



SPECIFIC PROCUREMENT NOTICE

CONSULTANCY SERVICES FOR IMPLEMENTATION OF THE 360 DEGREE FEEDBACK APPRAISAL SYSTEM AT SADC SECRETARIAT

Reference Number: SADC/3/5/2/225

Procurement entity: SADC Secretariat

Address: SADC Secretariat,
Plot 54385 CBD Gaborone
City: Gaborone
Country: Botswana
Telephone: +267 3951863
Facsimile number: 267 3181070

1. The SADC Secretariat herewith invites companies/firms to submit proposals for the following contract(s):
CONSULTANCY SERVICES FOR IMPLEMENTATION OF THE 360 DEGREE FEEDBACK APPRAISAL SYSTEM AT SADC SECRETARIAT

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:
www.sadc.int.

2. The procurement method used for this contract is Open Bidding as defined in the *SADC Secretariat Guidelines for Procurement and Grants*, edition of August 2021, available at the following website: www.sadc.int.
3. The *INVITATION TO BID* is open to all *companies/firms* which satisfy the eligibility and qualification requirements stated in the *Bidding Document*
4. The deadline and time of submission of bids to 360degree@sadc.int is **15th March 2022** at **09:00 hours local time**. Proposals received after this time and date, or

submitted otherwise than indicated in the *Bidding Document* shall not be considered.

All notifications concerning this procurement process, including: modification of the *Bidding Document*, results of the evaluation or cancellation notices, will be published on the following website www.sadc.int and will also be communicated directly to the bidders.

Additional requests for information and clarifications can be made to the address below:

The Procuring entity: **SADC Secretariat**
Contact person: Mr. Purpose Chifani
Telephone: +267 3951863
Fax: 267 3181070
E-mail: pchifani@sadc.int and tenders@sadc.int
copy to: hmaripe@sadc.int rhaufiku@sadc.int

The responses to the requests for clarification shall be posted on the SADC Secretariat's website.

The closing Date for receipt of requests for clarification is **03rd March 2022**

The Closing date for responses to requests for clarification shall be: **07th March 2022**

5. Description of goods and services:

Consultancy services for implementation of the 360-degree feedback appraisal system at SADC secretariat

Sincerely,

Purpose Chifani
Acting Head of Procurement Unit