



Southern Africa Development Community Secretariat

Invitation for Pre-qualification

Procurement of Single Framework Contracts for the Provision of Travel and Events Management Services to the SADC Secretariat

Reference Number

SADC/3/5/2/17 Vol 1

Procurement entity

SADC SECRETARIAT

Number and titles of lots: Three (3) lots

Lot 1. Provision of Travel Management Services to the Secretariat

Lot 2. Provision of Events Management to the SADC Secretariat for Events outside Botswana

Lot 3: Provision of Events Management to the SADC Secretariat for Local Events (within Botswana)

Location

SADC Secretariat, Western Commercial Road (near Lobatse and Seboni Roads), CBD Plot 54385, Private Bag 0095, Gaborone, BOTSWANA,.

Maximum Indicative budget

The indicative maximum budget for the contract is **US\$18,500,000** for Lots 1 and 2 and **US\$ 1,500,000** for Lot 3 for a 24 months' period.

1. SADC Secretariat is looking for the services of reputable firms to manage all its travel and events requirements. The Secretariat wishes to enter into single framework contracts with service provider(s) for a minimum period of 24 months.

2. The overall objective of this assignment is to procure the services of reputable firms through single framework contracts to manage ALL travel and event management requirements for the SADC Secretariat for the period of the contract.

3. The SADC Secretariat now invites interested reputable firms to submit Applications for prequalification for the following contracts:

Lot 1. Provision of Travel Management Services to the Secretariat

Lot 2. Provision of Events Management to the SADC Secretariat for Events outside Botswana

Lot 3: Provision of Events Management to the SADC Secretariat for Local Events (within Botswana)

4. Contracting third party service providers and making payments will be a significant component of these Framework contracts. The service provider will liaise closely with the SADC Secretariat before concluding contracts/making payments.

The SADC Secretariat will assist the service providers with identification of participants and suitable venues for meetings. The SADC Secretariat also maintains a list of recommended interpreters/translators and Simultaneous Interpretation Equipment providers.

5. Detailed terms of reference will be made available to short-listed companies. It is anticipated that the selected firm for each framework contract will base at least one staff member permanently at the SADC Secretariat Headquarters in Gaborone.

6. The Invitation for Prequalification is open to all companies/firms which satisfy the eligibility and qualification requirements stated in section III of the Prequalification document. ***More details on the scope of the contract(s) are provided in the Prequalification document which can be downloaded free of charge from the SADC website: <http://www.sadc.int>***

7. The closing time and date for submission of the Applications at the address indicated in the Prequalification Document is Friday, **7th December 2018 at 16:00 hrs. local time** . Applications for prequalification received after this time and date, or submitted otherwise than indicated in the Prequalification Document, shall not be considered and shall be returned unopened.

8. Interested companies/firms may seek clarification or/and additional information concerning this prequalification, only in writing (or by email) from the following contact points by latest 16:30 hours local time on Monday, 19th November 2018.

Head of Procurement

Southern African Development Community (SADC) Secretariat

CBD Plot 54385

Room DGP11 on Ground Floor

City: Gaborone
Country: Botswana
Phone: +2673951863
Fax: +2673972848/3181070

Email: ggwaza@sadc.int
Attention: Mr. Gift Mike Gwaza

With copy to: pchifani@sadc.int **Attention: Mr. Purpose Chifani**

All requests for clarifications and corresponding responses will be published on the SADC website by latest 16:30 hours local time on Friday, 23rd November 2018.