



## PROVISION OF ICT SUPPORT SERVICES TO SADC SECRETARIAT

### SPECIFIC PROCUREMENT NOTICE

#### INVITATION TO BID

**Reference Number:** SADC 3/5/2/305

**Procurement entity:** Southern African Development Community (SADC) Secretariat

**Number and titles of lots:** Single Lot

**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 companies/firms to submit Bids to for the following contract: **Provision of ICT Support Services to SADC Secretariat**.

More details on the scope of the contract(s) 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 Invitation to Bid is open to all companies/firms which 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 **2<sup>nd</sup> November 2023 at or before Midnight**. 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](http://www.sadc.int) and will also be communicated directly to the bidders.

5. Interested companies/firms may seek clarification or/and additional information concerning this contract, only in writing and by latest **13<sup>th</sup> October 2023 by 16:30 Hours local 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**

Electronic mail address: [tchabwera@sadc.int](mailto:tchabwera@sadc.int) and [lcunha@sadc.int](mailto:lcunha@sadc.int) copy:,  
[pchifani@sadc.int](mailto:pchifani@sadc.int), [amuradza@sadc.int](mailto:amuradza@sadc.int)

Responses to requests for clarifications will be posted on the SADC website by **23<sup>rd</sup> October 2023 by 16:30 Hours Local Time.**

6. Description of the assignment: **Provision of ICT Support Services to SADC Secretariat** as follows: -

<b>Lot No.</b>	<b>Description</b>
01	Provision of ICT Support Services to SADC Secretariat

**Sincerely.**



**Thomas Chabwera**  
**Head of Procurement Unit**  
**5<sup>th</sup> October 2023**