



CONSULTANCY FOR DEVELOPMENT OF SECURITY AND SAFETY POLICY AND PROCEDURES FOR THE SADC SECRETARIAT

SPECIFIC PROCUREMENT NOTICE

REQUEST FOR EXPRESSION OF INTEREST

SELECTION OF AN INDIVIDUAL CONSULTANT

Date: 24th January 2024

Reference Number: SADC/3/5/2/321

Title of Assignment: CONSULTANCY FOR DEVELOPMENT OF SECURITY AND SAFETY POLICY AND PROCEDURES FOR THE SADC SECRETARIAT

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 FOR DEVELOPMENT OF SECURITY AND SAFETY POLICY AND PROCEDURES FOR THE SADC SECRETARIAT**” 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
3. 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
4. The Request for Expression of Interest (REOI) is open to individuals who satisfy the eligibility and qualification requirements stated in the Bidding Documents.
5. The date and time of submission of the Bids at the address indicated in the Bidding Documents is **14th February 2024, at or before midnight, local Botswana time.**

A handwritten signature in blue ink, appearing to read 'John M. Mphahlele', is located at the bottom right of the page.

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.

6. 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.
7. Interested individual consultants may seek clarification or/and additional information concerning this contract, only in writing and by latest **2nd February 2024 by 12:00 midnight local Botswana time**, from the following contact points.

Attention: **Mr. Thomas Chabwera**

Address: SADC Secretariat, Plot No. 54385, New CBD, Private Bag 0095
Gaborone, Botswana, Telephone: +267 395 1863

E-mail: tchawbera@sadc.int and tenders@sadc.int
Copy to, pchifani@sadc.int and brakhetsi@sadc.int

Responses to requests for clarifications will be posted on the SADC website by **9th February 2024**, by midnight, Botswana Time

8. Description of the assignment: **“CONSULTANCY FOR DEVELOPMENT OF SECURITY AND SAFETY POLICY AND PROCEDURES FOR THE SADC SECRETARIAT -SADC/3/5/2/321”**.

Mr. Thomas Chabwera



Head of Procurement Unit

