



## CONSULTANCY FOR DEVELOPMENT OF DRAFT REGIONAL ACTION PLAN FOR INTELLECTUAL PROPERTY

### SPECIFIC PROCUREMENT NOTICE

#### REQUEST FOR EXPRESSION OF INTEREST

#### SELECTION OF AN INDIVIDUAL CONSULTANT

**Date:** 10 December 2024

**Reference Number:** SADC/3/5/2/370

**Title of Assignment:** CONSULTANCY FOR DEVELOPMENT OF DRAFT REGIONAL ACTION PLAN FOR INTELLECTUAL PROPERTY

**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. This Invitation to Bid follows the General Procurement Notice that appeared on SADC Secretariat website June 2024.
2. The **SADC Secretariat** herewith invites individuals to submit proposals for the following contract: “**CONSULTANCY FOR DEVELOPMENT OF DRAFT REGIONAL ACTION PLAN FOR INTELLECTUAL PROPERTY**. 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](http://www.sadc.int)
3. 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 August 2021 available at the following website: [www.sadc.int](http://www.sadc.int)
4. The Request for Expression of Interest (REOI) is open to individuals who satisfy the eligibility and qualification requirements stated in the Bidding Documents.
5. The date and time of submission of the Bids at the address indicated in the Bidding Documents is **30 December 2024, 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.

6. All notifications concerning this procurement process, including modification of the *Bidding Documents*, results of the evaluation or cancellation notices, will be published on the following website [www.sadc.int](http://www.sadc.int).
7. Interested individual consultants may seek clarification or/and additional information concerning this contract, only in writing and by latest **20 December 2024 by 00:00 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: [tchawbera@sadc.int](mailto:tchawbera@sadc.int) and [tenders@sadc.int](mailto:tenders@sadc.int)

Copy to, [pchifani@sadc.int](mailto:pchifani@sadc.int) and [sramessur@sadc.int](mailto:sramessur@sadc.int)

Responses to requests for clarifications will be posted on the SADC website by **24 December 2024**, by midnight, Botswana Time

8. Description of the assignment: **“CONSULTANCY FOR DEVELOPMENT OF DRAFT REGIONAL ACTION PLAN FOR INTELLECTUAL PROPERTY-SADC/3/5/2/370”**.

**MR. Thomas Chabwera**



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**Head of Procurement Unit**