



CONSULTANCY FOR REVIEW OF DISCIPLINARY AND GRIEVANCE POLICY

SPECIFIC PROCUREMENT NOTICE

CONSULTANCY FOR REVIEW OF DISCIPLINARY AND GRIEVANCE POLICY

Date: 4th September 2026

Reference Number: SADC/3/5/2/456

Title of Assignment: CONSULTANCY FOR REVIEW OF DISCIPLINARY AND GRIEVANCE POLICY

Procurement entity: Southern African Development Community (SADC) Secretariat

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

The **SADC Secretariat** herewith invites firms to submit proposals for the following contract: “**CONSULTANCY FOR REVIEW OF DISCIPLINARY AND GRIEVANCE POLICY**”

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 Procurement Guidelines**, edition June 2025 available at the following website: www.sadc.int
3. The Request for Proposal (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 Proposal is **5 October 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.

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5. All notifications concerning this procurement process, including modification of the Request for Proposal, 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 **21 September 2026 by 17:00hours 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 dshibnauth@sadc.int

Copy to ymadzinga@sadc.int

Responses to requests for clarifications will be posted on the SADC website by **28 September 2026**, by midnight, Botswana Time.

Description of the assignment: **“CONSULTANCY FOR REVIEW OF DISCIPLINARY AND GRIEVANCE POLICY”- SADC/3/5/2/456”**.

Mr. Thomas Chabwera

Head of Procurement Unit

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Signed with Impression - Chain of Custody



Signature Request

Signature Request ID:	48c0696f-4750-4ff0-a314-af85c8affb3c	Timestamp:	2026-09-03 12:24:07 GMT
Signee Name:	Diana Sello	Sender Name:	Diana Sello
Request Type:	WebSigning	Request Status:	WEBVIEWER SIGNED

Original Document

Document Name:	SPNConsultancy for Review of Disciplinary and Grievance Policy E.pdf	Document Size:	154.4 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:	2026-09-03 12:23:21 GMT
Signee GPS (if shared):	BW: Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/152.0.0.0 Safari/537.36	Terms Accepted Timestamp:	2026-09-03 12:23:44 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:	20260903T122406.954553Z SPNConsultancy for Review of Disciplinary and Grievance Policy E.pdf	Attached Timestamp:	2026-09-03 12:24:07 GMT
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Signed with Impression - Chain of Custody



Signature Request

Signature Request ID:	ccfef0de-40c8-4e9f-97e3-f07c0a1ddceb	Timestamp:	2026-09-03 13:06:29 GMT
Signee Name:	Thomas Chabwera	Sender Name:	Thomas Chabwera
Request Type:	WebSigning	Request Status:	WEBVIEWER SIGNED

Original Document

Document Name:	SPNConsultancy for Review of Disciplinary and Grievance Policy E.pdf	Document Size:	295.8 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:	102.165.133.27	Request Timestamp:	2026-09-03 13:05:58 GMT
Signee GPS (if shared):	BW: Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/152.0.0.0 Safari/537.36 Edg/152.0.0.0	Terms Accepted Timestamp:	2026-09-03 13:06:08 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:	20260903T130629.185065Z SPNConsultancy for Review of Disciplinary and Grievance Policy E.pdf	Attached Timestamp:	2026-09-03 13:06:29 GMT
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