



## CONSULTANCY FOR THE FACILITATION OF THE MULTI-YEAR DISASTER RISK MANAGEMENT PEER REVIEW MECHANISM FOR THE SADC REGION

### SPECIFIC PROCUREMENT NOTICE

#### INVITATION TO BID

**Reference Number:** SADC/3/5/2/352

**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 FACILITATION OF THE MULTI-YEAR DISASTER RISK MANAGEMENT PEER REVIEW MECHANISM FOR THE SADC REGION**

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 Bidding as defined in the **SADC Secretariat Guidelines for Procurement and Grants**, edition August 2021 available at the following website: [www.sadc.int](http://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](http://www.sadc.int) and will also be communicated directly to the bidders.

A handwritten signature in black ink, located in the bottom right corner of the page.

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](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**.

6. Description of the assignment: **CONSULTANCY FOR THE FACILITATION OF THE MULTI-YEAR DISASTER RISK MANAGEMENT PEER REVIEW MECHANISM FOR THE SADC REGION**

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Thomas Chabwera

Head of Procurement Unit



Signed with Impression - Chain of Custody



**Signature Request**

Signature Request ID:	f1cd805f-2dc3-4b7c-b984-afb9dd1bff09	Timestamp:	2025-02-18 13:53:06 GMT
Signee Name:	Veronica Zulu. Chingalawa	Sender Name:	Veronica Zulu. Chingalawa
Request Type:	WebSigning	Request Status:	WEBVIEWER SIGNED

**Original Document**

Document Name:	SPN PEER REVIEWg.docx	Document Size:	209.3 KB
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**Email Evidence**

Signee Email:	vchingalawa@sadc.int	Email Subject:	Not available in Silent Mode
Email Sent Timestamp:	Not available in Silent Mode	Email Opened Timestamp:	Not available in Silent Mode

**Web Evidence**

Signee IP Address:	196.61.210.226	Request Timestamp:	2025-02-18 13:52:04 GMT
Signee GPS (if shared):	BW: Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/133.0.0.0 Safari/537.36	Terms Accepted Timestamp:	2025-02-18 13:52:14 GMT

**Annotations and Modifications**

Signature Count:	0	Form Fields Filled Count:	0
Text Annotation Count:	0	Initial All Pages Count:	1
Single Initial Count:	0		

**Signing Evidence**

Signee Mobile:	+27000000000	Sign Type:	WebSigning
Security Challenge:	NONE	Part of Workflow:	NONE
Action:	APPROVE	Reason for Action:	approved

**Chain Of Custody Generation**

Attached Document Name:	20250218T135306.011133Z SPN PEER REVIEWg.docx	Attached Timestamp:	2025-02-18 13:53:06 GMT
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Signed with Impression - Chain of Custody



*Signature Request*

Signature Request ID:	9d4c1819-8901-477e-a630-ee604ff705f1	Timestamp:	2025-02-18 15:12:30 GMT
Signee Name:	Purpose Chifani	Sender Name:	Purpose Chifani
Request Type:	WebSigning	Request Status:	WEBVIEWER SIGNED

*Original Document*

Document Name:	SPN PEER REVIEWg 18 Feb 2025.pdf	Document Size:	290.5 KB
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*Email Evidence*

Signee Email:	pchifani@sadc.int	Email Subject:	Not available in Silent Mode
Email Sent Timestamp:	Not available in Silent Mode	Email Opened Timestamp:	Not available in Silent Mode

*Web Evidence*

Signee IP Address:	196.61.210.226	Request Timestamp:	2025-02-18 15:10:05 GMT
Signee GPS (if shared):	BW: Mozilla/5.0 (Windows NT 10.0; Win64; x64; rv:134.0) Gecko/20100101 Firefox/134.0	Terms Accepted Timestamp:	2025-02-18 15:10:14 GMT

*Annotations and Modifications*

Signature Count:	3	Form Fields Filled Count:	0
Text Annotation Count:	1	Initial All Pages Count:	0
Single Initial Count:	0		

*Signing Evidence*

Signee Mobile:	+27000000000	Sign Type:	WebSigning
Security Challenge:	NONE	Part of Workflow:	NONE

*Chain Of Custody Generation*

Attached Document Name:	20250218T151230.347501Z SPN PEER REVIEWg 18 Feb 2025.pdf	Attached Timestamp:	2025-02-18 15:12:30 GMT
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