



REQUEST FOR QUOTATIONS (RFQ)

Reference Number: RFQ No. SADC SARCIS-DR 0041

Request for Quotations Title: LAPTOPS AND PHOTOCOPIER

Number of Lots: **2**

1. **SADC Secretariat** is inviting your company to submit a quotation for the Supply and Delivery of Laptops and printer.

Lot N°	Item N°	Project	Description	Qty
LOT 1				
LAPTOPS	1	SARCIS DR	Small laptops	4
	2	SARCIS DR	15" Laptops	2
LOT 2				
HEAVY DUTY PHOTOCOPIER	1	SARCIS DR	Heavy duty photocopier	1

2. You can only send one quotation for Each Lot. Bidders are free to bid for One or More Lots. However, Bidders are being requested to quote for ALL items under each Lot (s) to be considered responsive.
3. Your quotation should be submitted in a sealed envelope, and addressed to;

SADC SARCIS DR PROJECT

Procurement Expert

SADC Secretariat

Plot 54385 CBD

Gaborone, Botswana

and be dropped in the Tender Box situated at the reception of the above address.

Each Bid must be registered in the Bid depositing Register that is located at the Reception.

4. The deadline for submission of your quotation, to the address indicated in Paragraph 3 is: **Monday 8th July 2019; 16:00 Hours.**

Late Bids will be rejected.

Bids will be opened immediately after closing in Room DGP26

5. Quotations by Fax or E-mail *are not* acceptable and will be rejected.

6. Your quotation should be submitted as per the following instructions;

- (i) PRICES: The prices should be quoted in Botswana Pula, including all duties attached to the sale of the *goods* (such as VAT, customs duties, etc.) and transport to the final destination, which is SADC Secretariat Headquarters, Gaborone, Botswana.
- (ii) SUBMISSION OF MANDATORY DOCUMENTS: Quotations should be accompanied by the following documents: **valid copies of Certificate of Incorporation, Trading Licence, Tax Clearance, Banking Details and VAT certificates, at least three reference letters for the lot(s) being applied for**
- (iii) EVALUATION AND AWARD OF PURCHASE ORDER: Quotations determined to be administrative (see Paragraph 2,3,4,5 and 6) and technically compliant to the requirements will be evaluated by comparison of their prices per lot (defined as above). The award will be made to the bidder offering an administratively and technically compliant quotation at the lowest total price for each lot separately.
- (iv) VALIDITY OF THE OFFER: Your quotation should be valid for a period of 90 days from the date of deadline for submission of quotation indicated in Paragraph 4 above.

7. The *goods* are expected to be delivered at the address indicated below within a maximum period of 4 weeks from the signature of the Purchase Order. Specific delivery period must be indicated for each lot and this is very critical.

8. Additional information and clarifications can be requested **in writing**, no later than 5 working days prior to deadline indicated in the paragraph 4 above, from:

Procuring entity: *SADC Secretariat- SARCIS DR Project*

Contact person: *Mr Grem Salima*

Telephone: +267 74897610

E-mail: gsalima@sadc.int

ANNEXES:

ANNEX 1: Technical Specifications

Sincerely,

Name: *Grem Salima MCIPS, MSc (supply chain), MSc (strategy)*

Title: *Procurement Expert*

Date: *1st July 2019*

ANNEX 1. TECHNICAL SPECIFICATIONS

Technical specifications for the supply and delivery of laptops and a heavy duty photocopier.

Item #	Description	Quantity
1	<p><u>Small Laptops</u> OS: Genuine Windows 10 Pro 64 Processor: Quad (4) Core (e.g. i5, i7) Memory: 8GB Storage: 256GB SSD Screen size: between 12.0 and 13.5 inches Other Features: Built-in webcam, microphone and speaker Wireless: 802.11 a/b/g/n Wi-Fi and Bluetooth Ports: Standard HDMI port; USB Non-detachable/Non-hybrid (does not convert into a tablet)</p>	4
2	<p><u>15" Laptops</u> OS: Genuine Windows 10 Pro 64 Processor: Six (6) core with twelve (12) threads, 8M Cache Memory: 16GB Storage: 512GB SSD Screen size: between 15.0 and 15.9 inches Other Features: Built-in webcam, microphone and speaker Wireless: 802.11 a/b/g/n Wi-Fi and Bluetooth Ports: 10/100/1000 RJ45 Ethernet; Standard HDMI port; Two USB 3.0 ports Non-detachable/Non-hybrid (does not convert into a tablet)</p>	2
3	<p><u>Heavy Duty photocopier</u> Color Printer/Scanner/Copier/Fax</p> <ul style="list-style-type: none"> • Print technology: Laser • Installed Memory: 1000 MB • Print Speed: 30ppm • Monthly Duty Cycle: 100,000 pages • Print Resolution: 600 x 600 dpi • Paper Size: A3, A4, A5 • Document Finishing: Sheet-fed; collation; staple • Connectivity: Ethernet, USB, WiFi • Media Types: Glossy (soft/hard); Plain; Envelope, Matte • Other Features: Web interface, Scan to email <p>Must include one (1) <u>complete set of cartridges</u> (all colors including black)</p>	1