



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

### SPECIFIC PROCUREMENT NOTICE SELECTION OF A FIRM CONSULTANCY

**Date:** 8 October 2025

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

**Title of Assignment:** CONSULTANCY FOR DEVELOPMENT OF THE CONFLICT TRACKING AND ANALYSIS TOOL (CON-TAT)

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

**Location:** SADC Secretariat, Western Commercial Road (near Lobatse and Seboni Roads), CBD Plot 54385, Private Bag 0095, Gaborone, BOTSWANA.

1. The **SADC Secretariat** herewith invites Consulting Firms to submit proposals for the following contract: “**CONSULTANCY FOR DEVELOPMENT OF THE CONFLICT TRACKING AND ANALYSIS TOOL (CON-TAT)**” 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)
2. The procurement method used for this contract is **Negotiated Procedure with Publication**, 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 Request for Proposal (RFP) is open to 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 **10<sup>th</sup> November 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 and shall be returned unopened.
5. All notifications concerning this procurement process, including modification of the *Bidding Documents*, clarifications, results of the evaluation or cancellation notices, will be published on the following website [www.sadc.int](http://www.sadc.int).

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6. Interested consulting firms may seek clarification or/and additional information concerning this contract, only in writing and by latest **27<sup>th</sup> October 2025 by 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

tchabwera@sadc.int  
E-mail: [tchabwera@sadc.int](mailto:tchabwera@sadc.int) and [bmaruping@sadc.int](mailto:bmaruping@sadc.int)

Copy to: [ktunda@sadc.int](mailto:ktunda@sadc.int) and [tenders@sadc.int](mailto:tenders@sadc.int)

7. Responses to requests for clarifications will be posted on the SADC website by **30<sup>th</sup> October 2025**, by midnight, Botswana Time
8. Description of the assignment: “**CONSULTANCY FOR DEVELOPMENT OF THE CONFLICT TRACKING AND ANALYSIS TOOL (CON-TAT)**” REF: **SADC/3/5/2/420**.

**Mr. Thomas Chabwera**

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**Head of Procurement Unit**

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Signed with Impression - Chain of Custody



#### Signature Request

Signature Request ID:	cfb5879-db15-4086-bf5e-6c53ccfb7d89	Timestamp:	2025-10-08 17:05:27 GMT
Signee Name:	Diana Sello	Sender Name:	Diana Sello
Request Type:	WebSigning	Request Status:	WEBVIEWER SIGNED

#### Original Document

Document Name:	SPNConflict Tracking Tool2.docx	Document Size:	189.0 KB
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#### Email Evidence

Signee Email:	dsello@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:	143.105.49.201	Request Timestamp:	2025-10-08 17:04:52 GMT
Signee GPS (if shared):	BW: Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/140.0.0.0 Safari/537.36	Terms Accepted Timestamp:	2025-10-08 17:05:04 GMT

#### Annotations and Modifications

Signature Count:	2	Form Fields Filled Count:	0
Text Annotation Count:	0	Initial All Pages Count:	0
Single Initial Count:	0		

#### Signing Evidence

Signee Mobile:	+27000000000	Sign Type:	WebSigning
Security Challenge:	NONE	Part of Workflow:	NONE

#### Chain Of Custody Generation

Attached Document Name:	20251008T170527.731822Z SPNConflict Tracking Tool2.docx	Attached Timestamp:	2025-10-08 17:05:27 GMT
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#### Signature Request

Signature Request ID:	57b62086-dfd6-4fa6-8d86-3aec7846a67f	Timestamp:	2025-10-09 04:08:55 GMT
Signee Name:	Thomas Chabwera	Sender Name:	Thomas Chabwera
Request Type:	WebSigning	Request Status:	WEBVIEWER SIGNED

#### Original Document

Document Name:	SPNConflict Tracking Tool2docx.pdf	Document Size:	336.3 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:	41.87.162.250	Request Timestamp:	2025-10-09 04:07:31 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:	2025-10-09 04:07:45 GMT

#### Annotations and Modifications

Signature Count:	2	Form Fields Filled Count:	0
Text Annotation Count:	2	Initial All Pages Count:	0
Single Initial Count:	0		

#### Signing Evidence

Signee Mobile:	+270000000000	Sign Type:	WebSigning
Security Challenge:	NONE	Part of Workflow:	NONE

#### Chain Of Custody Generation

Attached Document Name:	20251009T040855.567034Z SPNConflict Tracking Tool2docx.pdf	Attached Timestamp:	2025-10-09 04:08:55 GMT
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