



PROVISION OF ICT SUPPORT SERVICES TO SADC SECRETARIAT

SPECIFIC PROCUREMENT NOTICE

PROVISION OF ICT SUPPORT SERVICES TO SADC SECRETARIAT.

Date: 10 September 2026

Reference Number: SADC/3/5/1/139.

Title of Assignment: PROVISION OF ICT SUPPORT SERVICES 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 Company/s/Firm/s operating and domiciled in the SADC Region to submit proposals for the following contract: **Provision of ICT Support Services to SADC Secretariat**. The service provider should be established and maintain an operational presence within the SADC Region .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 Procurement Guidelines**, edition June 2025 available at the following website: www.sadc.int
3. The Standard Bidding Document (SBD) is open to firms operating and domiciled in the SADC Region 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 **10 October 2026, at or before 00:00 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 Procurement of Internet and Data Connectivity Service, 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 **19 September 2026 at or before 00:00 midnight Botswana Local 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: tchabwera@sadc.int , dtimbo@sadc.int

Copy to, ; lcunha@sadc.int, ekombe@sadc.int, kmotseki@sadc.int,
esantos@sadc.int

Responses to requests for clarifications will be posted on the SADC website by
29 September 2026 at or before 00:00 midnight Botswana Local time.

7. Description of the assignment: **PROVISION OF ICT SUPPORT SERVICES TO SADC SECRETARIAT.**

Mr. Thomas Chabwera

Head of Procurement Unit





Signed with Impression - Chain of Custody



Signature Request

Signature Request ID:	296e0f42-b279-401a-a300-02b53a013e68	Timestamp:	2026-09-10 08:59:37 GMT
Signee Name:	Veronica Zulu. Chingalawa	Sender Name:	Veronica Zulu. Chingalawa
Request Type:	WebSigning	Request Status:	WEBVIEWER SIGNED

Original Document

Document Name:	SPN ICT SUPPORTING SERVICE.pdf	Document Size:	162.7 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:	102.165.132.51	Request Timestamp:	2026-09-10 08:58:57 GMT
Signee GPS (if shared):	BW: Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/152.0.0.0 Safari/537.36	Terms Accepted Timestamp:	2026-09-10 08:59:09 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:	+270000000000	Sign Type:	WebSigning
Security Challenge:	NONE	Part of Workflow:	NONE
Action:	APPROVE	Reason for Action:	Cleared

Chain Of Custody Generation

Attached Document Name:	20260910T085937.690938Z SPN ICT SUPPORTING SERVICE.pdf	Attached Timestamp:	2026-09-10 08:59:37 GMT
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Signature Request

Signature Request ID:	0b80e470-0dcd-414c-92b4-c605694ebe7f	Timestamp:	2026-09-10 10:39:33 GMT
Signee Name:	Thomas Chabwera	Sender Name:	Thomas Chabwera
Request Type:	WebSigning	Request Status:	WEBVIEWER SIGNED

Original Document

Document Name:	SPN ICT SUPPORTING SERVICE.pdf	Document Size:	238.0 KB
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Email Evidence

Signee Email:	tchabwera@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:	160.242.95.226	Request Timestamp:	2026-09-10 10:38:42 GMT
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Annotations and Modifications

Signature Count:	1	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

Chain Of Custody Generation

Attached Document Name:	20260910T103933.050627Z SPN ICT SUPPORTING SERVICE.pdf	Attached Timestamp:	2026-09-10 10:39:33 GMT
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