



INDIVIDUAL CONSULTANCY TO REVIEW AND REPACKAGE THE SADC HARMONISED ACCOMMODATION STAR GRADING AND CLASSIFICATION STANDARDS

SPECIFIC PROCUREMENT NOTICE

REQUEST FOR EXPRESSION OF INTEREST

SELECTION OF AN INDIVIDUAL CONSULTANT

Date: 07th JULY 2026

Reference Number: SADC/3/5/2/448

TITLE OF ASSIGNMENT: INDIVIDUAL CONSULTANCY TO REVIEW AND REPACKAGE THE SADC HARMONISED ACCOMMODATION STAR GRADING AND CLASSIFICATION STANDARDS

Procurement entity: Southern African Development Community (SADC) Secretariat

Location: SADC Secretariat, Western Commercial Road CBD Plot 54385, Private Bag 0095, Gaborone, BOTSWANA.

1. The **SADC Secretariat** herewith invites individuals to submit proposals for the following contract: “**INDIVIDUAL CONSULTANCY TO REVIEW AND REPACKAGE THE SADC HARMONISED ACCOMMODATION STAR GRADING AND CLASSIFICATION STANDARDS**”. 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 **Selection of an Individual Consultant**, as defined in the **SADC Secretariat Guidelines for Procurement and Grants**, edition June 2025 available at the following website: www.sadc.int
3. The Request for Expression of Interest (REOI) is open to individuals who satisfy the eligibility and qualification requirements stated in the Bidding Documents.

A handwritten signature in black ink, located in the bottom right corner of the page.

4. The date and time of submission of the Expression of Interest is **28th July 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 Request for Expression of Interest, results of the evaluation, or cancellation notices, will be published on the following website www.sadc.int.
6. Interested individual consultants may seek clarification or/and additional information concerning this contract, only in writing and by latest **14th July 2026 at or before 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: tchabwera@sadc.int and mmushi@sadc.int

Copy to ymadzinga@sadc.int

Responses to requests for clarifications will be posted on the SADC website by **17th July 2026 at midnight local time, Botswana**

7. Description of the assignment: **“INDIVIDUAL CONSULTANCY TO REVIEW AND REPACKAGE THE SADC HARMONISED ACCOMMODATION STAR GRADING AND CLASSIFICATION STANDARDS” - SADC/3/5/2/454**”.

Mr. Thomas Chabwera

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Head of Procurement Unit



Signed with Impression - Chain of Custody



Signature Request

Signature Request ID:	bf76d21b-e913-4873-838d-9d3a44067984	Timestamp:	2026-07-07 16:16:00 GMT
Signee Name:	Veronica Zulu. Chingalawa	Sender Name:	Veronica Zulu. Chingalawa
Request Type:	WebSigning	Request Status:	WEBVIEWER SIGNED

Original Document

Document Name:	SPNIndividual Consultant Accomodation.docx	Document Size:	190.6 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:	41.74.50.3	Request Timestamp:	2026-07-07 16:15:24 GMT
Signee GPS (if shared):	BW: Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/149.0.0.0 Safari/537.36	Terms Accepted Timestamp:	2026-07-07 16:15:32 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:	Approved

Chain Of Custody Generation

Attached Document Name:	20260707T161600.613418Z SPNIndividual Consultant Accomodation.docx	Attached Timestamp:	2026-07-07 16:16:00 GMT
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Signed with Impression - Chain of Custody



Signature Request

Signature Request ID:	7dd933ba-24fe-4439-be28-e52efdbe3350	Timestamp:	2026-07-07 16:30:33 GMT
Signee Name:	Purpose Chifani	Sender Name:	Purpose Chifani
Request Type:	WebSigning	Request Status:	WEBVIEWER SIGNED

Original Document

Document Name:	SPNIndividual Consultant Accomodationdocx.pdf	Document Size:	264.8 KB
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Email Evidence

Signee Email:	pchifani@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:	102.134.169.53	Request Timestamp:	2026-07-07 16:28:08 GMT
Signee GPS (if shared):	BW: Mozilla/5.0 (Windows NT 10.0; Win64; x64; rv:152.0) Gecko/20100101 Firefox/152.0	Terms Accepted Timestamp:	2026-07-07 16:29:57 GMT

Annotations and Modifications

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Text Annotation Count:	1	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:	20260707T163033.323639Z SPNIndividual Consultant Accomodationdocx.pdf	Attached Timestamp:	2026-07-07 16:30:33 GMT
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