



REQUEST FOR QUOTATIONS (RFQ)

Reference Number: SADC/HR&ADMIN/01/2018

Request for Quotations Title: SUPPLY & DELIVERY OFFICE FURNITURE, DOCKING STATIONS, LAPTOPS AND ACCESSORIES AND PROJECTORS

Number of Lots: **3**

1. **SADC Secretariat** is inviting local registered companies to submit quotations for the Supply and Delivery of Office Furniture, Docking Stations, Projectors, Laptops & Accessories as detailed below;

LOT 1: HP Elitebook 820 G4 Laptop 16GB & Accessories

Item No	Description	Quantity
1	HP Elitebook 820 G4 Laptop 16GB	70
2	Laptop Bag (Backpack)	70
3	21" HP Monitor	70
4	Ultraslim Docking Station	70
5	External HP Optical Keyboard (wired)	70
6	External HP Optical Mouse (standard desktop size)	70
7	Laptop Security Cable	70
8	Docking Station Security Cable (Capable of locking BOTH laptop and Docking Station)	70
9	External Optical DVD-RW Drive	70
10	Power Cord for each laptop(see sample)	70

Lot 1 Note: provide a separate quote for 80 quantities of each item above.

LOT 2: HP Zbook 17” G5 Laptop 16GB, Accessories and Projectors

Item No	Description	Quantity
1	HP Zbook G5 Laptop 16GB	16
2	Laptop Bag (Backpack)	16
3	21” HP Monitor	16
4	Ultraslim Docking Station	16
5	External HP Optical Keyboard (wired)	16
6	External HP Optical Mouse (standard desktop size)	16
7	Laptop Security Cable	16
8	Docking Station Security Cable (Capable of locking BOTH laptop and Docking Station)	16
9	External Optical DVD-RW Drive	16
10	Power Cord for each laptop (see sample)	16
11	HP DisplayPort to HDMI 1.4 Adapter	16

Item No	Description	Quantity
1	Projectors	6

Note: Provide a separate quote for 16 HP Zbook G4 Laptop (16GB, i7, 512GB) and all accessories above.

LOT 3: Office Furniture (Cabinets, Desks and Chairs)

Item No	Description	Quantity
1	Office Cabinets	6
2	Office Desks	6
3	Executive Boardroom Chairs	16
4	Swivel Office Chairs	200

- Detailed specifications of the required items can be downloaded from the SADC Website <https://www.sadc.int/opportunities/procurement>
- Your quotations, one original and four copies in the sealed envelopes clearly marked **“SUPPLY & DELIVERY OF OFFICE FURNITURE, DOCKING STATIONS, LAPTOPS AND ACCESSORIES AND PROJECTORS”** should be submitted in a sealed envelope, and addressed to:

*Head – Procurement unit
SADC Secretariat
Plot 54385 CBD, Gaborone*

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

4. The deadline for submission of your quotations, to the address indicated in Paragraph 3 is: **Friday 26th October 2018; 10:00 Hours local time.**

5. Quotations by Fax or E-mail **are not** acceptable.

6. Your quotation should be submitted as per the following instructions, and in accordance with the Terms and Conditions of the Standard Purchase Order for SADC which is available on request.

(i) PRICES: The prices should be quoted in the local currency, including all duties attached to the sale of the **goods** (such as VAT, customs duties, etc.) and transport to the final destination.

(ii) 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.

(iii) You are requested to provide valid and certified copies of Certificate of Incorporation, Trading license, and Tax Clearance Certificates.

(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 **30 days** from the signature of the Purchase Order. Specific delivery period must be indicated in your quotation.

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**

Contact person: **Mr Isaac Moatshe**

Telephone: +2673951863

Fax: +2673972848

Copy: clunqu@sadc.int;
omadisa@sadc.int;

Sincerely,

Isaac Moatshe
For/Head of Procurement
11 October 2018

1. LAPTOPS, MONITORS, DOCKING STATIONS AND OTHER ACCESSORIES

LAPTOP SPECIFICATIONS		
		Please fill this column
Specifications	Requested	Proposed
Laptop Manufacturer	HP	
Laptop Model	Elitebook 820 G4	
Warranty	At least 3 year	
New	Yes	
Unused	Yes	
Laptop	Yes	
Laptop Bag (Backpack)	Yes	
21" HP Monitor	Yes	
Docking Station	Yes	
External HP Optical Keyboard (wired)	Yes	
External HP Optical Mouse (standard desktop size)	Yes	
TWO (2) Security Cables:		
Laptop Security Cable	Yes	
Docking Station Security Cable (Capable of locking BOTH laptop and Docking Station)	Yes	
External Optical DVD-RW Drive	Yes	
Display		
Screen size	12" - 13"	
2. Processor		
Processor	At least Intel Corei7, 2.7 GHz 2 Cores	
Compatibility	64 bit	
3. Operating System		
Required Operating System	Preloaded with Windows 10 Pro 64bit	
4. RAM		
RAM capacity	At least 16GB	
5. KEYBOARD		
Type	English (QWERTY)	

6. Networking		
10/100/1000 RJ45 Network Interface Card	Yes	
IEEE 802.11a/b/g/n Wireless Network Card	Yes	
Bluetooth	Yes	
7. Ports		
USB 2.0 or higher Ports	At least 2	
8. STORAGE		
Hard disk Capacity	At least 500GB	
10. Multimedia facilities		
Microphone jack	yes	
Headphone jack	yes	
Integrated Camera	yes	
11. MISCELLANEOUS		
Electrical Connections (Socket type)	South African Standard	
Power Cord Type (Sample). Any color but NOTE: Earth terminal is flat at the top. See image		
Power input	100-240V AC	

2. **LAPTOPS, MONITORS, DOCKING STATIONS AND OTHER ACCESSORIES**

LAPTOP SPECIFICATIONS		
		Please fill this column
Specifications	Requested	Proposed
Laptop Manufacturer	HP	
Laptop Model	Z Book G5 17"	
Warranty	At least 3 year	
New	Yes	
Unused	Yes	
Laptop	Yes	
Laptop Bag (Backpack)	Yes	
21" HP Monitor	Yes	
Ultraslim Docking Station	Yes	
External HP Optical Keyboard (wired)	Yes	
External HP Optical Mouse (standard desktop size)	Yes	
TWO (2) Security Cables:		
Laptop Security Cable	Yes	
Docking Station Security Cable (Capable of locking BOTH laptop and Docking Station)	Yes	
External Optical DVD-RW Drive	Yes	
Display		
Screen size	17"	
2. Processor		
Processor	At least Intel Corei7, 2.8 GHz, 4 Cores	
Compatibility	64 bit	
3. Operating System		
Required Operating System	Preloaded with Windows 10 Pro 64bit	
4. RAM		
RAM capacity	At least 16GB	

5. KEYBOARD		
Type	English (QWERTY)	
6. Networking		
10/100/1000 RJ45 Network Interface Card	Yes	
IEEE 802.11a/b/g/n Wireless Network Card	Yes	
Bluetooth	Yes	
7. Ports		
USB 3.0 or higher Ports	At least 2	
8. STORAGE		
Hard disk Capacity	512GB	
10. Multimedia facilities		
Microphone jack	yes	
Headphone jack	yes	
Integrated Camera	yes	
11. MISCELLANEOUS		
Electrical Connections (Socket type)	South African Standard	
Power Cord Type (Sample). Any color but NOTE: Earth terminal is flat at the top. See image		
Power input	100-240V AC	

PROJECTOR SPECIFICATIONS		
		Please fill this column
Specifications	Requested	Proposed
Manufacturer	Epson	
Model	PowerLite 2000 series	
Warranty	At least 1 year	
New	Yes	
Unused	Yes	
Carry bag	Yes	
Color Brightness and White Brightness (Lumens)	At least 5000 lumens	
Resolution	Full HD	
Interfaces	Must include HDMI, VGA and USB Plug n Play	
Electrical Connections (Socket type)	South African Standard	
Power input	100-240V AC	
Cables	Power, HDMI, VGA, USB	
Wireless	Yes	

Notes:

- 2 All prices quoted should be inclusive of taxes and duties applicable.

SPECIFICATION FOR SWIVEL CHAIR



- Round Nylon base (black or navy blue)
- Swivel and tilt mechanism
- Adjustable lumbar support
- Polyurethane arms
- Fixed arm rest
- Quantity – 200
- 3D Mesh upholstery in black or navy blue (High Back)
- Gas Height Adjustment

SPECIFICATION FOR OFFICE DESK

- Solid Top 70mm x 25mm
- Desk with conference end 750h x 1200d x 2500w
- L-Extension, 750h x 600d x 1200w
- Dark Oak



SPECIFICATION FOR OFFICE CUPBOARD

- Systems Cupboard with hinged doors
- 1500H X 500D X 900W
- 4 Shelves
- Dark Oak



SPECIFICATION FOR EXECUTIVE BOARD CHAIR

- soft vis executive chair (genuine black – leather)
- Swivel and tilt mechanism
- High back
- Chrome loop arms/5star aluminium base
- Adjustable arm rests
- Synchronised mechanism
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