



## CONSULTANCY FOR THE DESIGN AND DEVELOPMENT OF THE SADC ICT OBSERVATORY FACTS AND FIGURES REPORT

### SPECIFIC PROCUREMENT NOTICE

#### REQUEST FOR EXPRESSION OF INTEREST

#### SELECTION OF AN INDIVIDUAL CONSULTANT

**Date:** 26 May 2025

**Reference Number:** SADC/3/5/2/406

**Title of Assignment:** CONSULTANCY FOR THE DESIGN AND DEVELOPMENT OF THE SADC ICT OBSERVATORY FACTS AND FIGURES REPORT.

**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 2024.
2. The **SADC Secretariat** herewith invites individuals to submit proposals for the following contract: “**CONSULTANCY FOR THE DESIGN AND DEVELOPMENT OF THE SADC ICT OBSERVATORY FACTS AND FIGURES REPORT**”. 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)
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](http://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 **16 June 2025, 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.

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](http://www.sadc.int).
7. Interested individual consultants may seek clarification or/and additional information concerning this contract, only in writing and by latest **6 June 2025 by 00:00 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](mailto:tchawbera@sadc.int) and [clungu@sadc.int](mailto:clungu@sadc.int)

Copy to, [zruth@sadc.int](mailto:zruth@sadc.int) and [dtimbo@sadc.int](mailto:dtimbo@sadc.int)

Responses to requests for clarifications will be posted on the SADC website by **10 June 2025**, by midnight, Botswana Time

8. Description of the assignment: **“CONSULTANCY FOR THE DESIGN AND DEVELOPMENT OF THE SADC ICT OBSERVATORY FACTS AND FIGURES REPORT- SADC/3/5/2/406”**.

**Mr. Thomas Chabwera**



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**Head of Procurement Unit**