



CONSULTANCY FOR THE ASSESSMENT OF THE EXTENSION OF ASSIGNMENT ALLOWANCE TO REGIONALLY RECRUITED STAFF FROM HOST COUNTRIES

SPECIFIC PROCUREMENT NOTICE

REQUEST FOR PROPOSAL FOR

PROCUREMENT OF CONSULTANCY FOR THE ASSESSMENT OF THE EXTENSION OF ASSIGNMENT ALLOWANCE TO REGIONALLY RECRUITED STAFF FROM HOST COUNTRIES

Date: 6 MAY 2026

Reference Number: SADC/3/5/2/447

Title of Assignment: PROCUREMENT OF CONSULTANCY FOR THE
ASSESSMENT OF THE EXTENSION OF ASSIGNMENT ALLOWANCE TO
REGIONALLY RECRUITED STAFF FROM HOST COUNTRIES

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 FOR THE ASSESSMENT OF THE
EXTENSION OF ASSIGNMENT ALLOWANCE TO REGIONALLY RECRUITED
STAFF FROM HOST COUNTRIES**”

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

A..

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 **8 June 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 **25 May 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 nnkambule@sadc.int

Copy to, ymadzinga@sadc.int

Responses to requests for clarifications will be posted on the SADC website by **29 May 2026**, by midnight, Botswana Time

Description of the assignment: **“PROCUREMENT OF CONSULTANCY FOR THE ASSESSMENT OF THE EXTENSION OF ASSIGNMENT ALLOWANCE TO REGIONALLY RECRUITED STAFF FROM HOST COUNTRIES- SADC/3/5/2/447”**.

Mr. Thomas Chabwera

Head of Procurement Unit

2



Signed with Impression - Chain of Custody



Signature Request

| | | | |
|-----------------------|--------------------------------------|-----------------|-------------------------|
| Signature Request ID: | 70917ec8-9775-4e8a-b723-6d050150fc0d | Timestamp: | 2026-05-05 11:18:11 GMT |
| Signee Name: | Diana Sello | Sender Name: | Diana Sello |
| Request Type: | WebSigning | Request Status: | WEBVIEWER SIGNED |

Original Document

| | | | |
|----------------|--------------------------------|----------------|----------|
| Document Name: | SPN Assignment Allowances.docx | Document Size: | 196.9 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: | 143.105.253.238 | Request Timestamp: | 2026-05-05 11:17:37 GMT |
| Signee GPS (if shared): | BW: Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/147.0.0.0 Safari/537.36 | Terms Accepted Timestamp: | 2026-05-05 11:17:47 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: | 20260505T111811.042154Z SPN Assignment Allowances.docx | Attached Timestamp: | 2026-05-05 11:18:11 GMT |
|-------------------------|--|---------------------|-------------------------|





Signed with Impression - Chain of Custody



Signature Request

| | | | |
|-----------------------|--------------------------------------|-----------------|-------------------------|
| Signature Request ID: | d68163ac-44a2-48bc-b038-34eb22fd6cbe | Timestamp: | 2026-05-05 12:07:32 GMT |
| Signee Name: | Thomas Chabwera | Sender Name: | Thomas Chabwera |
| Request Type: | WebSigning | Request Status: | WEBVIEWER SIGNED |

Original Document

| | | | |
|----------------|-----------------------------------|----------------|----------|
| Document Name: | SPN Assignment Allowancesdocx.pdf | Document Size: | 330.3 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: | 41.77.88.104 | Request Timestamp: | 2026-05-05 12:07:00 GMT |
| Signee GPS (if shared): | BW: Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/147.0.0.0 Safari/537.36 Edg/147.0.0.0 | Terms Accepted Timestamp: | 2026-05-05 12:07:05 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: | +27000000000 | Sign Type: | WebSigning |
| Security Challenge: | NONE | Part of Workflow: | 6005282b-43b4-480a-9add-e9637c5cc063 |

Chain Of Custody Generation

| | | | |
|-------------------------|---|---------------------|-------------------------|
| Attached Document Name: | 20260505T120731.931309Z SPN Assignment Allowancesdocx.pdf | Attached Timestamp: | 2026-05-05 12:07:32 GMT |
|-------------------------|---|---------------------|-------------------------|

