



Tender Questions and Answers

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Bid No	RFB 2520/2021
Bid Title	ACQUISITION OF SERVICES OF SUPPLY CHAIN MANAGEMENT (SCM) EXECUTION PARTNER (PROFESSIONAL SERVICES) FOR A PERIOD OF SIX (6) MONTHS WITH AN OPTION TO EXTEND FOR A FURTHER THREE (3) MONTHS
Ref	RFB 2520/201 Q and A

No	Bidder Question / Enquiry	SITA Answer / Response
1.	Who will be responsible for the remuneration of the resources between SITA and the successful bidder?	The bidder will be responsible for remunerating the resources. SITA will pay the bidder directly.
2.	With regards to the references, is SITA looking for the reference letter or the bidders are requested to complete the table on the RFB documents with the contact details?	<p>1. There are various options with regards to the satisfaction of this requirement as follows:</p> <p>1.1 The bidders may provide a letter from a referee stating the description of work, the period within which the work was performed as well as the contact details of the referee. It is critical that the work described on the reference letter be similar to the scope of work in this tender.</p> <p>1.2 The bidder may also provide a narrative of the work that was performed at the client that is similar to the scope of work for this tender. Furthermore, the bidders are required to provide the contact details of the client using the table provided in the RFB document to enable SITA to verify whether or not the bidder did provide such services.</p>
3.	Is SITA going to award to one or more than one service provider?	SITA will award to one bidder however SITA reserves the right to award to more than one bidder depending on the experience and costs, <i>etcetera</i> .

No	Bidder Question / Enquiry	SITA Answer / Response
4.	What is the number of hard copies and electronic copies that are requested?	<p>Bidders are required to submit their bids as follows:</p> <p>1. One original copy, one hard copy of the original and one USB with the bid on a PDF format.</p>
5.	Confirm whether or not bidders will be allocated the same points where some have only provided a narrative of the previous work done as well as provided contact details of the referee and where others submitted a formal letter from the referee.	SITA will allocate the same points to both categories of bidders where SITA has successfully verified that the similar work was indeed performed.
6.	Will the appointment and completion letter(s) be accepted as evidence that the work was performed by the bidder?	SITA will only consider the narrative on the work done together with the contact details of the client or the formal letter from the client with the contact details of the client. The scope of work stated on the narrative and the reference letter should detail similar work to what is stated in the RFB document for this tender.
7.	How many reference letters are required?	The requirement it is that a minimum of one letter is required from bidders.
8.	Should the experience stated on the narrative or the reference letter detail work done in the public only or experience in the private sector will also be accepted?	Only work performed in the public sector would be considered for the purposes of the evaluation.