



**CONSULTANCY TO CONDUCT EXTERNAL AUDIT SERVICES FOR DISASTER  
RISK MANAGEMENT STRENGTHENING IN THE SOUTHERN AFRICA  
DEVELOPMENT COMMUNITY (DRMSS) PROJECT**

## **SPECIFIC PROCUREMENT NOTICE**

### **INVITATION TO BID**

**Reference Number:** SADC/3/5/2/425.

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

**Location:** SADC Secretariat, 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 2023.
2. The SADC Secretariat herewith invites companies/firms to submit Bids to for the following contract: **CONSULTANCY TO CONDUCT EXTERNAL AUDIT SERVICES FOR DISASTER RISK MANAGEMENT STRENGTHENING IN THE SOUTHERN AFRICA DEVELOPMENT COMMUNITY (DRMSS) PROJECT**

More details on the scope of the contract(s) provided in the Bidding Documents which can be downloaded, free of charge, from the following website: [www.sadc.int](http://www.sadc.int)

The procurement method used for this contract is **Open Bidding** 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 Invitation to Bid is open to all SADC Member states countries companies/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 **25 November 2025 by Midnight 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.

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) and will also be communicated directly to the bidders.

5. Interested companies/firms may seek clarification or/and additional information concerning this contract, only in writing and by latest **12 November 2025, at 16:30 Hours Botswana time** from the following contact points.

Attention: **Mr. Grem Salima**

Address: **SADC Secretariat**

Plot No. 54385, New CBD

Private Bag 0095

City: **Gaborone**

Country: **Botswana**

Telephone: **+267 395 1863**

Electronic mail address: [gsalima@sadc.int](mailto:gsalima@sadc.int) and copy: [nmasheleng@sadc.int](mailto:nmasheleng@sadc.int)  
[tchabwera@sadc.int](mailto:tchabwera@sadc.int)

Responses to requests for clarifications will be posted on the SADC website by **17 November 2025 at Midnight Botswana time**

6. Description of the assignment: **CONSULTANCY TO CONDUCT EXTERNAL AUDIT SERVICES FOR DISASTER RISK MANAGEMENT STRENGTHENING IN THE SOUTHERN AFRICA DEVELOPMENT COMMUNITY (DRMSS) PROJECT**

Thomas Chabwera  
**Head of Procurement**

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Signed with Impression - Chain of Custody



#### Signature Request

Signature Request ID:	69f3f7ae-b9d4-4175-b9ff-deee65d75252	Timestamp:	2025-11-05 12:52:47 GMT
Signee Name:	Diana Sello	Sender Name:	Diana Sello
Request Type:	WebSigning	Request Status:	WEBVIEWER SIGNED

#### Original Document

Document Name:	SPN AUDIT SERVICES.docx	Document Size:	195.3 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:	160.242.95.226	Request Timestamp:	2025-11-05 12:51:59 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:	2025-11-05 12:52:09 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:	20251105T125247.395401Z SPN AUDIT SERVICES.docx	Attached Timestamp:	2025-11-05 12:52:47 GMT
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Signed with Impression - Chain of Custody



#### Signature Request

Signature Request ID:	9dfa8b11-d19c-4a1e-85fc-938a41d2efd4	Timestamp:	2025-11-05 17:46:23 GMT
Signee Name:	Thomas Chabwera	Sender Name:	Thomas Chabwera
Request Type:	WebSigning	Request Status:	WEBVIEWER SIGNED

#### Original Document

Document Name:	SPN AUDIT SERVICESdocx.pdf	Document Size:	341.6 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:	41.87.162.181	Request Timestamp:	2025-11-05 17:44:47 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:	2025-11-05 17:45:52 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

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Security Challenge:	NONE	Part of Workflow:	NONE

#### Chain Of Custody Generation

Attached Document Name:	20251105T174623.349953Z SPN AUDIT SERVICESdocx.pdf	Attached Timestamp:	2025-11-05 17:46:23 GMT
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