

## SPECIFIC PROCUREMENT NOTICE



### INVITATION TO PREQUALIFICATION

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

**Location:** Gaborone, Botswana

**Number and titles of lots:** PROVISION OF RECRUITMENT SERVICES TO THE SADC SECRETARIAT

**Reference Number:** SADC/3/5/2/343

Indicative budget is **USD570,000 (Five Hundred Seventy Thousand United States Dollars)** broken down as follows: **USD70,000** is for **2024/2025** and **\$250k (2025/26)** and **\$250k (2026/27)**. The budget for **2024/2025** is available whereas the budget for **2025/26 and 2026/27** is subject to budget availability.

1. This *INVITATION TO PREQUALIFICATION* follows the General Procurement Notice that appeared on SADC Secretariat website: [www.sadc.int](http://www.sadc.int) in June 2023.
2. The *SADC Secretariat* herewith invites *companies/firms* to submit *Expressions of Interest* to for the following contract(s):

PROVISION OF RECRUITMENT SERVICES TO THE SADC SECRETARIAT  
- SADC/3/5/2/343

More details on the scope of the contract(s) provided in the *Prequalification Document* –which can be downloaded, free of charge, from the following website: <https://www.sadc.int/procurement-opportunities>

3. The procurement method used for this contract is Quality and Cost Based Selection under the International Restricted Tender as defined in the **SADC Secretariat Guidelines on Procurement and Grants, August 2021** edition available on the Procurement Documentation page <https://www.sadc.int/procurement-documents> of the SADC website.

4. The *INVITATION FOR PREQUALIFICATION* is open to all companies/firms which satisfy the eligibility and qualification requirements stated in Section III of the *Prequalification document*.
5. The date and time of submission of the *Expressions of Interests* at the Collab link indicated in the *Prequalification Document* is **Saturday, 20 July 2024, Time: Midnight local (Botswana) time**. The Collab link for submission of proposals will not be accessible after the closing time. Bidders are encouraged to submit prior to the deadline to be considered for evaluation.
6. Interested *companies/firms* may seek clarification or/and additional information concerning this contract, only in writing and by latest **Sunday, 30 June 2024, Time: midnight local Botswana time**, from the following contact points:

**Head of Procurement Unit**  
**SADC Secretariat**  
**CBD Plot 54385**  
**City: Gaborone**  
**Country: Botswana**  
**Tel: +267 395 1863**  
**E-mail: [tchabwera@sadc.int](mailto:tchabwera@sadc.int) ; [kramahobo@sadc.int](mailto:kramahobo@sadc.int)**  
**Copy: [dtimbo@sadc.int](mailto:dtimbo@sadc.int)**

**Web site: [www.sadc.int](http://www.sadc.int)**

All notifications concerning this procurement process, including: modification of the Prequalification Document, results of the evaluation, shortlisting or cancellation notices, requests for clarification and the respective responses will be published on the following website: <https://www.sadc.int/procurement-opportunities>

## **7. Description of the assignment:**

Short description of the assignment including more details on the scope of the contract is provided in the Prequalification Document – which can be downloaded, free of charge, from the SADC Secretariat website: <https://www.sadc.int/procurement-opportunities>

The SADC Secretariat herewith invites companies/firms to submit Applications for prequalification for the following contract: PROVISION OF RECRUITMENT SERVICES TO THE SADC SECRETARIAT - SADC/3/5/2/343 which will include the following key experts (KE):

KE 1: Recruitment Team Lead x 1  
KE 2: Recruitment Manager x 1

The Key Experts must be willing to work in Gaborone, Botswana

The intended start date is **30 August 2024** and the period of implementation of the contract will be **Three (3 years)** from the date of commencement.

