

# REQUEST FOR QUOTATIONS



## COMPETITIVE BIDDING PROCESS FOR SUPPLY AND DELIVERY OF EQUIPMENT FOR THE SITUATION ROOM AT SHOC

REFERENCE NUMBER: SADC/3/5/1/138

13<sup>th</sup> JULY 2026

## ARTICLE 1 – PURPOSE AND OBJECTIVE OF THE COMPETITIVE BIDDING PROCESS

The **SADC Secretariat** through its **RCRP Project** funded by the World Bank is launching a competitive bidding process through shopping for supply and delivery of ICT office equipment.

## ARTICLE 2 - TERMS AND CONDITIONS OF THE COMPETITIVE PROCESS

1. The SADC Secretariat now invites proposals to provide the following for the **SUPPLY AND DELIVERY OF EQUIPMENT FOR THE SITUATION ROOM AT SHOC**. More details on the goods and services are provided in the attached Technical Specification section (Annex 1) below.

### LOT 1:

| No. | Description                                                                                                                                                    | Quantities |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 1   | Network Attached Storage (NAS)                                                                                                                                 | 2          |
| 2   | Information Management software: <ul style="list-style-type: none"><li>• Adobe Illustrator</li><li>• Power Bi</li><li>• Tableau</li><li>• ArcGIS Pro</li></ul> | 5 of Each  |
| 3   | Video Conferencing System (MTR)                                                                                                                                | 1          |
| 4   | VoIP / IP Phones                                                                                                                                               | 4          |
| 5   | Interactive Display Screen                                                                                                                                     | 3          |
| 6   | High-end Laptop                                                                                                                                                | 3          |
| 7   | High-end Desktop with Monitor                                                                                                                                  | 3          |

2. Your submission, in the PDF format (**See Annex 2 to this RFB**), should be in PDF Format and signed and should be submitted through the COLLAB Link: <https://collab.sadc.int/s/KtFszdp5qwG3nop> and MUST be marked – **SUPPLY AND DELIVERY OF EQUIPMENT FOR THE SITUATION ROOM AT SHOC - REFERENCE NUMBER- SADC/3/5/1/138**

3. The deadline for submission of your quotation, to the address above is **30<sup>th</sup> July 2026 on or before 23:59 hours local (Botswana) time.**

4. All bids should be submitted in PDF format through the COLLAB Link: <https://collab.sadc.int/s/KtFszdp5qwG3nop> and hard copy quotations or by fax will NOT be accepted. ***Bidders are advised to submit their proposals during working***

***hours for support in case of any technical problems. The technical support team will not be available after working hours.***

5. Your bid(s) should be submitted as per the following instructions, and in accordance with the Terms and Conditions of the RFQ document:

- i. **PRICES:** The prices should be quoted Delivered Duty Paid (DDP) (as per Incoterms 2020) in United States Dollars (USD), including all duties attached to the sale (such as VAT, customs duties, etc.) and transport to the destination. Bidders must submit only one quotation, and alternatives will not be allowed.
- ii. **EVALUATION AND AWARD OF PURCHASE ORDER:** Bids determined to be administratively (see Paragraph 2, 3, 4, 5 and 6) and technically compliant to the requirements will be evaluated by comparison of their prices (defined as above). The award will be made to the bidder offering an administrative and technical compliant quotation at the lowest evaluated total price.
- iii. **VALIDITY OF THE OFFER:** Your quotation should be valid for a period of 120 days from the date of submission of quotation.
- iv. **DOCUMENTS TO BE ATTACHED:** Company Profile, Valid Tax Clearance Certificate or exemption certificate, Banking Details, Valid Trading Licence and Certificate of Incorporation, Valid VAT Certificate or Exemption Certificate
- v. **DELIVERY TIME AND STOCK AVAILABILITY:** Bidders must indicate delivery period and stock availability. The project indicative delivery period is 2- 4 weeks from the signing of the Purchase Order
- vi. The selected bidder will deliver the items at SHOC offices in Nacala, Mozambique.

6. The items are expected to be delivered to the address indicated in paragraph 3 above within **14 calendar days** from the signature of the Purchase Order/Contract. The terms and conditions of the Purchase Order are available on request prior to submission of quotations.

7. Additional request for information and clarifications can be made through the address below:

Mr. Purpose Chifani  
SADC Secretariat  
Telephone: +2673951863  
Fax: +2673971787  
E-mail: [pchifani@sadc.int](mailto:pchifani@sadc.int) and [tenders@sadc.int](mailto:tenders@sadc.int)  
Copy; [tchabwera@sadc.int](mailto:tchabwera@sadc.int) and [tngandu@sadc.int](mailto:tngandu@sadc.int)

The closing date for receipt of requests for clarification is **20<sup>th</sup> July 2026 at 16:30 hours local Botswana Time.**

The deadline for responding to the request for clarification is **24<sup>th</sup> July 2026 at 16:30**

If a Price Schedule shows items listed but not priced, their prices shall be assumed to be included in the prices of other items. An item not listed in the Price Schedule shall be assumed to be not included in the bid.

## **ARTICLE 3- ELIGIBILITY CRITERIA**

### **3.1 Eligibility and conflict of interest**

We declare that we continue to be qualified and meet the eligibility requirements and that we have no conflict of interest. If awarded the Contract, the Services [that we provide shall be sourced from an eligible country. **Sexual Exploitation and Abuse (SEA) and/or Sexual Harassment (SH):** *[select the appropriate option from (i) to (iii) below and delete the others. In case of JV members and/or subcontractors, indicate the status of disqualification by the Bank of each JV member and/or subcontractor].*

We, including any of our subcontractors:

- i. have not been subject to disqualification by the Bank for non-compliance with SEA/ SH obligations.
- ii. are subject to disqualification by the Bank for non-compliance with SEA/ SH obligations.
- iii. had been subject to disqualification by the Bank for non-compliance with SEA/ SH obligations and were removed from the disqualification list. An arbitral award on the disqualification case has been made in our favor.

We, along with any of our subcontractors, Service Providers, consultants, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the World Bank Group or a debarment imposed by the World Bank Group in accordance with the Agreement for Mutual Enforcement of Debarment Decisions between the World Bank and other development banks. Further, we are not ineligible under the Employer's Country laws or official regulations or pursuant to a decision of the United Nations Security Council.

Only service providers who are eligible for this assignment if they fulfil the following eligibility criteria:

- a) they are not bankrupt or being wound up, are having their affairs administered by the courts, have entered arrangements with creditors, have suspended business activities, are being subject of proceedings concerning those matters,

- or are being in any similar situations arising from similar procedures provided for in the national legislation or regulations of the SADC member states.
- b) they have not been convicted of offences concerning their professional conduct by a judgment which has the force of res judicata; (i.e. against which no appeal is possible).
  - c) they have not been declared guilty of grave professional misconduct proven by any means which SADC Secretariat can justify;
  - d) they have fulfilled obligations related to the payments of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those countries where the contract is to be performed;
  - e) they have not been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the SADC Secretariat's financial interests; or
  - f) they are not being currently subject to an administrative penalty.

#### **Article 4- Fraud and Corruption**

We hereby certify that we have taken steps to ensure that no person acting for us, or on our behalf, engages in any type of Fraud and Corruption.

#### **ANNEXES:**

ANNEX 1: Technical Specifications

ANNEX 2: Bid Form to be completed by Service Provider

A. Application Form

B. Financial Proposal

ANNEX 3: **Standard Contract for Service Providers**

**Sincerely,**

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**Name:** Thomas Chabwera

**For:** Head of Procurement Unit

## ANNEX 1

### ANNEX 1: TECHNICAL SPECIFICATIONS

#### MINIMUM TECHNICAL SPECIFICATIONS FOR SUPPLY AND DELIVERY OF EQUIPMENT FOR THE SITUATION ROOM AT SHOC

| Item                                                                                                                                                                | Quantity            | Specification                                                                                                                                                                                                                                                                                             | Description                                                                                                                                                                                               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Network Attached Storage (NAS)                                                                                                                                      | 2 with 100TB each   | <b>Bays:</b> Minimum 8-Bay chassis.<br><b>Processor:</b> Quad-Core 2.0 GHz or faster. <b>RAM:</b> Minimum 16 GB ECC RAM (expandable).<br><b>Connectivity:</b> Dual 10GbE ports.<br><b>RAID:</b> Support for RAID 6 or RAID 10 configuration for fault tolerance.                                          | Provides high-capacity, fault-tolerant, hot-swappable storage for geospatial data, historical hazard profiles, and assessment reports, ensuring data integrity and rapid access for the GIS workstations. |
| Information Management software: <ul style="list-style-type: none"> <li>• Adobe Illustrator</li> <li>• Power Bi</li> <li>• Tableau</li> <li>• ArcGIS Pro</li> </ul> | Licenses: 5 of each | Enterprise licenses                                                                                                                                                                                                                                                                                       | For data processing, analysis and visualization.                                                                                                                                                          |
| Video Conferencing System (MTR)                                                                                                                                     | 1                   | <b>Compatibility:</b> Certified for Microsoft Teams Rooms (MTR).<br><b>Features:</b> 4K camera with automatic framing/speaker tracking; integrated microphone array with echo cancellation; simple touch-screen console interface.<br><b>Connectivity:</b> Single USB connection for core PC integration. | Enable real-time, coordination of disaster preparedness and response including activation of anticipatory actions between member States projected to be affected by disasters                             |

|                            |   |                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                              |
|----------------------------|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| VoIP / IP Phones           | 4 | <b>Feature Set:</b> SIP (Session Initiation Protocol) compatible. <b>Power:</b> Power over Ethernet (PoE) support (802.3af/at). <b>Display:</b> High-resolution color display. <b>Ports:</b> Dual-port Gigabit Ethernet switch (PC pass-through).          | Provides reliable, quality voice communication over the network (VoIP), essential for internal coordination and communication between the situation room and the field teams (Emergency Response Teams).                                     |
| Interactive Display Screen | 3 | Screen size: 86", Resolution 4K (3840 x 2160 pixels), Camera Resolution 4K, Microphone Sound pickup angle 180° Sound pickup distance 12 m, Native meeting apps, AI Function (Auto-Framing Intelligent tracking Acoustic baffle DNN-based dereverberation). | All-in-one Information Management collaboration system for data visualization with integrated professional audio and video, hardware–software engineering, full-stack AI, and native cloud services to ensure flawless device collaboration. |
| High-end Laptop            | 3 | CPU: Intel® Core Ultra 9 275HX<br>System: Windows 11<br>VGA: NVIDIA® GeForce RTX™ 5070<br>Memory: 64 GB DDR5<br>Storage: 1 TB SSD<br>Screen: WQXGA sem touch de 16,0"                                                                                      | For big data processing, analysis and visualization, even during emergency deployments.                                                                                                                                                      |

|                               |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                      |
|-------------------------------|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| High-end Desktop with Monitor | 3 | <p>CPU: Intel® Core™ Ultra 9 285K, 24 kernel<br/> System: Windows 11<br/> VGA: NVIDIA® GeForce RTX™ 5070<br/> Memory: 32 GB DDR5<br/> Storage: 1 TB SSD</p> <p><b>Monitor:</b><br/> Diagonal viewing area<br/> 31.6"<br/> Panel type:<br/> QD-OLED<br/> Monitor screen coating<br/> Anti-reflective<br/> Maximum default resolution<br/> 3840 x 2160 at 240 Hz (DSC enabled and visually lossless)<br/> 1 DP 1.4 (HDCP 1.4 and 2.3) (supports up to 3840 x 2160 at 240 Hz, DSC, HDR)<br/> 2 HDMI 2.1 (HDCP 1.4 and 2.3) (supports up to 3840 x 2160 at 240 Hz FRL, HDR, VRR as specified in HDMI 2.1) (including 1 HDMI 2.1 FRL with eARC — to support Dolby ATMOS signal passthrough)<br/> 1 USB 3.2 Type-B Gen 1 (5 Gbit/s) upstream port<br/> 2 USB 3.2 Type-A Gen 1 (5 Gbit/s)</p> | For big data processing, analysis and visualization. |
|-------------------------------|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|

|  |  |                                                                                                                                                                                                                                         |  |
|--|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|  |  | downstream ports<br>(bottom)<br>Quick access<br>1 USB 3.2 Gen 1<br>Type-C port (5<br>Gbit/s) downstream<br>with BC1.2 power<br>charging support<br>1 USB 3.2 Type-A<br>Gen 1 (5 Gbit/s)<br>downstream port<br>Integrated speaker:<br>No |  |
|--|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|



## ANNEX 2: Form to be completed by Service Provider

### A. Application Form

| QTY          | DESCRIPTION                                                                                                                                                    | COMPLY/<br>NOT | COMMENT |
|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|---------|
| 2            | Network Attached Storage (NAS)                                                                                                                                 |                |         |
| 5 of<br>Each | Information Management software: <ul style="list-style-type: none"><li>• Adobe Illustrator</li><li>• Power Bi</li><li>• Tableau</li><li>• ArcGIS Pro</li></ul> |                |         |
| 1            | Video Conferencing System (MTR)                                                                                                                                |                |         |
| 4            | VoIP / IP Phones                                                                                                                                               |                |         |
| 3            | Interactive Display Screen                                                                                                                                     |                |         |
| 3            | High-end Laptop                                                                                                                                                |                |         |
| 3            | High-end Desktop with Monitor                                                                                                                                  |                |         |

## B. FINANCIAL PROPOSAL

| Technical Specification                                                                                                                                             | Quantity                                  | Delivery period to Nacala in two (2) weeks from the signature of the PO | Unit price DDP at Nacala  | Total price DDP at Nacala |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|-------------------------------------------------------------------------|---------------------------|---------------------------|
|                                                                                                                                                                     |                                           |                                                                         | <i>[insert the price]</i> | <i>[insert the price]</i> |
| Network Attached Storage (NAS)                                                                                                                                      | 2                                         |                                                                         |                           |                           |
| Information Management software: <ul style="list-style-type: none"> <li>• Adobe Illustrator</li> <li>• Power Bi</li> <li>• Tableau</li> <li>• ArcGIS Pro</li> </ul> | 5 of Each                                 |                                                                         |                           |                           |
| <b>Video Conferencing System (MTR)</b><br>(The total price should include installation and configuration)                                                           | 1                                         |                                                                         |                           |                           |
| <b>VoIP / IP Phones</b><br>(The total price should include installation and configuration)                                                                          | 4                                         |                                                                         |                           |                           |
| Interactive Display Screen                                                                                                                                          | 3                                         |                                                                         |                           |                           |
| High-end Laptop                                                                                                                                                     | 3                                         |                                                                         |                           |                           |
| High-end Desktop with Monitor                                                                                                                                       | 3                                         |                                                                         |                           |                           |
| <b>Subtotal</b>                                                                                                                                                     |                                           |                                                                         |                           |                           |
| <b>VAT</b>                                                                                                                                                          |                                           |                                                                         |                           |                           |
| <b>Grand TOTAL</b>                                                                                                                                                  | <i>[insert the end of all deliveries]</i> |                                                                         |                           | <i>[insert the grand</i>  |

|  |  |  |  |                                |
|--|--|--|--|--------------------------------|
|  |  |  |  | <b><i>total<br/>price]</i></b> |
|--|--|--|--|--------------------------------|

N.B. Bids will be evaluated as a single lot. If a Price Schedule shows items listed but not priced, their costs shall be deemed to be included in the prices of other items.

- An item not listed in the Price Schedule shall be assumed not to be included in the bid price, and the bid shall be considered as non-responsive.
- Accurately quote for the same specification as shown in the description.
- All above goods must be brand new and supplied in good condition and has not reached or is not nearing its end of use or expiry date.
- Payment will be made in full after completion of delivery and acceptance by SADC Secretariat.
- Warranty for all goods should be 1 (one) year.

Signature [*In full and initials*]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Date: \_\_\_\_\_







## **SERVICE CONTRACT**

### **COMPETITIVE BIDDING PROCESS FOR SUPPLY AND DELIVERY OF EQUIPMENT FOR THE SITUATION ROOM AT SHOC.**

**REFERENCE NUMBER: SADC/3/5/1/138**

#### **BETWEEN**

**Southern African Development Community (SADC) Secretariat-  
Regional Statistic Project**

**(“the Contracting Authority”)**

#### **AND**

.....

**(“the Contractor”)**

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11/11/13

## Letter of Award of Contract

To: .....

**Subject: Notification of Award of Contract No: SADC/3/5/1/138 SUPPLY AND DELIVERY OF EQUIPMENT FOR THE SITUATION ROOM AT SHOC.**

In reference to the Request for Quotation dated 14<sup>th</sup> July 2026 For COMPETITIVE BIDDING PROCESS FOR SUPPLY AND DELIVERY OF EQUIPMENT FOR THE SITUATION ROOM AT SHOC, "and your Quotation dated .....has been accepted."

please find enclosed herewith a Contract. You are requested to sign the contract within 5 working days and return the signed copy to us.

Kindly note that a 100% payment for your supply will be made after the ICT have certified all the goods received and upon submission of the agreed invoice, delivery note and acceptance letter.

Authorized Signature: \_\_\_\_\_

Name and Title of Signatory:

Name of Agency: SADC RCRP Project

**Attachment: Contract**



**CONTRACT FOR THE SUPPLY AND DELIVERY OF EQUIPMENT FOR THE  
SITUATION ROOM AT SHOC.**

|                                     |                                                                  |
|-------------------------------------|------------------------------------------------------------------|
| <b>Agreement Title</b>              | SUPPLY AND DELIVERY OF EQUIPMENT FOR THE SITUATION ROOM AT SHOC. |
| <i>Reference number:</i>            | SADC/3/5/1/138                                                   |
| <b>The Project Site(s)/ is/are:</b> | SADC HQ- Gaborone Botswana                                       |

**1. Contract Price**

The Contract Price for the provision of goods and services is as follows;

| DESCRIPTION                                                                                                                                                         | QTY                  | Price<br>(USD)Unit Cost | Total Price (USD) |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-------------------------|-------------------|
| Network Attached Storage (NAS)                                                                                                                                      | <b>2</b>             |                         |                   |
| Information Management software: <ul style="list-style-type: none"> <li>• Adobe Illustrator</li> <li>• Power Bi</li> <li>• Tableau</li> <li>• ArcGIS Pro</li> </ul> | <b>5 of<br/>Each</b> |                         |                   |
| Video Conferencing System (MTR)                                                                                                                                     | <b>1</b>             |                         |                   |
| VoIP / IP Phones                                                                                                                                                    | <b>4</b>             |                         |                   |
| Interactive Display Screen                                                                                                                                          | <b>3</b>             |                         |                   |
| High-end Laptop                                                                                                                                                     | <b>3</b>             |                         |                   |
| High-end Desktop with Monitor                                                                                                                                       | <b>3</b>             |                         |                   |
| <b>Total Prices</b>                                                                                                                                                 |                      |                         |                   |
| Add: Cost of Tax (pls. specify)                                                                                                                                     |                      |                         |                   |
| <b>Total Final and All-Inclusive Price Quotation</b>                                                                                                                |                      |                         |                   |



## 2. Contract Documents

The following documents shall be deemed to form and be read and construed as part of this Contract. This Contract shall prevail over all other contract documents.

- (a) Letter of Award of Contract
  - (b) RFQ Annex 1.1 Employer's Requirements
  - (c) Service Provider's Quotation, including its appendices (as applicable)
  - (d) Contract- Conditions of Contract
  - (e) *A signed system Purchase Order*
3. In consideration of the payments to be made by the Employer to the Service Provider as specified in this Contract, the Service Provider hereby covenants with the Employer to provide the goods and Services and to remedy shortfalls therein in conformity in all respects with the provisions of the Contract.
4. The Employer hereby covenants to pay the Service Provider in consideration of the provision of the goods and Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

**IN WITNESS WHEREOF**, the Parties hereto have caused this Contract to be signed in their respective names on the day and year written below:

| For and on behalf of SADC Secretariat |                    | For and on behalf of xxxxxxxxxxxxxxxx |  |
|---------------------------------------|--------------------|---------------------------------------|--|
| Name                                  |                    | Name                                  |  |
| Position                              |                    | Position                              |  |
| Place                                 | Gaborone, Botswana | Place                                 |  |
| Date                                  |                    | Date                                  |  |
| Signature                             |                    | Signature                             |  |

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## Contract- Conditions of Contract (CoC)

The following Contract Conditions of Contract apply to the Contract awarded under the Agreement between the Employer and the Service Provider.

### 1. Services

The goods and services shall conform to the Employer's requirements specified in RFQ ANNEX 1: Employer's Requirements and any other requirements specified in the Request of Quotation.

### 2. Payments to the Service provider

The Contract Price and shall be a fixed lump-sum including all Subcontractors' costs, and all other costs incurred by the Service Provider in carrying out the delivery of goods and Services.

Payments will be made to the Service Provider according to the following payment schedule.

- Advance deposit for conferencing: **Not applicable** percent of the Contract Price shall be paid before the commencement date.
- Full payments in accordance with the agreement, subject to certification by the Employer, that the goods and services have been rendered satisfactorily, upon the finalization of the goods and services shall be paid withing 30 days of invoice:

### 3. Taxes and Duties

The Service Provider, Subcontractors, and their Personnel shall pay such taxes, duties, fees, and other impositions as may be levied under the Applicable Law, the amount of which is deemed to have been included in the Contract Price.

### 4. Insurance

The Service Provider (a) shall take out and maintain, and shall cause any Subcontractors to take out and maintain, at its (or the Subcontractors', as the case may be) own cost but on terms and conditions approved by the Employer, insurance against the risks, and for the coverage, as specified below:

- (i) Third Party motor vehicle \_\_\_\_\_
- (ii) Third Party liability \_\_\_\_\_
- (iii) Employer's liability and workers' compensation \_\_\_\_\_
- (iv) Professional liability \_\_\_\_\_
- (v) Loss or damage to equipment and property.

at the Employer's request, we shall provide evidence to the Employer showing that such insurance has been taken out and maintained and that the current premiums have been paid.

Q ..



## 5. Liquidated Damages and Bonuses

Except as provided for under the Agreement under Force Majeure, if the Service Provider fails to perform the Services within the period specified in the Contract, the Employer may without prejudice to all its other remedies under the Contract, deduct from the Contract Price, as liquidated damages

The liquidated damage shall be [5 %] of the price of the delayed delivery of goods and Services for each day that the Completion Date is later than the Intended Completion Date.

The maximum amount of liquidated damages shall be [5 %] of the Contract Price. Once the maximum is reached, the Employer may terminate the Contract pursuant to the Agreement provision on Termination.

## 6. Modifications to the Contract

Modifications of the terms and conditions of the Contract, including any modification of the scope of the Services or of the Contract Price, may only be made by written agreement between the Employer and the Service Provider.

## 7. Dispute Resolution in relation to Contract

As provided for in the agreement provisions, the Employer and the Service Provider shall make every effort to resolve amicably by direct informal negotiation and if needed using an adjudicator, any disagreement or dispute arising between them under or in connection with the Contract.

If, after twenty-eight (28) days, the parties have failed to resolve their dispute or difference by such mutual consultation and adjudication if used, then either the Employer or the Service Provider may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this provision shall be finally settled by arbitration. Arbitration may be commenced prior to or after provision of the Services under the Contract. Arbitration proceedings shall be conducted in accordance with the rules of procedure specified below.

Notwithstanding any reference to arbitration herein,

- (a) the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and
- (b) the Employer shall pay the Service Provider any monies due to the Service Provider.

*["(a) shall be retained in the case of a Contract with a foreign Service Provider and (b) shall be retained in the case of a Contract with a national of the Employer's Country."]*

[(a) Contract with foreign Service Provider:

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*[unless the Employer chooses the commercial arbitration rules of another international arbitral institution, the following sample provision should be inserted:]*

All disputes arising out of or in connection with the present contract shall be finally settled under the Rules of Arbitration of the International Chamber of Commerce by one or more arbitrators appointed in accordance with the said Rules.

(b) Contracts with Service Provider national of the Employer's Country:

In the case of a dispute between the Employer and a Service Provider who is a national of the Employer's Country, the dispute shall be referred to adjudication or arbitration in accordance with the laws of the Employer's Country i.e. Laws of Botswana

## **8. Sexual Exploitation and Abuse (SEA) and/or Sexual Harassment (SH):**

- (i) [have not been subject to disqualification by the Bank for non-compliance with SEA/ SH obligations.]
- (ii) [are subject to disqualification by the Bank for non-compliance with SEA/ SH obligations.]
- (iii) [had been subject to disqualification by the Bank for non-compliance with SEA/ SH obligations and were removed from the disqualification list. An arbitral award on the disqualification case has been made in our favor.]

We, along with any of our subcontractors, Service Providers, consultants, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the World Bank Group or a debarment imposed by the World Bank Group in accordance with the Agreement for Mutual Enforcement of Debarment Decisions between the World Bank and other development banks. Further, we are not ineligible under the Employer's Country laws or official regulations or pursuant to a decision of the United Nations Security Council.

8.1 The Service Provider shall have a code of conduct, and provide appropriate sensitization, for the Service Provider's personnel carrying out the Services that include, but not limited to, maintaining a safe working environment and not engaging in the following practices:

- (i) any form of sexual harassment including unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature with other Service Provider's or Employer's personnel;
- (ii) any form of sexual exploitation, which means any actual or attempted abuse of position of vulnerability, differential power or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another;





(iii) any form of sexual abuse, which means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions; and

(iv) any form of sexual activity with individuals under the age of 18, except in case of pre-existing marriage.

8.2 The Employer may require the Service Provider to remove (or cause to be removed), from the site/s where the Services are being executed, a Service Provider's personnel that undertakes behaviors that are not consistent with the code of conduct stated in 9.1. Notwithstanding any requirement from the Employer to replace any such person, the Service Provider shall immediately remove (or cause them to be removed) any such person, from the site where the Services are being executed. In either case, the Service Provider shall promptly appoint, as appropriate, a suitable replacement with equivalent skills and experience.]

**9 Contract has been assessed to present potential or actual cyber security risks]**

"The Service Provider, including its Subcontractors/ suppliers/ manufacturers shall take all technical and organizational measures necessary to protect the information technology systems and data used in connection with the Contract. Without limiting the foregoing, the Service Provider, including its Subcontractors/ suppliers/ manufacturers, shall use all reasonable efforts to establish, maintain, implement and comply with, reasonable information technology, information security, cyber security and data protection controls, policies and procedures, including oversight, access controls, encryption, technological and physical safeguards and business continuity/disaster recovery and security plans that are designed to protect against and prevent breach, destruction, loss, unauthorized distribution, use, access, disablement, misappropriation or modification, or other compromise or misuse of or relating to any information technology system or data used in connection with the Contract."

W "

THS

## **Appendices to Contract**

### **Appendix A – Submission from the Service Provider**





Signed with Impression - Chain of Custody



#### Signature Request

|                       |                                      |                 |                         |
|-----------------------|--------------------------------------|-----------------|-------------------------|
| Signature Request ID: | 576c010d-3027-40f5-9f27-bfca7521cd59 | Timestamp:      | 2026-07-13 21:51:16 GMT |
| Signee Name:          | Thomas Chabwera                      | Sender Name:    | Thomas Chabwera         |
| Request Type:         | WebSigning                           | Request Status: | WEBVIEWER SIGNED        |

#### Original Document

|                |                        |                |          |
|----------------|------------------------|----------------|----------|
| Document Name: | RFQ SHOC Equipment.pdf | Document Size: | 711.8 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:      | 41.87.175.153                                                                                                                     | Request Timestamp:        | 2026-07-13 21:49:23 GMT |
| Signee GPS (if shared): | BW: Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/150.0.0.0 Safari/537.36 Edg/150.0.0.0 | Terms Accepted Timestamp: | 2026-07-13 21:49:44 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:      | +27000000000 | Sign Type:         | WebSigning |
| Security Challenge: | NONE         | Part of Workflow:  | NONE       |
| Action:             | APPROVE      | Reason for Action: | Endorsed   |

#### Chain Of Custody Generation

|                         |                                                |                     |                         |
|-------------------------|------------------------------------------------|---------------------|-------------------------|
| Attached Document Name: | 20260713T215115.783921Z RFQ SHOC Equipment.pdf | Attached Timestamp: | 2026-07-13 21:51:16 GMT |
|-------------------------|------------------------------------------------|---------------------|-------------------------|

