



CONSULTANCY TO DEVELOP THE SADC FOREIGN POLICY FRAMEWORK, DEFINING COMMON VALUES TO BE UPHELD BY ALL MEMBER STATES AND GUIDING THE ADOPTION OF COMMON FOREIGN POLICY POSITIONS

SPECIFIC PROCUREMENT NOTICE

OPEN BIDDING

REQUEST FOR EXPRESSION OF INTEREST

SELECTION OF AN INDIVIDUAL CONSULTANT

Reference Number: SADC/3/5/2/281

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 DEVELOP THE SADC FOREIGN POLICY FRAMEWORK, DEFINING COMMON VALUES TO BE UPHELD BY MEMBER STATES AND GUIDING THE ADOPTION OF COMMON FOREIGN POLICY POSITIONS.”** 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 **Open Bidding**, 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 **27th 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.

Two handwritten signatures in blue ink are located at the bottom right of the page. The first signature appears to be 'J. M. M.' and the second is 'A. M. M.'.

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 and will also be communicated directly to the bidders.
6. Interested individual consultants may seek clarification or/and additional information concerning this contract, only in writing and by latest **15th 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 and tchabwera@sadc.int

Copy to, mmafiri@sadc.int and yphillip@sadc.int

Responses to requests for clarifications will be posted on the SADC website by **17th February 2023**, by midnight, Botswana Time

7. Description of the assignment: **“CONSULTANCY TO DEVELOP THE SADC FOREIGN POLICY FRAMEWORK, DEFINING COMMON VALUES TO BE UPHELD BY MEMBER STATES AND GUIDING THE ADOPTION OF COMMON FOREIGN POLICY POSITIONS”.**

Sincerely;



Thomas Chabwera
Ag. Senior Officer – Procurement
6th February, 2023

