



SUPPLY AND DELIVERY OF BRANDED PROMOTIONAL MERCHANDISE FOR THE ORGAN RETREAT

SPECIFIC PROCUREMENT NOTICE

NEGOTIATED BIDDING PROCEDURE WITH PUBLICATION

REQUEST FOR BIDS

Reference Number: SADC/3/5/1/62

Procurement entity: Southern African Development Community (SADC) Secretariat

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

1. This Invitation to Bid follows the General Procurement Notice that appeared on SADC Secretariat website May 2022.
2. The **SADC Secretariat** herewith invites companies to submit proposals for the following contract: “**SUPPLY AND DELIVERY OF BRANDED PROMOTIONAL MERCHANDISE FOR THE ORGAN RETREAT.**” More details on the scope of the contract(s) are provided in the Bidding Documents which can be downloaded, free of charge, from the following website: www.sadc.int

The procurement method used for this contract is **Negotiated Bidding Procedure with Publication**, as defined in the **SADC Secretariat Guidelines for Procurement and Grants**, edition August 2021 available at the following website: www.sadc.int

3. The Request for Bids is open to companies who satisfy the eligibility and qualification requirements stated in the Bidding Documents.
4. The date and time of submission of the Bids at the address indicated in the Bidding Documents is **11th November 2022 by or before midnight, local Botswana time.** Proposals received after this time and date, or submitted otherwise than indicated in the Bidding Documents shall not be considered and shall be returned unopened.

All notifications concerning this procurement process, including: modification of the *Bidding Documents*, 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 individual consultants may seek clarification or/and additional information concerning this contract, only in writing and by latest **4th November 2022 by 16:30 hours local Botswana time**, from the following contact points

Attention: **Mr. Thomas Chabwera**

Address: **SADC Secretariat**

Plot No. 54385, New CBD

Private Bag 0095

City: **Gaborone**

Country: **Botswana**

Telephone: **+267 395 1863**

E-mail: tenders@sadc.int and pchifani@sadc.int

Copy to tchabwera@sadc.int and mmalongo@sadc.int

Responses to requests for clarifications will be posted on the SADC website by **7th November 2022**, by midnight.

- Description of the assignment: **“SUPPLY AND DELIVERY OF BRANDED PROMOTIONAL MERCHANDISE FOR THE ORGAN RETREAT”**.

Sincerely;



Thomas Chabwera
Ag. Senior Officer – Procurement
27th October, 2022

