



SUPPLY AND DELIVERY OF EQUIPMENT FOR ECESPA PROJECT TO SADC SECRETARIAT.

SPECIFIC PROCUREMENT NOTICE

SUPPLY AND DELIVERY OF EQUIPMENT FOR ECESPA PROJECT TO SADC SECRETARIAT.

Date: 26 February 2025

Reference Number: SADC/3/5/4/103.

Title of Assignment: SUPPLY AND DELIVERY OF EQUIPMENT FOR ECESPA PROJECT 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. This Invitation to Bid follows the General Procurement Notice that appeared on SADC Secretariat website June 2024.
2. The **SADC Secretariat** herewith invites individuals to submit proposals for the following contract: “**SUPPLY AND DELIVERY OF EQUIPMENT FOR ECESPA PROJECT 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
3. 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
4. The Request for Proposals (RFP) is open to firms which satisfy the eligibility and qualification requirements stated in the Bidding Documents.
5. The date and time of submission of the Bids at the address indicated in the Bidding Documents is **27 March 2025, 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.

6. 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.
7. Interested consultant firm may seek clarification or/and additional information concerning this contract, only in writing and by latest **7 March 2025 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 tenders@sadc.int

Responses to requests for clarifications will be posted on the SADC website by **7 March 2025**, by midnight, Botswana Time

8. Description of the assignment: "SUPPLY AND DELIVERY OF EQUIPMENT FOR ECESPA Project AT SADC SECRETARIAT - SADC/3/5/4/103.

Purpose Chifani

Acting Head of Procurement Unit



Signed with Impression - Chain of Custody



Signature Request

Signature Request ID:	644c0a0a-b4a1-4b97-9244-24a98a7ccb43	Timestamp:	2025-02-26 11:44:38 GMT
Signee Name:	Veronica Zulu. Chingalawa	Sender Name:	Veronica Zulu. Chingalawa
Request Type:	WebSigning	Request Status:	WEBVIEWER SIGNED

Original Document

Document Name:	SPNECESPA PROJECT Relaunch.pdf	Document Size:	72.0 KB
----------------	--------------------------------	----------------	---------

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:	2025-02-26 11:44:08 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:	2025-02-26 11:44:16 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:	20250226T114438.329326Z SPNECESPA PROJECT Relaunch.pdf	Attached Timestamp:	2025-02-26 11:44:38 GMT
-------------------------	--	---------------------	-------------------------





Signed with Impression - Chain of Custody



Signature Request

Signature Request ID:	a18477fe-ec47-4236-bc78-20155e15ff03	Timestamp:	2025-02-26 22:59:48 GMT
Signee Name:	Purpose Chifani	Sender Name:	Purpose Chifani
Request Type:	WebSigning	Request Status:	WEBVIEWER SIGNED

Original Document

Document Name:	SPN ECESPA PROJECT Relaunch.pdf	Document Size:	158.6 KB
----------------	---------------------------------	----------------	----------

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:	41.76.103.118	Request Timestamp:	2025-02-26 22:58:30 GMT
Signee GPS (if shared):	ZA: Mozilla/5.0 (Windows NT 10.0; Win64; x64; rv:135.0) Gecko/20100101 Firefox/135.0	Terms Accepted Timestamp:	2025-02-26 22:58:44 GMT

Annotations and Modifications

Signature Count:	3	Form Fields Filled Count:	0
Text Annotation Count:	0	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:	20250226T225948.225481Z SPN ECESPA PROJECT Relaunch.pdf	Attached Timestamp:	2025-02-26 22:59:48 GMT
-------------------------	---	---------------------	-------------------------

