



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 Bid follows 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

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 Invitation to Bid is open to all SADC Member states countries companies/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 **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 and will also be communicated directly to the bidders.

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5. Interested companies/firms may seek clarification or/and additional information concerning this contract, 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**

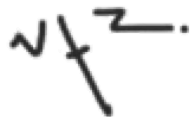
Telephone: **+267 395 1863**

Electronic mail address: gsalima@sadc.int and copy: pncube@sadc.int
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**.

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

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Thomas Chabwera
Head of Procurement Unit

