



## PROCUREMENT OF I.C.T EQUIPMENT

### SPECIFIC PROCUREMENT NOTICE

#### REQUESTS FOR BIDS

#### PROCUREMENT OF I.C.T EQUIPMENT

**Date:** 26 NOVEMBER 2025

**Reference Number:** SADC/3/5/1/123

**Title of Assignment:** PROCUREMENT OF I.C.T EQUIPMENT

**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. The **SADC Secretariat** herewith invites firms to submit bids for the following contract: “**PROCUREMENT OF I.C.T EQUIPMENT**”. 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 **Procurement of Goods**, as defined in the **SADC Secretariat Procurement Guidelines 2025** available at the following website: [www.sadc.int](http://www.sadc.int)
3. The Request for Bids (RFB) is open to firms who 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 **29 December 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.

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5. 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).
6. Interested firms may seek clarification or/and additional information concerning this contract, only in writing and by latest **12 December 2025 at or before 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 [lcunha@sadc.int](mailto:lcunha@sadc.int)

Copy to, [ymadzinga@sadc.int](mailto:ymadzinga@sadc.int)

Responses to requests for clarifications will be posted on the SADC website by **17 December 2025**, by midnight, Botswana Time

7. Description of the assignment: **“PROCUREMENT OF I.C.T EQUIPMENT - SADC/3/5/1/123”**.

**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:	7cce5be4-a303-4589-abe8-a8e98a833e0c	Timestamp:	2025-11-26 12:54:55 GMT
Signee Name:	Veronica Zulu. Chingalawa	Sender Name:	Veronica Zulu. Chingalawa
Request Type:	WebSigning	Request Status:	WEBVIEWER SIGNED

#### Original Document

Document Name:	SPN ICT EQUIPMENT 2025.pdf	Document Size:	204.5 KB
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#### Email Evidence

Signee Email:	vchingalawa@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:	102.165.133.27	Request Timestamp:	2025-11-26 12:54:22 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 Edg/140.0.0.0	Terms Accepted Timestamp:	2025-11-26 12:54:39 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:	+270000000000	Sign Type:	WebSigning
Security Challenge:	NONE	Part of Workflow:	NONE
Action:	APPROVE	Reason for Action:	Cleared

#### Chain Of Custody Generation

Attached Document Name:	20251126T125455.459153Z SPN ICT EQUIPMENT 2025.pdf	Attached Timestamp:	2025-11-26 12:54:55 GMT
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Signed with Impression - Chain of Custody



#### Signature Request

Signature Request ID:	973b8d68-f0fc-415d-84b3-dfa17eb0c443	Timestamp:	2025-11-26 13:25:31 GMT
Signee Name:	Yvonne Madzinga	Sender Name:	Yvonne Madzinga
Request Type:	WebSigning	Request Status:	WEBVIEWER SIGNED

#### Original Document

Document Name:	SPN ICT EQUIPMENT 2025.pdf	Document Size:	292.0 KB
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#### Email Evidence

Signee Email:	ymadzinga@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:	2025-11-26 13:24:37 GMT
Signee GPS (if shared):	BW: Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/142.0.0.0 Safari/537.36	Terms Accepted Timestamp:	2025-11-26 13:24:47 GMT

#### Annotations and Modifications

Signature Count:	1	Form Fields Filled Count:	0
Text Annotation Count:	0	Initial All Pages Count:	1
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:	20251126T132531.070315Z SPN ICT EQUIPMENT 2025.pdf	Attached Timestamp:	2025-11-26 13:25:31 GMT
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