



CONSULTANCY TO CONDUCT AN INDEPENDENT ANALYSIS AND REORGANISATION OF THE SADC SECRETARIAT STRUCTURE AND STAFF COMPLEMENT

SPECIFIC PROCUREMENT NOTICE

REQUEST FOR PROPOSAL FOR

PROCUREMENT OF CONSULTANCY TO CONDUCT AN INDEPENDENT ANALYSIS AND REORGANISATION OF THE SADC SECRETARIAT STRUCTURE AND STAFF COMPLEMENT

Date: 19 MARCH 2026

Reference Number: SADC/3/5/1/432

Title of Assignment: PROCUREMENT OF CONSULTANCY TO CONDUCT AN INDEPENDENT ANALYSIS AND REORGANISATION OF THE SADC SECRETARIAT STRUCTURE AND STAFF COMPLEMENT

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.

The **SADC Secretariat** herewith invites firms to submit bids for the following contract: “PROCUREMENT OF CONSULTANCY TO CONDUCT AN INDEPENDENT ANALYSIS AND REORGANISATION OF THE SADC SECRETARIAT STRUCTURE AND STAFF COMPLEMENT”

1. 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 Open Bidding as defined in the **SADC Secretariat Procurement Guidelines 2025** available at the following website: www.sadc.int

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3. The Request for Bids (RFP) 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 **20 April 2026, 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.
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.
6. Interested firms may seek clarification or/and additional information concerning this contract, only in writing and by latest **9 April 2026 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 and mmwaetako@sadc.int

Copy to, ymadzinga@sadc.int

Responses to requests for clarifications will be posted on the SADC website by **14 April 2026**, by midnight, Botswana Time

Description of the assignment: **“PROCUREMENT OF CONSULTANCY TO CONDUCT AN INDEPENDENT ANALYSIS AND REORGANISATION OF THE SADC SECRETARIAT STRUCTURE AND STAFF COMPLEMENT-SADC/3/5/1/432”**.

Mr. Thomas Chabwera

Head of Procurement Unit

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Signed with Impression - Chain of Custody



Signature Request

Signature Request ID:	15449ded-4045-4875-bf7b-8ddd9c0d3357	Timestamp:	2026-03-19 12:48:01 GMT
Signee Name:	Diana Sello	Sender Name:	Diana Sello
Request Type:	WebSigning	Request Status:	WEBVIEWER SIGNED

Original Document

Document Name:	SPN Independent Analysis and Reorganisation HRA Final exante.docx	Document Size:	189.5 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:	102.165.133.27	Request Timestamp:	2026-03-19 12:44:35 GMT
Signee GPS (if shared):	BW: Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/145.0.0.0 Safari/537.36	Terms Accepted Timestamp:	2026-03-19 12:46:36 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:	20260319T124801.519669Z SPN Independent Analysis and Reorganisation HRA Final exante.docx	Attached Timestamp:	2026-03-19 12:48:01 GMT
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Signed with Impression - Chain of Custody



Signature Request

Signature Request ID:	e0852d2b-42eb-43d0-ba0e-15dd0933c04d	Timestamp:	2026-03-19 17:36:54 GMT
Signee Name:	Thomas Chabwera	Sender Name:	Thomas Chabwera
Request Type:	WebSigning	Request Status:	WEBVIEWER SIGNED

Original Document

Document Name:	SPN Independent Analysis and Reorganisation HRA Final exantedocx.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:	102.165.132.51	Request Timestamp:	2026-03-19 17:36:24 GMT
Signee GPS (if shared):	BW: Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/146.0.0.0 Safari/537.36 Edg/146.0.0.0	Terms Accepted Timestamp:	2026-03-19 17:36:32 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:	20260319T173654.312822Z SPN Independent Analysis and Reorganisation HRA Final exantedocx.pdf	Attached Timestamp:	2026-03-19 17:36:54 GMT
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