

SADC Procurement Unit

Supplier Registration

Application Support Package

# Introduction

This **Application Support Package** is intended to support online applications made through the SADC website, at:

<http://www.sadc.int/opportunities/procurement/>

Individuals, companies or consortia intending to register as an official supplier to SADC, must register on the site and complete one of the two application forms

* Lot 1 – Botswana only; or
* Lot 2 – SADC Wide.

Then, in order to provide the supporting evidence necessary to allow SADC Procurement Unit to complete a thorough evaluation of the application, a series of supporting materials must be submitted to SADC using the template provided in this document. If the materials are prepared as single Adobe PDF or MS Word document, it can be uploaded to the site at the end of the application form. If it is not ready, it can then either be emailed to [procurement@sadc.int](mailto:procurement@sadc.int), mailed to the following postal address:

SADC Procurement Unit  
SADC Secretariat  
Private Bag 0095  
Gaborone, Botswana

Or, delivered by hand (Marked Procurement Unit. SADC Supplier Registration) to the following address:

SADC Secretariat  
SADC House  
Plot No. 54385  
Central Business District  
Gaborone, Botswana.

For a map of this location, please refer to the **Contact** page on the SADC website [www.sadc.int/contact](http://www.sadc.int/contact)

# Instructions

Following in this template are eight (8) sections that require documents to be assembled to support the online application process. Each section heading includes a list of requirements for that particular section. To ensure a thorough and fair evaluation, please make sure that every section is completed and as much information as possible/necessary is provided.

The sections in both Lots are broken down into the following categories:

1. Basic information
2. Eligibility
3. Detailed Applicant Information
4. Experience in implementing similar contracts
5. Financial Resources
6. Personnel Resources
7. Facilities Resources
8. Goods and Services

Please include the requested information within each section of this template.

Upon completion, if you wish to submit the package online or by email, please save the information as a single Adobe PDF or MS Word document.

## Applicant

Please provide the name of individual, company or consortium submitting this application:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## SECTION 1 – BASIC INFORMATION

This section of the application requires the following information be submitted.

* Name of applicant
* Name of representative applying
* Country (Botswana only for Lot 1)
* Contact details (email, address, telephone, fax, website)
* Sector
* Services proposed

Most of this information is submitted through the online form. To support this information, please also submit a **company brochure, profile or corporate CV**. In the case of a consortium, these materials are requested for each participating agency.

Please insert all relevant documents between this line and the beginning of the next section.

## SECTION 2 – ELIGIBILITY

This portion of the submission is based upon a series of questionnaire referring to the status of any judgements or legal proceedings that the applicant against involved, if any.

If the applicant is subject to any of the legal processes referred to in this section, it is required that details are provided in this section, in the form of documentary evidence or correspondence describing the particular situation. Full disclosure of such circumstances is requested.

Please insert all relevant documents between this line and the beginning of the next section.

## SECTION 3 – DETAILLED APPLICANT INFORMATION

This portion of the submission requests details of the formal registration status of the applicant individual, company or consortium.

Requested documentary evidence includes the following items:

* Certificate of incorporation for companies (including registration number or code);
* Shareholder certificates for companies (including all companies of a consortium);
* Formal letter of association signed by all authorised parties of a consortium;
* Contact details of authorised representative for the individual, submitted in the form of a letter, with the company or consortium letterhead.

Please insert all relevant documents between this line and the beginning of the next section.

## SECTION 4 – EXPERIENCE IN IMPLEMENTING SIMILAR PROJECTS

This section of the submission requires that the applicant provide details of three (3) example projects that they have completed, similar to the services proposed for SADC. The example projects or programmes must be **valued at a minimum of USD $10,000** each.

**Example project/programme** 1

|  |  |
| --- | --- |
| Assignment name: | Approx. value of the contract (USD): |
| Country:  Location within country: n/a | Duration of assignment (months): |
| Name of client: | Total no. of staff-months of the assignment: |
| Contact details of client representative for reference purposes: | Role: (primary contractor or sub-contractor) |
| Address: | Approx. value of the services provided by your firm under the contract (USD): |
| Start date (month/year):  End date (month/year): | No. of professional staff-months provided by associated consultants: |
| Name of associated consultants, if any: | Name of senior professional staff of your firm involved and functions performed: |
| Narrative description of project: | |
| Description of actual services provided by your staff within the assignment: | |

Company Name: <insert name here>

**Example project/programme 2**

|  |  |
| --- | --- |
| Assignment name: | Approx. value of the contract (USD): |
| Country:  Location within country: n/a | Duration of assignment (months): |
| Name of client: | Total no. of staff-months of the assignment: |
| Contact details of client representative for reference purposes: | Role: (primary contractor or sub-contractor) |
| Address: | Approx. value of the services provided by your firm under the contract (USD): |
| Start date (month/year):  End date (month/year): | No. of professional staff-months provided by associated consultants: |
| Name of associated consultants, if any: | Name of senior professional staff of your firm involved and functions performed: |
| Narrative description of project: | |
| Description of actual services provided by your staff within the assignment: | |

Company Name: <insert name here>

**Example project/programme 3**

|  |  |
| --- | --- |
| Assignment name: | Approx. value of the contract (USD): |
| Country:  Location within country: n/a | Duration of assignment (months): |
| Name of client: | Total no. of staff-months of the assignment: |
| Contact details of client representative for reference purposes: | Role: (primary contractor or sub-contractor) |
| Address: | Approx. value of the services provided by your firm under the contract (USD): |
| Start date (month/year):  End date (month/year): | No. of professional staff-months provided by associated consultants: |
| Name of associated consultants, if any: | Name of senior professional staff of your firm involved and functions performed: |
| Narrative description of project: | |
| Description of actual services provided by your staff within the assignment: | |

Company Name: <insert name here>

Please insert all additional relevant documents between this line and the beginning of the next section.

## SECTION 5 – FINANCIAL RESOURCES

This portion of the questionnaire is focused on obtaining data about the applicant’s financial resources and situation. Information required includes the following items:

* Access to a credit line from a financial institution, evidenced through a letter from the individual or company’s bank;
* Minimum average turnover, profit and net worth for the past five years – provided in a letter on company letterhead;
* Annual financial statements for the past three (3) company financial years.

Please insert all relevant documents between this line and the beginning of the next section.

## SECTION 6 PERSONNEL RESOURCES

This portion of the submission requires data about the personnel and human resources of the applicant individual, company or consortium.

In order to register as a supplier with SADC, the applicant must be able to allocate resources to undertake the work in question.

Information required for this section of the application includes the submission of the following information for at least one qualified professional staff member:

* Curriculum Vitae (CV) – in SADC format (see SADC website for bid support documents zip package: <http://www.sadc.int/opportunities/procurement/sadc-procurement-documentation/>
* Copies of certificates and association membership; and
* Copy of passport, or relevant photographic identity document.

Please insert all relevant documents between this line and the beginning of the next section.

## SECTION 7 – FACILITIES RESOURCES

This part of the application is concerns the facilities the applicant has at their disposal for provision of the services they are proposing.

Information is requested in the form of a list of facilities and details of suppliers, presented in a letter, on company letterhead.

Please insert all relevant documents between this line and the beginning of the next section.

## SECTION 8 – GOODS AND SERVICES

This portion of the application requests which goods and services that the applicant hopes to provide to SADC.

No additional information is requested here, but it is adviseable to ensure that the corporate/profile materials submitted in Section 1 (Basic Information) includes evidence or motivation to support the selection of goods or services proposed.