



SPECIFIC PROCUREMENT NOTICE

INVITATION TO BID FOR MULTIPLE FRAMEWORK CONTRACT

Procurement entity: The Southern African Development Community (SADC) Secretariat:

Location: Gaborone, Botswana

Number and titles of lots:

Lot 1: Multiple Framework Contract for the Provision of Travel Management to the SADC Secretariat

Lot 2: Multiple Framework Contract for the Provision of Events Management to the SADC Secretariat within SADC Region and Beyond

Lot 3: Multiple Framework Contract for the Provision of Events Management to the SADC Secretariat within Botswana

Reference Number: SADC/3/5/1/22

Maximum contract budget:

LOT 1 US\$ 7,000,000.00

LOT 2 US\$ 10,000,000.00

LOT 3 US\$ 3,000,000.00

1. The *SADC Secretariat* herewith invites *companies/firms* to submit Proposal to for the following contract(s): travel@sadc.int indicating the title below:

MULTIPLE FRAMEWORK CONTRACT FOR PROVISION OF TRAVEL AND EVENTS MANAGEMENT TO SADC SECRETARIAT - SADC/3/5/1/22

More details on the scope of the contract(s) provided in the *Bidding Document* –which can be downloaded, free of charge, from the following website: <https://www.sadc.int/opportunities/procurement/open-procurement-opportunities/>

2. The *INVITATION TO BID FOR FRAMEWORK CONTRACT* is open to all *companies/firms*, which satisfy the eligibility and qualification requirements stated in the *Bidding Document*.
3. The date and time of submission of the Proposals at the address indicated in the *Bidding Document* is **30th June 2021, Time: 15:00 Hours local/Botswana time**. Proposals received after this time and date, or submitted otherwise than indicated in the *Bidding Document* shall not be considered.

A handwritten signature in black ink, appearing to read 'Chungwa', followed by a horizontal line.

All notifications concerning this procurement process, including: modification of the *Bidding Document*, results of the evaluation or cancellation notices, will be published on the SADC Secretariat website:

<https://www.sadc.int/opportunities/procurement/open-procurement-opportunities/>

- Interested *companies/firms* may seek clarification or/and additional information concerning this contract, only in writing and via email by latest **14th June 2021, Time: 16:00 Hours local time**, from the following contact points:

Head of Unit - Procurement

SADC Secretariat

CBD Plot 54385

City: Gaborone

Country: Botswana

Tel: +267 395 1863

E-mail: tnyamukondiwa@sadc.int; tenders@sadc.int

Copy: vchingalawa@sadc.int; eliwimbi@sadc.int

Web site: www.sadc.int

All notifications concerning this procurement process, including: modification of the Bidding Document, results of the evaluation, shortlisting or cancellation notices, requests for clarification and the respective responses will be published on the following website: <https://www.sadc.int/opportunities/procurement/open-procurement-opportunities/>

5. Description of the assignment:

Short description of the assignment including more details on the scope of the contract is provided in the Bidding document – which can be downloaded, free of charge, from the SADC Secretariat website: <https://www.sadc.int/opportunities/procurement/open-procurement-opportunities/>

The SADC Secretariat herewith invites companies/firms to submit Applications for bidding for the following contract: **MULTIPLE FRAMEWORK CONTRACT FOR THE PROVISION OF TRAVEL AND EVENTS MANAGEMENT - SADC/3/5/1/22**

The intended start date is **1st December 2021** and the period of implementation of the contract will be **24 Months** from date of commencement.

The procurement method used for this contract is Multiple Framework Contract as defined in the **SADC Secretariat Guidelines on Procurement and Grants, January 2017** edition available on the [Procurement documentation](#) page of the SADC website.

The Invitation for submission of bids is open to all companies/firms, which satisfy the eligibility and qualification requirements stated in the Bidding document.

