



PROVISION OF SHAREPOINT AS AN ELECTRONIC DOCUMENT AND RECORDS MANAGEMENT SYSTEMS TO SADC SECRETARIAT.

SPECIFIC PROCUREMENT NOTICE SELECTION OF A FIRM CONSULTANCY

Date: 15th November 2024

Reference Number: SADC/3/5/4/107.

Title of Assignment: PROVISION OF SHAREPOINT AS AN ELECTRONIC DOCUMENT AND RECORDS MANAGEMENT SYSTEMS TO SADC SECRETARIAT.

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. The **SADC Secretariat** herewith invites individuals to submit proposals for the following contract: “**PROVISION OF SHAREPOINT AS AN ELECTRONIC DOCUMENT AND RECORDS MANAGEMENT SYSTEMS TO SADC SECRETARIAT**” 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
2. The procurement method used for this contract is **Open Bidding**, as defined in the **SADC Secretariat Guidelines for Procurement and Grants**, edition August 2021 available at the following website: www.sadc.int
3. The Request for Proposals (RFP) is open to firms which satisfy the eligibility and qualification requirements stated in the Bidding Documents.
4. The date and time of submission of the Bids at the address indicated in the Bidding Documents is **16th 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.

5. 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.
6. Interested consultant firm may seek clarification or/and additional information concerning this contract, only in writing and by latest **25th November 2024 by 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 , esantos@sadc.int, kmotseki@sadc.int

Copy to, dtimbo@sadc.int and fnhatsave@sadc.int

Responses to requests for clarifications will be posted on the SADC website by **5th December 2024**, by midnight, Botswana Time

7. Description of the assignment: PROVISION OF SHAREPOINT AS AN ELECTRONIC DOCUMENT AND RECORDS MANAGEMENT SYSTEMS TO SADC SECRETARIAT.

Mr. Thomas Chabwera



Head of Procurement Unit