



SPECIFIC PROCUREMENT NOTICE

PROVISION OF INSURANCE OF GOODS AND RELATED SERVICES

Reference Number: SADC/3/5/1/32

Procurement entity: SADC Secretariat

Address: SADC Secretariat,
Plot 54385 CBD Gaborone
City: Gaborone

Country: Botswana

Telephone: +267 3951863

Facsimile number: 267 3181070

1. The SADC Secretariat herewith invites companies/firms to submit proposals for the following contract(s):
Provision of insurance of goods and related services

More details on the scope of the contract(s) provided in the *Bidding Document* which can be downloaded, free of charge, from the following website:
www.sadc.int.
2. The procurement method used for this contract is Open Bidding as defined in the *SADC Secretariat Guidelines for Procurement and Grants*, edition of August 2021, available at the following website: www.sadc.int.
3. The *INVITATION TO BID* is open to all *companies/firms* which satisfy the eligibility and qualification requirements stated in the *Bidding Document*.
4. The deadline and time of submission of bids to insurance22@sadc.int is **28th March 2022 at 09:00 hours local time**. Proposals received after this time and date, or submitted otherwise than indicated in the *Bidding Document* shall not be considered.

All notifications concerning this procurement process, including: modification of the *Bidding Document*, results of the evaluation or cancellation notices, will be published on the following website www.sadc.int and will also be communicated directly to the bidders.

Interested *companies/firms* may seek clarification or/and additional information concerning this contract, only in writing and by latest **18th March 2022 at 09:00 hours local time**, through the following email: hmaripe@sadc.int ; and Copy : pchifani@sadc.int and tenders@sadc.int

Contact person: Mr. Purpose Chifani
Telephone: +2673951863
Fax: +2673971787

5. Description of goods and services:

Provision of insurance of goods and related services