



SADC Official Supplier Checklist

Introduction

The process to register as an official supplier to SADC is based upon the **SADC Procurement Policy**, which sets out eligibility criteria and minimum standards for suppliers to the institution. To access a copy of the SADC Procurement Policy, please refer to the Documents and Publications section of the SADC website:

www.sadc.int/documents-publications/regional-codes-policies/

In order to register as an official supplier, you will need to complete the online application form provided on the SADC website.

To complete this form, you will need to have supporting information at your disposal to answer the questions, and also to assemble the **Application Support Package**. The Application Support Package is a template for assembling the necessary evidence to allow the full evaluation of the applicant's submission. The applicant should endeavour to provide as much information as possible to enable a smooth evaluation process.

The checklist below is intended to assist an applicant prepare the materials needed to undertake the application process, prior to completion of the online application form.

Supplier Registration 'Lots'

Supplier Registration at SADC falls into two 'Lots':

1. Lot 1 – Botswana local suppliers and service providers; and
2. Lot 2 – SADC-wide service providers.

Lot 1 contains all of the local operational services required by the SADC Secretariat that are logistically only possible in Botswana. Lot 2 includes all other services.

Checklist Sections

The questions in both Lots are broken down into the following sections:

1. Basic information
2. Eligibility
3. Detailed Applicant Information
4. Experience in implementing similar contracts
5. Financial Resources

6. Personnel Resources
7. Facilities Resources
8. Goods and Services
9. Application Support Package

Following is a list of information that you will need to have available to complete the corresponding sections of the application form.

Information Requirements

Basic Information

This portion of the questionnaire is focused on obtaining basic data about the applicant:

- Name of applicant
- Name of representative applying
- Country (Botswana only for Lot 1)
- Contact details (email, address, telephone, fax, website)
- Sector
- Services proposed

Eligibility

This portion of the questionnaire is focused on obtaining data about the legal status of the applicant. This section deals with bankruptcy and any legal proceedings that the applicant is subject to. Should you be subject to such processes, you will need to have supporting information on-hand to assist in the completion of the application form, and also to provide with the Application Support Package.

Detailed Applicant Information

This portion of the questionnaire is focused on obtaining detailed data about the applicant, in terms of the nature and structure of the organisation, shareholders, etc. Specific information you will require includes the following:

- Names of primary shareholders
- Registration number/code.
- Contact details of authorised representative.

Experience in Implementing Similar Contracts

This portion of the questionnaire is focused on obtaining data regarding the applicant's experience implementing a minimum of 3 similar sized contracts, projects or programmes, **valued at a minimum of USD \$10,000**. Information you will be required to have available for the application and completion of the Application Support Package includes details of **three (3) contracts** in the last **five (5) years**, including:

- Start and End Month and Year of the contract
- Contract name
- Brief description of the contract
- Contract value

- Name of client and contact details
- Role in the project (primary contractor or sub-contractor).

Information provided with the Application Support Package should follow the Project Reference Sheet format provided.

Financial Resources

This portion of the questionnaire is focused on obtaining data about the applicant's financial resources and situation. Information required includes the following:

- Minimum average turnover for the past five years
- Access to a credit line from a financial institution
- Profit
- Net worth
- Plus detailed information from annual financial statements over the past three (3) years.

Please provide audited financial statements for the past three years with the Application Support Package.

Personnel Resources

This portion of the questionnaire is focused on obtaining data about the personnel and human resources of the applicant. In order to register as a supplier with SADC, the applicant must be able to allocate resources to undertake the work in question. Information required for this section of the application includes the following:

Details of at least one (1) expert/professional with experience in the area of proposed service provision, including details of expertise, professional experience, qualifications and nationality.

A full CV for all professional staff included in the application should be supplied with the Application Support Package, using the SADC CV format provided.

Facilities Resources

This portion of the questionnaire is focused on obtaining data about the facilities the applicant has at their disposal for completion of the services they are proposing. The applicant should provide a list of facilities that they have access to with their Application Support Package.

Goods and Services

This portion of the questionnaire is focused on obtaining data about the goods and services that the applicant can provide to SADC. In this portion of the application form, the applicant will be asked to select the goods and services that they can provide to SADC.

When assembling the Application Support Package, the applicant should provide a corporate brochure illustrating these services.

Application Support Package

If the applicant has assembled all of the necessary information identified in the Application Support Package, they can upload the document to the SADC website, for submission with the application form.

If the Application Support Package will be submitted later, it should be emailed to procurement@sadc.int or mailed in hard-copy to:

Procurement Unit
SADC Secretariat
Private Bag 0095, Gaborone, Botswana

Or, delivered by hand (Marked Procurement Unit. SADC Supplier Registration) to the following address:

SADC Secretariat, SADC House, Plot No. 54385, Central Business District,
Gaborone, Botswana.

For a map of this location, please refer to the Contact page on the SADC website www.sadc.int/contact