

**CONSULTANCY FOR THE DEVELOPMENT OF BI-ANNUAL YEARBOOK (E-BOOK)**

SPECIFIC PROCUREMENT NOTICE

INVITATION TO BID

**Reference Number:** SADC/3/5/2/355

**Date:** 18 February 2025

**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 Bidfollows the General Procurement Notice that appeared on SADC Secretariat website June 2023.
2. The **SADC Secretariat** herewith invites companies/firms to submit Bids to for the following contract: **CONSULTANCY FOR THE DEVELOPMENT OF BI-ANNUAL YEARBOOK (E-BOOK**)

More details on the scope of the contract(s) provided in the Bidding Documents which can be downloaded, free of charge, from the following website: [www.sadc.int](http://www.sadc.int)

The procurement method used for this contract is Open Biddingas defined in the **SADC Secretariat Guidelines for Procurement and Grants,** edition August 2021available at the following website: [www.sadc.int](http://www.sadc.int)

1. The Invitation to Bidis open to all SADC Member states countries companies/firms which satisfy the eligibility and qualification requirements stated in the Bidding Documents
2. The date and time of submission of the Bids at the address indicated in the Bidding Documents is **18 March 2025 at or before Midnight (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.

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) and will also be communicated directly to the bidders.

1. Interested companies/firmsmay seek clarification or/and additional information concerning thiscontract, only in writing and by latest **26 February 2025 by 16:30 Hours****local time,** from the following contact points.

Attention: **Mr. Thomas Chabwera**

Address: **SADC Secretariat**

Plot No. 54385, New CBD

Private Bag 0095

City: **Gaborone**

Country:  **Botswana**

Telephone: **+267 395 1863**

Electronic mail address:[**gsalima@sadc.int**](mailto:gsalima@sadc.int) **and copy:** [**pncube@sadc.int**](mailto:pncube@sadc.int) [**tchabwera@sadc.int**](mailto:tchabwera@sadc.int)

Responses to requests for clarifications will be posted on the SADC website by **5 March 2025 by 16:30 Hours Local Time.**

1. Description of the assignment: **CONSULTANCY FOR THE DEVELOPMENT OF BI-ANNUAL YEARBOOK (E-BOOK).**

Thomas Chabwera

Head of Procurement Unit