



SPECIFIC PROCUREMENT NOTICE

SUPPLY, INSTALLATION AND COMMISSIONING OF ICT EQUIPMENT, SERVICES AND SOFTWARE FOR THE SADC SECRETARIAT

REQUEST FOR BIDS

Reference Number: SADC/3/5/4/69

Procurement entity: SADC SECRETARIAT

Number of lots:

Lot number	Description
1	Internet Connectivity
2	Voice Connectivity
3	Supply and Installation of Network Equipment
4	ICT Device Equipment
5	Provision of Server for storage

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, INSTALLATION OF ICT EQUIPMENT, SERVICES AND SOFTWARE FOR THE SADC Humanitarian and Emergency Operations Centre (SHOC) OFFICES.**
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 submitted electronically through the Cloud link in Collab: - indicated in the bidding documents is Monday 6th March 2023 at “midnight Botswana local time.”** Bids received after this time and date, or submitted otherwise than indicated in the bidding 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 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. Thom Chabwera, Senior Officer Procurement

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