



## SPECIFIC PROCUREMENT NOTICE

### SUPPLY OF CLEANING SERVICES TO SPGRC

**Reference Number:** SPGRC/ Admin 02/2023-24

**Procurement entity:** The Southern African Development Community (SADC) Plant Genetics Resources Centre *Plot 6300, Great East Road, Lusaka, Zambia.*

1. The Southern African Development Community (SADC) Plant Genetics Resources Centre herewith invites *companies/firms* to submit *proposals* for the following contract(s):

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](http://www.sadc.int).

2. The procurement method used for this contract is Negotiated Procedure as defined in the *SADC Secretariat Guidelines for Procurement and Grants*, edition of August 2021, available at the following website: [www.sadc.int](http://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 <https://collab.sadc.int/s/yy2y6xmEPWTxTzn> is 11th November 2023 before midnight local time. Proposals received after this time and date, or submitted otherwise than indicated in the *Bidding Document* shall not be considered.
5. **There shall be a compulsory site visit on 19<sup>th</sup> October 2023, at 10:00 hours, at the SPGRC Premises in Chongwe. Please note that tenderers who fail to send a representative to this compulsory site visit will automatically be disqualified. Tenderers who arrive after 10:00 hours will not be allowed in the Site Visit meeting.**

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](http://www.sadc.int) and will also be communicated directly to the bidders.

Interested *companies/firms* may seek clarification or/and additional information concerning this contract, only in writing and by latest **24<sup>th</sup> October 2023 at 16:00 hours local time**, through the following email: : [spgrc@sadc.int](mailto:spgrc@sadc.int); [tamarap@sadc.int](mailto:tamarap@sadc.int) ; [jshava@sadc.int](mailto:jshava@sadc.int) and Copy : [tchabwera@sadc.int](mailto:tchabwera@sadc.int)

Att: Ms. Tamara Phiri, Assistant Administrative Officer, SADC PGRC  
Private Bag CH6, Lusaka. Tel: +260 211 399200

6. Description of services: **Supply of cleaning services to SPGRC**