



CONSULTANCY FOR DEVELOPMENT OF DATA MINING TOOL FOR SADC SECRETARIAT

SPECIFIC PROCUREMENT NOTICE SELECTION OF A FIRM CONSULTANCY

Date: 8 October 2025

Reference Number: SADC/3/5/2/381

Title of Assignment: CONSULTANCY FOR DEVELOPMENT OF DATA MINING TOOL
FOR SADC SECRETARIAT

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 DATA MINING TOOL FOR 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
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
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 **11th 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.

6. Interested consulting firms may seek clarification or/and additional information concerning this contract, only in writing and by latest **28 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

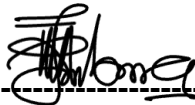
Gaborone, Botswana, Telephone: +267 395 1863

tchabwera@sadc.int E-mail: tchabwera@sadc.int and bmaruping@sadc.int

Copy to, anguni@sadc.int and tenders@sadc.int

7. Responses to requests for clarifications will be posted on the SADC website by **31 October 2025**, by midnight, Botswana Time
8. Description of the assignment: **“CONSULTANCY FOR DEVELOPMENT OF DATA MINING TOOL FOR SADC SECRETARIAT” REF: SADC/3/5/2/381**

Mr. Thomas Chabwera



Head of Procurement Unit



Signed with Impression - Chain of Custody



Signature Request

Signature Request ID:	0fd6fded-9c02-4b13-8a1f-eab97eb3b2a5	Timestamp:	2025-10-08 14:17:33 GMT
Signee Name:	Diana Sello	Sender Name:	Diana Sello
Request Type:	WebSigning	Request Status:	WEBVIEWER SIGNED

Original Document

Document Name:	SPNData Mining.docx	Document Size:	168.2 KB
----------------	---------------------	----------------	----------

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:	160.242.95.226	Request Timestamp:	2025-10-08 14:17:00 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 14:17:10 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:	20251008T141733.720236Z SPNData Mining.docx	Attached Timestamp:	2025-10-08 14:17:33 GMT
-------------------------	--	---------------------	-------------------------





Signed with Impression - Chain of Custody



Signature Request

Signature Request ID:	8707f31b-fe8a-4fa9-9aaa-4be8985384d1	Timestamp:	2025-10-08 15:41:50 GMT
Signee Name:	Thomas Chabwera	Sender Name:	Thomas Chabwera
Request Type:	WebSigning	Request Status:	WEBVIEWER SIGNED

Original Document

Document Name:	SPNData Miningdocx.pdf	Document Size:	315.5 KB
----------------	------------------------	----------------	----------

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:	2025-10-08 15:40:57 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:	2025-10-08 15:41:05 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:	+270000000000	Sign Type:	WebSigning
Security Challenge:	NONE	Part of Workflow:	NONE

Chain Of Custody Generation

Attached Document Name:	20251008T154150.635442Z SPNData Miningdocx.pdf	Attached Timestamp:	2025-10-08 15:41:50 GMT
-------------------------	---	---------------------	-------------------------





Signed with Impression - Chain of Custody



Signature Request

Signature Request ID:	3d2ca463-dea0-4c34-8ff6-e92c6b5820d6	Timestamp:	2025-10-09 08:10:10 GMT
Signee Name:	Thomas Chabwera	Sender Name:	Thomas Chabwera
Request Type:	WebSigning	Request Status:	WEBVIEWER SIGNED

Original Document

Document Name:	SPNData Miningdocx.pdf	Document Size:	443.5 KB
----------------	------------------------	----------------	----------

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:	2025-10-09 08:09:05 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 08:09:14 GMT

Annotations and Modifications

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

Signing Evidence

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

Chain Of Custody Generation

Attached Document Name:	20251009T081010.117558Z SPNData Miningdocx.pdf	Attached Timestamp:	2025-10-09 08:10:10 GMT
-------------------------	---	---------------------	-------------------------

