



PROVISION OF SECURITY SERVICES AT SADC SECRETARIAT HQ, I-TOWERS, SEBELE CLIMATE SERVICE CENTRE AND CAPRICORN HOUSE OFFICES, RASESA AND THREE EXECUTIVE RESIDENCES IN GABORONE AREA.

SPECIFIC PROCUREMENT NOTICE

PROVISION OF SECURITY SERVICES AT SADC SECRETARIAT HQ, I-TOWERS, SEBELE CLIMATE SERVICE CENTRE AND CAPRICORN HOUSE OFFICES, RASESA AND THREE EXECUTIVE RESIDENCES IN GABORONE AREA.

Date: 20th August 2026

Reference Number: SADC/3/5/4/120

Title of Assignment: PROVISION OF SECURITY SERVICES AT SADC SECRETARIAT HQ, I-TOWERS, SEBELE CLIMATE SERVICE CENTRE AND CAPRICORN HOUSE OFFICES, RASESA AND THREE EXECUTIVE RESIDENCES IN GABORONE AREA.

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 Single Entity or Joint Venture/Consortium to submit proposals for the following contract: **PROVISION OF SECURITY SERVICES AT SADC SECRETARIAT HQ, I-TOWERS, SEBELE CLIMATE SERVICE CENTRE AND CAPRICORN HOUSE OFFICES, RASESA AND THREE EXECUTIVE RESIDENCES IN GABORONE AREA.** 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**, edition June 2025 available at the following website: www.sadc.int

2

3. The Standard Bidding Document (SBD) is open to firms which 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 **21st September 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 and shall be returned unopened.
5. All notifications concerning this procurement process, including modification of the Provision of Security Service, results of the evaluation or cancellation notices, will be published on the following website www.sadc.int.
6. Interested consultant firm may seek clarification or/and additional information concerning this contract, only in writing and by latest **31st August 2026 at 16:30 Hours local Botswana time**, from the following contact points.

Attention: **Mr. Purpose Chifani.**

Address: SADC Secretariat, Plot No. 54385, New CBD, Private Bag 0095

Gaborone, Botswana, Telephone: +267 395 1863

E-mail: pchifani@sadc.int ,

Copy to, tchabwera@sadc.int ; frandrianaiaina@sadc.int.

Responses to requests for clarifications will be posted on the SADC website by **11th September 2026 at 16:30 Hours local Botswana time.**

7. Description of the assignment: **PROVISION OF SECURITY SERVICES AT SADC SECRETARIAT HQ, I-TOWERS, SEBELE CLIMATE SERVICE CENTRE AND CAPRICORN HOUSE OFFICES, RASESA AND THREE EXECUTIVE RESIDENCES IN GABORONE AREA.**

Mr. Thomas Chabwera

Head of Procurement Unit





Signed with Impression - Chain of Custody



Signature Request

Signature Request ID:	82e3ab6b-8b57-41da-8b91-1371ebb5bd20	Timestamp:	2026-08-20 15:48:25 GMT
Signee Name:	Diana Sello	Sender Name:	Diana Sello
Request Type:	WebSigning	Request Status:	WEBVIEWER SIGNED

Original Document

Document Name:	SPN_PROVISION OF SECURITY SERVICES.pdf	Document Size:	153.8 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:	153.67.129.85	Request Timestamp:	2026-08-20 15:47:50 GMT
Signee GPS (if shared):	BW: Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/151.0.0.0 Safari/537.36	Terms Accepted Timestamp:	2026-08-20 15:48:00 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:	+270000000000	Sign Type:	WebSigning
Security Challenge:	NONE	Part of Workflow:	NONE

Chain Of Custody Generation

Attached Document Name:	20260820T154825.676625Z SPN_PROVISION OF SECURITY SERVICES.pdf	Attached Timestamp:	2026-08-20 15:48:25 GMT
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Signature Request

Signature Request ID:	28816709-9f2e-4c93-88f9-5d1df6402562	Timestamp:	2026-08-20 16:39:37 GMT
Signee Name:	Thomas Chabwera	Sender Name:	Thomas Chabwera
Request Type:	WebSigning	Request Status:	WEBVIEWER SIGNED

Original Document

Document Name:	SPN PROVISION OF SECURITY SERVICES.pdf	Document Size:	295.0 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:	41.87.175.154	Request Timestamp:	2026-08-20 16:37:43 GMT
Signee GPS (if shared):	BW: Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/151.0.0.0 Safari/537.36 Edg/151.0.0.0	Terms Accepted Timestamp:	2026-08-20 16:37:51 GMT

Annotations and Modifications

Signature Count:	2	Form Fields Filled Count:	0
Text Annotation Count:	0	Initial All Pages Count:	0
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Signing Evidence

Signee Mobile:	+270000000000	Sign Type:	WebSigning
Security Challenge:	NONE	Part of Workflow:	NONE

Chain Of Custody Generation

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