



Common Market for Eastern
and Southern Africa

**ADDENDUM NO. 1
REQUEST FOR PROPOSALS
RFP NO. CCC /RFP/08/03/2021**

**RE-ADVERTISEMENT- REQUEST FOR
TECHNICAL AND FINANCIAL PROPOSALS FOR
WEBSITE REDESIGN AND DEVELOPMENT OF
THE COMESA COMPETITION COMMISSION**

ISSUED ON:

17TH NOVEMBER 2021

This serves to notify prospective bidders that the COMESA Competition Commission (the Commission), wishes to issue this addendum amending the re-advertised Request for Proposals, RFP Number: CCC/RFP/08/03/2021, posted on the Commission's website www.comesacompetition.org on 2nd November 2021 regarding the website redesign and development of the COMESA Competition Commission as follows:

1. Section 6.2.10. (a)-(e) on Content and Format of Applications

1.1. By the deletion of paragraph 6.2.10. under subsections (a)- (e) and the substitution of the following:

"The proposals must be submitted with a covering letter containing a confirmation and a description of how you have understood the Terms of Reference for the assignment. The bidders should also confirm and/or provide evidence that:

- a. they have the legal capacity to enter the contract
- b. they are not insolvent, in receivership, bankrupt or being wound up. Their business activities have not been suspended, and they are not the subject of legal proceedings for any of the foregoing.
- c. they have fulfilled their obligations to pay taxes and social security contributions, and for that purpose, documentary evidence to be provided by the relevant authorities to demonstrate that the bidders have met their obligations.
- d. that their servants, or agents have not offered any inducement to any employees of the Commission."

2. Section 13 on Submission of proposals.

2.1. By the deletion of paragraph 13.2 and the substitution of the following:

"You may wish to submit your proposal electronically via compcom@comesa.int complementary to the hard copy submission before the closing date. However, the electronic submission does not exclude the mandatory requirement of hard copy submission which is expected to be made withing the deadline"

3. Section 14 on Closing date for submission of proposals and opening of bids.

3.1. Addition of the third paragraph that reads "Vendors who wish to attend the opening of the tender virtually may request the zoom link via eabraham@comesa.int on 23rd-November-2021 between 12 to 15 hours." Therefore, paragraph 14 should read as follows:

"14. CLOSING DATE FOR SUBMISSION OF PROPOSALS AND OPENING OF BIDS

The closing date for submission of proposals is 23rd November 2021 at 12:00 hours MALAWI time. Proposals received after this date and time will not be considered.

Vendors or their authorized representatives are invited to attend the bid opening ceremony either physically or virtually on 23rd November 2021 at 15:00 hours Malawi Time at the Commission Offices, 5th Floor Kang'ombe House, Lilongwe

Vendors who wish to attend the opening of the tender virtually; may request the log-in zoom link details from eabraham@comesa.int on 23rd-November-2021 between 12 to 15 hours.”

4. Addition of the following annexes.

ANNEX 1: BID SUBMISSION SHEET

[This Bid Submission Sheet should be on the letterhead of the Bidder and should be signed by a person with the proper authority to sign documents that are binding on the Bidder.]

Date: [insert date (as day, month, and year) of bid submission]

Reference No: [insert Reference number]

To: The Chairman of the Procurement Committee

We, the undersigned, declare that:

We have examined and have no reservations to the Bidding Document.

We offer to provide the services in conformity with the Bidding Document for the [insert a brief description of the Services];

We hereby submit our bid which includes the following (to state the documents included);

Our bid shall be valid for a period of six months from the date fixed for the bid submission deadline in accordance with the Bidding Document, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We are not participating, as Bidders, in more than one bid in this bidding process.

We do not have any conflict of interest and have not participated in the preparation of the project document for the COMESA Competition Commission.

Our Proposal is binding upon us, subject to modifications agreed during any contract negotiations, and we undertake to negotiate based on the staff proposed in our Bid.

We understand that this Bid, together with your written acceptance thereof included in your Letter of Bid Acceptance, shall NOT constitute a binding contract between us, until a formal letter of engagement is prepared and executed; and

We understand that you are not bound to accept the lowest bid or any other bid that you may receive.

Name: [insert complete name of person signing the Bid]

In the capacity of [insert legal capacity of person signing the bid]

Signed: [signature of person whose name and capacity are shown above]

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Dated on _____ day of _____, _____ [insert date of signing]

ANNEX 2: BIDDER'S REFERENCES

Relevant Services Carried Out that Best Illustrate Experience

Using the format below, provide information on each assignment for which the Bidder, either individually or as a corporate entity or as one of the major firms within an association, was legally contracted.

Bidder's Name:

Assignment Name:		Country:
Location within Country:		Professional Staff Provided by Bidder (profiles):
Name of Client:		Nº of Staff:
Address:		Nº of Staff-Months; Duration of Assignment:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (in Current US\$):
Name of Associated Consultants, If Any:		Nº of Months of Professional Staff Provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:		
Narrative Description of Project:		
Description of Actual Services Provided by the Staff:		

ANNEX 3: COMMENTS AND SUGGESTIONS ON THE SCOPE OF WORK

The bidder is required to give his comments and suggestions on the scope of work as follows:

Scope of work	Comments and Suggestions

ANNEX 4: DESCRIPTION OF THE METHODOLOGY FOR PERFORMING THE ASSIGNMENT

Scope of work	Methodology for performing the Assignment

ANNEX 5: TEAM COMPOSITION AND TASK ASSIGNMENTS (Applicable only where the worked will be undertaken by a group of people and not an individual)

1. Technical/Managerial Staff		
Name	Position	Task(s)

ANNEX 6: PROPOSED FEES

The bidder is required to state his proposed fees for the various financial statements to be audited as follows:

Level of Service	Rate Per hour	Estimated Hours	Amount
Expert 1			
Expert 2			
Expert 3 etc			