



## CONSULTANCY TO CONDUCT RESEARCH ON THE NINE SADC FOUNDERS.

### SPECIFIC PROCUREMENT NOTICE

REQUEST FOR EXPRESSION OF INTEREST

SELECTION OF INDIVIDUAL CONSULTANT

REFERENCE NUMBER: SADC/3/5/2/251

30<sup>th</sup> January 2023

**Reference Number: SADC/3/5/2/251**

**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: “**CONSULTANCY TO CONDUCT RESEARCH ON THE NINE SADC FOUNDERS.**” 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](http://www.sadc.int)

The procurement method used for this contract is **Open Bidding**, as defined in the **SADC Secretariat Guidelines for Procurement and Grants**, edition August 2021 available at the following website: [www.sadc.int](http://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 Document is **21<sup>st</sup> February 2023, at 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.
5. 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](http://www.sadc.int) and will also be communicated directly to the bidders.

6. Companies may seek clarification or/and additional information concerning this contract, only in writing and by latest **8<sup>th</sup> February 2023 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](mailto:tenders@sadc.int) and [tchabwera@sadc.int](mailto:tchabwera@sadc.int)

Copy to, [ktunda@sadc.int](mailto:ktunda@sadc.int) and [yphillip@sadc.int](mailto:yphillip@sadc.int)

Responses to requests for clarifications will be posted on the SADC website by **10<sup>th</sup> February 2023**, by midnight, Botswana Time.

7. Description of the assignment: **“CONSULTANCY TO CONDUCT RESEARCH ON THE NINE SADC FOUNDERS”**.

**Sincerely;**



**Thomas Chabwera**  
**Head of Procurement**  
**30<sup>th</sup> January, 2023**

