



NEGOTIATED PROCEDURE

REQUEST FOR BIDS (RFB)

Reference Number: SADC/DRR/ VISIBILITY/09/2019

Request for Bids Title: **Supply and Delivery of Visibility Material for SADC/DRR**

Number of Lots: **1**

SADC Secretariat is inviting your company to submit a bids for **Supply and Delivery of Visibility Material for SADC/DRR**

Bidders are being requested to quote for ALL items to be considered responsive. The requirements are as detailed below;

Visibility Material	Item	Quantity
1	Rotary Memory Stick 5.4 (l) x 1.94 (w) x 1.02 (h), ABS and aluminum, with SADC logos and contacts, Blue (x100), Green (x50), Yellow (x 50)	30
2	Colour-Max Lanyard 40 (l) x 2 (w) Petersham, with SADC logos and contacts, white	300
3	Professional Large Tube Backdrop Telescopic Banner Wall banner 3m x 2.4m, Durable and heavy duty hardware that is designed for frequent use at trade show, Convenient height and width adjustment by fastening the poles into place, cotton material preferred for printing surface, Easy to set up and disassemble Carrying bag for easier storage and transportation, strong light weight frame, SADC logo and graphic printed	1
4	X type banner stand , fit grommeted 0.8m x 1.8m size banners, Made with ABS and fiberglass for light weight and strong material. Banner grommets ID need >0.35", light weight frame and carry bag, SADC logo and graphic printed	2
5	Office Folders Double score/ single flap, Inside paper holder to have width so as to hold bulk documents, Size: 235mm (W) x 340mm (H), two flaps back to back., Printed full colour on three sides, Paper : 350 gsm gloss and gloss laminated, SADC logos in colour, Printed on all 4 sides	500
6	Gift Bag Carnival shopper, 38 (w) x 14 (h), 80 g/m2 non-woven, Navy blue colour x 100, Green colour x 50, Yellow colour x 50 with SADC logo and website branding.	200

1. Detailed specifications of the required items are available as Annex1 in the following link : <http://www.sadc.int/procurement/opportunities>

2. Bidders are being requested to quote for ALL items to be considered responsive.
3. Your quotation should be submitted in sealed envelope, clearly marked “**Supply and Delivery of Visibility Material for SADC/DRR**” and addressed to;

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

moreover, 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: **24th January 2020, 1600Hours.**

Late Bids will be rejected.

Bids will be opened immediately after closing.

5. Bids by Fax or E-mail **are not** acceptable.
6. Your bids should be submitted as per the following instructions;
 - (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, which is SADC Secretariat Headquarters, Gaborone, Botswana.
 - (ii) SUBMISSION OF MANDATORY DOCUMENTS: Bids should be accompanied by the following documents: **valid copies of Certificate of Incorporation, Trading Licence, Tax Clearance, PPADB Certificate, Banking Details and VAT certificates.**
 - (iii) EVALUATION AND AWARD OF PURCHASE ORDER: Bids 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 bids should be valid for a period of 90 days from the date of deadline for submission of bids indicated in Paragraph 4 above.

7. The **goods** are expected to be delivered at the address indicated below within a maximum period of **7 days** 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 3 working days prior to deadline indicated in the paragraph 4 above, from:

Procuring entity: **SADC Secretariat**
Contact person: **Taisekwa Nyamukondiwa**
Telephone: +267 3951863
Fax: +267 3972848
E-mail: tnyamukondiwa@sadc.int; tlengoasa@sadc.int;

Note:

The conditions below are mandatory:

1. All items will be on at least one year warranty after commissioning of the equipment.
2. All prices quoted should be inclusive of taxes and duties applicable.

Sincerely,

Name: Taisekwa Nyamukondiwa
For/Head of Procurement
Date: