



## SPECIFIC PROCUREMENT NOTICE

### SUPPLY AND DELIVERY OF MICROSOFT LICENSES FOR THE SADC SECRETARIAT

#### REQUEST FOR BIDS

**Reference Number:** SADC/3/5/4/70

**Procurement entity:** SADC SECRETARIAT

**Number of lots:**

Lot number	Description
1	SUPPLY AND DELIVERY OF MICROSOFT LICENSES FOR THE SADC SECRETARIAT

**Location:** SADC Secretariat, Western Commercial Road (near Lobatse and Siboni Roads), CBD Plot 54385, Private Bag 0095, Gaborone, BOTSWANA.

1. The Southern African Community (SADC) Secretariat intends to use part of its budgeted fund to cover eligible payments under the contract for **PROCUREMENT OF SUPPLY AND DELIVERY OF MICROSOFT LICENSES FOR THE SADC SECRETARIAT**.
2. The SADC Secretariat now invites bids from eligible companies interested to bid for the Contract.
3. The procurement method used for this contract is Open Bidding procurement methods as defined in the revised **SADC Secretariat Procurement Policy and Guidelines August 2021** available at the following website: [www.sadc.int](http://www.sadc.int)
4. The Bidding Document with details specifications can be accessed through the link below.

5. **The closing time and date for submission submitted electronically through the Cloud link in Collab: - indicated in the bidding documents is Friday 7th July 2023 “Mid-Night Botswana local time”.** Bids received after this time and date, or submitted otherwise than indicated in the bidding document shall not be considered.
6. All notifications concerning this procurement process, including: or cancellation notices, Requests for clarification and the respective responses will be published below.
7. Interested firms may seek clarification or/and additional information concerning this Request for Bidding, by emails on or before 16<sup>th</sup> June 2023
8. The answer on the questions received will be posted on the SADC Secretariat's website on or before 27<sup>th</sup> June 2023

**Attention: Mr. Thom Chabwera, Senior Officer Procurement**

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