



EXPRESSION OF INTEREST – SUPPLIER REGISTRATION

Expression of Interest to be registered as a supplier in the SADC Accreditation Service (SADCAS) Suppliers Database

The Southern African Development Community Accreditation Services (SADCAS) is a multi-economy accreditation body established in terms of Article 15 B of the Technical Barriers to Trade (TBT) Annex to the SADC Protocol on Trade with the primary purpose of ensuring that conformity assessment service providers (calibration/testing/medical laboratories, certification and inspection bodies) operating in those SADC Member States which do not have national accreditation bodies are subject to an oversight by an authoritative body. Within the SADC region only South Africa and Mauritius have national accreditation bodies. The remaining 14 countries namely: Angola; Botswana; Comoros; Democratic Republic of Congo (DRC); Lesotho; Madagascar; Malawi; Mozambique; Namibia; Seychelles; Eswatini; Tanzania; Zambia; and Zimbabwe do not have national accreditation bodies hence serviced by SADCAS. By assuring technical competence through accreditation, SADCAS plays a key role towards the achievement of SADC goals in trade facilitation and in the protection of health, safety, and the environment.

SADCAS wishes to invite suitable, qualified, and experienced service providers to register as suppliers of goods and services for the organization.

The categories of goods and services required are as listed below:

1. Legal Services
2. Management Consultancy Services
3. ICT consultancy services (System development, Security Management, Risk Management, Networking, Accounting Software, Website etc)
4. ICT Equipment
5. Auditing Services & Advisory Services
6. Estate Agents
7. Facilities Management
8. Logistics/Relocation Services
9. Office maintenance (plumbing, electrical, building, air conditioning etc)
10. Security Systems Monitoring (CCTV, Access Control etc)
11. Travel Agencies (Air Travel)
12. Shuttle Services/Car Hire
13. Accommodation & Conferencing
14. Catering Services
15. Team Building/Wellness
16. Provision of Medical Aid



17. Design and Printing Services
18. Marketing & Communications Services
19. Photography/Videography Services
20. Media Partners
21. Event Management Services
22. Freight and Courier Services
23. SHE Services – (Disinfecting & extermination, and maintenance of fire equipment)
24. Cleaning Services
25. Branding, Corporate Wear and Promotional Materials
26. Insurance Services
27. Travel Insurance
28. Office Stationery
29. Telecommunication Services / Internet Service Providers
30. Interior Design, Furniture supply and Installation
31. Translation & Interpretation Services (French & Portuguese)

Suppliers of the above Products and Services may submit their expression of interest by submitting;

- i) A cover letter on official letterhead detailing the types of services/products to be listed
- ii) Company Profile
- iii) Certificate of Incorporation
- iv) Relevant compliance certificates
- v) Business license e.g. trading or manufacturing license
- vi) CIPA Registration extract
- vii) Company directors and shareholders Identity cards
- viii) VAT Registration certificate
- ix) Valid TAX Clearance Certificate
- x) Accreditation Certificate (where applicable)
- xi) Letter from the bank confirming bank account

Responses to this advert are to be submitted to info@sadcas.org before the closing date: **15 AUGUST 2025**

NOTE

1. SADCAS reserves the right to reject or accept any submissions.
2. SADCAS reserves the right to cancel this advert at any time without providing any reason.
3. No liability will be accepted by SADCAS for any loss that may be incurred because of this advert
4. Supplier registration does not guarantee procurement of goods or services from the listed companies.
5. SADCAS reserves the right to undertake a site visit where necessary.