid for Fellowship Needs Assessment specifies the format of the technical offer and, the maximum number of pages (8 pages). However, the terms of reference (pg14) stipulate the structure of the tender should conform to the structure of ToR and should not exceed 15 pages. Does this mean the technical offer comprises (forms part of ) the tender document and should not be more than 8 pages?

*The Technical offer forms part of the tender document. The bidder must also include the price offer. Please refer to the Terms of Reference, the complete tender this means the Technical offer+ Price Offer should not exceed 15 pages.*

Please can you help me. I am working through the ToR and I am unable to locate most of the sections referred in the body of the document. Typical examples include:

1. Personnel concept is designated as chapter 3 however the subsections discussing personnel (team leader, key expert and short-term expert pool) appear as Subsections 4.1, 4.2 and 4.3. Shouldn't it be 3.1, 3.2, 3.3?

2. Technical-methodological concept (pg 7 of ToR). Strategy is categorized as Subsection 1.1 despite falling under Chapter 2 (Concept). Shouldn't strategy be subsection 2.1 since it is under Chapter 2?

*As specified in the TORS in section 2: concept on page 7, The numbers in parentheses correspond to the lines of the technical assessment grid. (1.1) refers to the section in the technical grid and the maximum allowable points for that section in the technical grid.*

3. Pg 7 of ToR, Chapters referred to are not included (no reference source found) and subsections e.g 1.1.1 of the context cannot be located in the document.

*As specified in the TORS in section 2: concept on page 7, The numbers in parentheses correspond to the lines of the technical assessment grid. (1.1.1) refers to the section in the technical grid and the maximum allowable points for that section in the technical grid.*

4. Pg 7 of ToR highlighting actors relevant to the services (1.2). Shouldn't it be 2.1 since it falls under Chapter 2?

*(1.2) refers to the section in the technical grid and the maximum allowable points for that section in the technical grid.*

5. Pg 8 of ToR indicates general qualifications of the team leader as section 2.1.1 (or 3.1.1?) despite falling under Chapter 3 (Personnel concept)

*2.2.1 refers to the section in the technical grid and the maximum allowable points for that section in the technical grid.*

6. Pg 11 of ToR indicates the team leader has 22 expert days but a total of 10 days

*The Total number of expert days is 22*

I kindly request your prompt response as the format of the tender needs to correspond to the structure of ToR.

1. With regards to the above bid:

- may you please advise on the size of the technical offer since ToR has 15 pages as a maximum and the invitation letter has 8 pages; and
- please note that the ToR and invitation letter refers to annexure 3 and 4 but only annexure 1 has been provided. May you please clarify which documents are annexure 2, 3 & 4.

*With reference to the invitation letter,*

*Annex 1 is the Terms of References, <https://www.sadc.int/sites/default/files/2023-09/GIZ%20-%2083447630%20%28ANNEX%201%29%20TOR%20Fellowship%20needs%20assessment.pdf>*

*Annex 2 is the Technical Grid which can be found here: [https://www.sadc.int/sites/default/files/2023-09/GIZ%20-](https://www.sadc.int/sites/default/files/2023-09/GIZ%20-%2083447630%20Technical%20assessment%20grid%20Fellowship%20Needs%20Assessment.pdf)*

*[%2083447630%20Technical%20assessment%20grid%20Fellowship%20Needs%20Assessment.pdf](https://www.sadc.int/sites/default/files/2023-09/GIZ%20-%2083447630%20Technical%20assessment%20grid%20Fellowship%20Needs%20Assessment.pdf)*

*Annex 3 is the Budget allocation form: <https://www.sadc.int/sites/default/files/2023-09/GIZ%20-%2083447630%20Financial%20form%20-to%20complete%20for%20financial%20offer.xls>*

*Annex 4 is the GIZ General Terms and Conditions of contract:*

*<https://www.sadc.int/sites/default/files/2023-09/General%20terms%20and%20conditions%20of%20contract%202022-14.pdf>*

2. Lastly, please note that I am unable to download general terms and conditions of contract 2022 since the page is no longer available on the website.

*Please access the GIZ General Terms and Conditions of contract here:*

*<https://www.sadc.int/sites/default/files/2023-09/General%20terms%20and%20conditions%20of%20contract%202022-14.pdf>*