**Points of clarification to questions**

1. Under the section ‘Type of framework’ on page 3 of the Appendix 1 - TOR framework agreement for audit and Financial Services UM Pretoria pdf, it is stated that there should be one overall contact person (lead consultant) who will be assisted by three key contact persons; one for each of the Francophone countries, Anglophone and South Africa. Please can you clarify what you envisage the specific roles and responsibilities of the key contact persons will be and are these key contact persons required to be physically situated in the specific listed regions?   
   The specific for the key person is to coordinate and be the focal point in all communication with Sida. No requirement to be physically but should be able to have a physical meeting when needed in the specific listed regions.
2. Please can you clarify the consultant level that each key contact person is required to meet?   
   The key persons are preferably a level 1 consultant or a lead management person.
3. We are intending to use subcontractors in the specific regions/countries, but we are not relying on any of these subcontractors to meet the requirements relating to economic and financial standing or technical and professional capacity. Please can you clarify what documentation, if any, we are required to submit for such subcontractors?   
   The name and registration in the countries they are operating and a draft agreement linking you.
4. At point 4.11 Qualifications and competence, on page 21 of the ‘Procurement Document Embassy’ pdf, it states that we need to provide 5 level 1, 10 level 2 and 5 level 3 consultants, whereas in the Appendix 14 – List of Consultants Excel worksheet there are 10 rows to complete for level 1 consultants, 5 for level 2 and 5 for level 3. Please can you confirm the correct number of consultants required for each level.   
   Yes it´s the correct number. You can add rows or use two different worksheets.
5. In order for us to perform our internal due diligence regarding this opportunity, please clarify which entity the successful bidders will be contracting with? Will it be the Embassy of Sweden or Sida?  
   The Embassy of Sweden on behalf of SIDA.
6. In terms of our response document, is there a specific structure/format the Embassy of Sweden would like us to follow?   
   Please refer to section 2.2.2 for the format that the Embassy has requested to be followed.
7. Under the Qualifications and competence requirement for Level 1 & 2 consultants you have requested for a master’s degree or equivalent. Please advise what is deemed as an equivalent qualification to the Master’s degree that will be acceptable?   
   Level 1: A postgraduate degree (NQF Level 8) must at least be completed plus ten years of senior experience gained through employment, and for Level 2: A postgraduate degree (NQF Level 8) or its equivalent, plus five years of experience, please refer to the following section (Section 4.1.1) for further guidance.
8. How many physical copies of the proposal should be submitted to the Embassy of Sweden in Pretoria?   
   Just one copy, accompanied by the USB.
9. Is it ok to password protect the proposal on the USB stick to be submitted to the Embassy for confidentiality reasons? The password can be provided separately but within the physical submission or in any other way that you would wish it to be provided.  
   Yes, the USB should be password protected and the USB password should be sent to [mpho.seipubi@gov.se](mailto:mpho.seipubi@gov.se) after submission.
10. We are a global network of audit, tax and advisory services firms and have an Africa wide holding entity that helps us organise delivery of our audit, tax and advisory services across Africa. However, this Africa wide entity does not have an audit licence because public audit regulators need firms to have audit licences in each country that you operate. Will it be OK to use our Africa wide holding entity (which does not have an audit licence) then attach audit licences from our various member firms that will be coordinating delivery of services under this framework?  
    Yes, this is ok.
11. Section 2.5 states that the reception of a notification regarding the award decision does not mean that a binding framework agreement has been signed between the Embassy and the winning tenderer. A framework agreement only becomes legally binding when it has been signed by both parties. Section 2.9 of the procurement document 'contract terms and conditions', states that the tenderer shall accept the attached framework agreement, including appendices and Sida’s Standard Conditions for Framework Agreements and Contracts. Will the awarded tenderers have an opportunity to negotiate the contract terms and conditions prior to contracting?  
    No, the SIDA framework/terms and conditions are standard and will not be opened for negotiable.
12. In section 3.4 (7) of the procurement document, kindly clarify what is meant by reference assignments.  
    A procurement framework reference history, directly related to ToR (Terms of Reference), kindly provide us with the (Name of the company, contact details and the agreed scope/ToR).
13. Section 3.4 (7) of the procurement document requires alternative proof of economic and financial position, in accordance with the section “Financial ratio”. Kindly clarify what is meant by financial ratio.  
    Regarding the “Financial ratio” kindly provide us with any means of support to verify and validate the firm’s ability to carry out the engagement/assignment prior to receiving any funds from the Embassy.
14. Section 2.2.2 states that ‘In order to facilitate examination and evaluation of the tender, it is the Embassy’s strong desire that the submitted tender be formatted in accordance with the procurement document’s headings/disposition, that any templates belonging to the procurement document be used and filled in, and that references to any attachments be presented in a clear manner.’ Is the expectation that the technical bid will be organised along the evaluation categories only i.e., Organisation of call-off orders, Quality assurance routines, Merits, Measures to limit travel?   
    The expectation is that the categories to be used to evaluation the technical bid, will not only be based on the above-mentioned categories, but be based on the stated supplied documents by the embassy.