



SPECIFIC PROCUREMENT NOTICE

SUPPLY, INSTALLATION AND COMMISSIONING OF FINANCIAL REPORTING SOFTWARE FOR THE SADC SECRETARIAT

REQUEST FOR BIDS

Reference Number: SADC/3/5/4/20

Procurement entity: SADC SECRETARIAT

Number of lots (and their titles if applicable): Single Lot

Location: SADC Secretariat, Western Commercial Road (near Lobatse and Siboni Roads), CBD Plot 54385, Private Bag 0095, Gaborone, BOTSWANA.

1. The Southern African Community (SADC) Secretariat intends to use part of its budgeted fund to cover eligible payments under the contract for **PROCUREMENT OF SUPPLY AND IMPLEMENTATION OF FINANCIAL REPORTING SOFTWARE FOR THE SADC SECRETARIAT**.
2. The SADC Secretariat now invites bids from eligible companies interested to bid for the Contract.
3. The procurement method used for this contract is Open Bidding procurement methods as defined in the revised **SADC Secretariat Procurement Policy and Guidelines August 2021** available at the following website: www.sadc.int
4. The Bidding Document with details specifications can be accessed through the link below.
5. The closing time and date for submission of the email bids at the address indicated in the bidding documents is **Thursday 24th February 2022 at 14:00 hours local time.** Bids received after this time and date, or submitted otherwise than indicated in the bidding document shall not be considered.

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6. All notifications concerning this procurement process, including: or cancellation notices, Requests for clarification and the respective responses will be published below.
7. Interested firms may seek clarification or/and additional information concerning this Request for Bidding, by emails provided below. Clarification need to reach SADC by latest twenty-one (21) calendar days before the submission deadline indicated in 5 above:
8. The answer on the questions received will be posted on the SADC Secretariat's website at the latest eleven (11) calendar days before the deadline for submission of the bidding.

Attention: Mr. Purpose Chifani, Acting- Head of Procurement

E-mail: mmikuwa@sadc.int; tenders@sadc.int ;

Copy: pchifani@sadc.int ; bgwedeza@sadc.int

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