



## CONSULTANCY TO DEVELOP METHODOLOGICAL GUIDELINES FOR COMPUTATION OF INFORMAL CROSS BORDER TRADE STATISTICS (ICBTS) IN SADC REGION

### SPECIFIC PROCUREMENT NOTICE

OPEN BIDDING

REQUEST FOR EXPRESSION OF INTEREST

SELECTION OF AN INDIVIDUAL CONSULTANT

**Reference Number: SADC/3/5/2/298**

**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 June 2023.
2. The **SADC Secretariat** herewith invites individuals to submit proposals for the following contract: “**CONSULTANCY TO DEVELOP METHODOLOGICAL GUIDELINES FOR COMPUTATION OF INFORMAL CROSS BORDER TRADE STATISTICS (ICBTS) IN SADC REGION**” 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 **Selection of an Individual Consultant**, 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 Expression of Interest (REOI) is open to individuals 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 **10<sup>th</sup> July 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).
6. Interested individual consultants may seek clarification or/and additional information concerning this contract, only in writing and by latest **23<sup>rd</sup> June 2023 by 16:00 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: [tnyamukondiwa@sadc.int](mailto:tnyamukondiwa@sadc.int) and [tenders@sadc.int](mailto:tenders@sadc.int)

Copy to, [tchabwera@sadc.int](mailto:tchabwera@sadc.int) and [djaqai@sadc.int](mailto:djaqai@sadc.int)

Responses to requests for clarifications will be posted on the SADC website by **28<sup>th</sup> June 2023**, by midnight, Botswana Time

7. Description of the assignment: **“CONSULTANCY TO DEVELOP METHODOLOGICAL GUIDELINES FOR COMPUTATION OF INFORMAL CROSS BORDER TRADE STATISTICS (ICBTS) IN SADC REGION”.**

Sincerely;



**Thomas Chabwera**  
**Head of Procurement Unit**  
**16<sup>th</sup> June, 2023**