

ADDENDUM NO. 1

TENDER NO. ICTA/RFP/05/2021-2022

14th MARCH, 2022

TENDER NAME: RFP. NO: ICTA/RFP/05/2021-2022 (PROVISION OF CONSULTANCY SERVICES FOR RECRUITMENT OF ICTA CHIEF EXECUTIVE OFFICER & DEPUTY DIRECTOR HR & ADMINISTRATION

ICT AUTHORITY RESPONSE TO BIDDERS CONCERNS/OBSERVATIONS AND QUERIES.

#	Citation/Page Guide	Clause	Area for clarification	ICT Authority Response
1	<p>SECTION 2 (B). DATA SHEET Reference to ITC Clause 22.2</p> <p>Page 27 of 111 Stage Two: Technical Evaluation Criteria 1(a)</p>	<p>Stage Two: Technical Evaluation Criteria 1(a) Attach signed and stamped recommendation letters in the client letter head from the three (3) clients (Submit reference letters from clientele)</p>	<p>On completion of assignments, government bodies usually issue recommendation letters in their letter head and signed by the senior most official. They however do NOT stamp recommendation letters.</p> <p>Kindly consider removing the condition requiring stamping on recommendation letters. For authenticity of any letter, additional follow up can be made by contacting the numbers provided within the project sheets.</p>	<p>Kindly attach signed and stamped recommendation letters in the client letter head from the three (3) clients (Submit reference letters from clientele)</p>
2.	<p>SECTION 5. TERMS OF REFERENCE Page 59 of 111</p>	<p>Terms of reference b. Advertise for the position in a national newspaper with wide circulation</p>	<p>It is unclear from the ToRs who shall bear the cost of the advertisement placement(s). Newspaper advertising accounts for a significant</p>	<p>The Consultant will bear the cost of everything concerning the recruitment i.e Advert and venue.</p>

		as well as on the firm's website.	<p>costing in the financial proposal. Kindly clarify the following to allow for an even playing field in competitive bidding:</p> <ul style="list-style-type: none"> i. If the consultant will bear the cost of advertising. ii. The number of placements in national newspapers. <i>(Best practice is to repeat the placement a week apart in alternative newspapers).</i> iii. The size and colour of the placement. 	
	<p>SECTION 5. TERMS OF REFERENCE</p> <p>Page 59 of 111</p>	<p>Terms of reference</p> <p>h. Facilitate the final interviews by the Board including providing an appropriate interview location as well as secretarial services.</p>	<p>It is unclear from the ToRs who shall bear the cost of the location identified by the consultant for ICTA Board level interviews (i.e., hotel conferencing costs).</p> <p>Hotel conferencing (4 star +) accounts for a significant costing in the financial proposal. Kindly clarify the following to allow for an even playing field in competitive bidding</p> <ul style="list-style-type: none"> i. If the consultant will bear the cost of hotel conferencing 	<ul style="list-style-type: none"> 1. The Consultant will bear the cost of everything concerning the recruitment i.e. Advert and venue 2. These are senior position. The number of board member to attend is 7 - 9 members. 3. The number of days required to complete the interviews is 1 day each for each position (venue).

			ii. The number of Board members to sit for the interviews and the number of days required to complete the interviews at the identified location.	
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The addendum & clarification form part of the bidding document and is binding on all bidders. All other terms and conditions of the tender remain the same.

NB: The Tender closing date remains Tuesday the 15th March, 2022 at 10.00 a.m.

Ag. CHIEF EXECUTIVE OFFICER