



CONSULTANCY FOR DEVELOPMENT OF THE CONFLICT TRACKING AND ANALYSIS TOOL (CON-TAT)

Reference Number: SADC/3/5/2/420

Procurement entity: The SADC Secretariat

Issue Date: 16 October 2025

Purpose: The purpose of this Addendum is to communicate changes to the data sheet (clauses ITB 4.3 & 4.4). The Addendum clarifies that, Financial Proposals are not to be submitted at this stage. Bidders who meet the minimum technical score of 70 points will be requested to submit Financial Proposals at a later stage. Further, the Addendum clarifies that bidders who submit Financial Proposals at this stage shall be disqualified.

Prospective Consultants shall review the Addendum requirements in detail and incorporate any effects the Addendum may have in their proposals.

Note: Please take note of the following changes to the data sheet. ITB 4.3 and ITB 4.4 clauses have been changed in their entirety to read as follows:

Old Clause	New Clause
<p>OLD ITB 4.3</p> <p>Bidders must submit electronic version of the technical proposal only in PDF Format. Bidders passing the threshold under 5.8 below (i.e. technically responsive bids) will be asked to submit the financial proposals.</p> <p>Bidders must submit electronic version of technical proposal only via link: https://collab.sadc.int/s/7SKozxsqRmFeRwk</p> <p>•Bidders are advised to submit their proposals during working hours for support in case of any technical problems. The technical support team will not be available after working hours.</p> <p>•Kindly upload your file on the link as a zipped folder containing all your documents and label it with the name of your company.</p>	<p>NEW ITB 4.3</p> <p>Bidders must submit electronic version of the technical proposal only in PDF Format. Bidders passing the threshold under 5.8 below (i.e. technically responsive bids) will be asked to submit the financial proposals.</p> <p>Bidders submitting both technical and financial proposals at the same time will automatically be disqualified.</p> <p>Bidders must submit electronic version of technical proposal only via link: https://collab.sadc.int/s/7SKozxsqRmFeRwk</p> <p>•Bidders are advised to submit their proposals during working hours for support in case of any technical problems. The technical support team will not be available after working hours.</p>

	<ul style="list-style-type: none"> •Kindly upload your file on the link as a zipped folder containing all your documents and label it with the name of your company.
<p><u>OLD ITB 4.4</u></p> <p>The proposal submission is collab link provided below.</p> <p>https://collab.sadc.int/s/7SKozxsqRmFeRwK</p> <p>Financial Proposals shall remain unopened until all technical proposals that meet the minimum pass mark are opened publicly.</p> <p>Bidders must secure their financial proposals PDF files by password and hand over passwords only upon request during opening of the financial proposals.</p> <p>Those firms that meet the minimum technical mark shall be invited to attend virtual opening of financial proposals.</p>	<p><u>NEW ITB 4.4</u></p> <p>The proposal submission is collab link provided below.</p> <p>https://collab.sadc.int/s/7SKozxsqRmFeRwK</p>

All bidders are kindly requested to take note of this change. All other terms and conditions remain unchanged.

End of Addendum
 Southern African Development Community
 CBD Plot 54385
 Phone: (267) 395 1863 | Fax: (267) 397-2 848



Signed with Impression - Chain of Custody



Signature Request

Signature Request ID:	10fb2da8-98c3-462d-aa93-707ec8af5b06	Timestamp:	2025-10-15 14:18:55 GMT
Signee Name:	Lebogang Tawana	Sender Name:	Lebogang Tawana
Request Type:	WebSigning	Request Status:	WEBVIEWER SIGNED

Original Document

Document Name:	Addendum No 1 Conflict Tracking Tool.pdf	Document Size:	165.8 KB
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Email Evidence

Signee Email:	ltawana@sadc.int	Email Subject:	Not available in Silent Mode
Email Sent Timestamp:	Not available in Silent Mode	Email Opened Timestamp:	Not available in Silent Mode

Web Evidence

Signee IP Address:	160.242.95.226	Request Timestamp:	2025-10-15 14:16:34 GMT
Signee GPS (if shared):	BW: Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/141.0.0.0 Safari/537.36	Terms Accepted Timestamp:	2025-10-15 14:16:45 GMT

Annotations and Modifications

Signature Count:	0	Form Fields Filled Count:	0
Text Annotation Count:	0	Initial All Pages Count:	1
Single Initial Count:	0		

Signing Evidence

Signee Mobile:	+27000000000	Sign Type:	WebSigning
Security Challenge:	NONE	Part of Workflow:	NONE
Action:	APPROVE	Reason for Action:	approved

Chain Of Custody Generation

Attached Document Name:	20251015T141855.517187Z Addendum No 1 Conflict Tracking Tool.pdf	Attached Timestamp:	2025-10-15 14:18:55 GMT
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Signature Request

Signature Request ID:	0b4fe872-a4ee-43e0-bcd8-1264ac8082d1	Timestamp:	2025-10-15 15:01:15 GMT
Signee Name:	Thomas Chabwera	Sender Name:	Thomas Chabwera
Request Type:	WebSigning	Request Status:	WEBVIEWER SIGNED

Original Document

Document Name:	Addendum No 1 Conflict Tracking Tool.pdf	Document Size:	252.7 KB
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Email Evidence

Signee Email:	tchabwera@sadc.int	Email Subject:	Not available in Silent Mode
Email Sent Timestamp:	Not available in Silent Mode	Email Opened Timestamp:	Not available in Silent Mode

Web Evidence

Signee IP Address:	160.242.95.226	Request Timestamp:	2025-10-15 15:00:20 GMT
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Annotations and Modifications

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Text Annotation Count:	0	Initial All Pages Count:	0
Single Initial Count:	0		

Signing Evidence

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Security Challenge:	NONE	Part of Workflow:	NONE

Chain Of Custody Generation

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