



SPECIFIC PROCUREMENT NOTICE

NEGOTIATED PROCEDURE

ENGAGEMENT OF RAPPORTEURS FOR AUGUST 2022 SADC INDUSTRIALIZATION WEEK

REQUEST FOR BIDS (RFB)

Reference Number: SADC/3/5/1/47

Procurement entity: SADC SECRETARIAT

Number and titles of lots: 1

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 has set aside funds for the operation of the Secretariat during the financial year 2022/23. It intends to use part of the proceeds of the fund will be used to cover eligible payments under the contract for **Engagement of Rapporteurs for August 2022 SADC Industrialisation Week** to be held in **Kinshasa the Capital City of the Democratic Republic of the Congo (DRC)**.
2. The SADC Secretariat now invites proposals from eligible company or a team of Individual professionals interested to bid for the Assignment.
3. The procurement method used for this contract is Negotiated Bidding with publication procurement method as defined in the revised **SADC Secretariat Procurement Policy and Guidelines** available at the following website: www.sadc.int
4. The RFB with Terms of reference can be accessed through the link below this notice.
5. The closing time and date for submission of the email proposals at the address indicated in the RFB document is **Thursday, 23rd June 2022 at 14:00 hours**

Botswana local time.” Proposals received after this time and date, or submitted otherwise than indicated in the RFB Document shall not be considered.

6. All notifications concerning this procurement process, including: or cancellation notices, Requests for clarification and the respective responses will be published on the following website: www.sadc.int.
7. Interested Individuals may seek clarification or/and additional information concerning this Request for Proposal, by email on or before **16 June 2022; 12:00 noon Botswana local time, from:**

Procuring entity: **SADC Secretariat**
Contact person: **Mercy Mikuwa**
Telephone: +267 3951863
Fax: +267 3972848
E-mail: mmikuwa@sadc.int

Responses to requests for clarifications shall be provided on or before **20th June 2022 by 16.00 hours Botswana local time.**