



## NEGOTIATION PROCEDURE REQUEST FOR BIDS (RFB)

**Reference Number: PRU/01/2020**

**RFB Title: PROVISION OF MARQUEE AND DÉCOR TENT SERVICES**

**Contract Title: PROVISION OF MARQUEE AND DÉCOR TENT SERVICES**

Dear Sir/Madam,

1. The SADC Secretariat is inviting suitable and qualified companies to submit bids for provision of Marquee and Décor Tent services.

#	Description	Quantity	Unit Price	Total
1.	White marquee/ tent to be erected on the eve of the event at the SADC Secretariat Head office, Gaborone, CBD.	1		
2.	Green carpet for marquee	1		
3.	Red carpet for VIP	1		
4.	Gold trimmed louis chairs cushioned	250		
5.	Square table	25		
6.	Linen	25		
7.	Table cloths	25		
8.	Runners	25		
9.	Napkins with rings	250		
10.	Table numbers	25		
11.	Stage and covers (stage carpet and skirt)	1		
12.	Centre pieces for tables	25		
13.	Top table arrangement	1		
14.	Gold forks	250		
15.	Wine glasses-gold	250		
16.	Gold trimmed under plates	250		
17.	Gold knives	250		
18.	Back drop with SADC Logo	1		
19.	Red Carpet (15m)	1		
20.	White draping for tent	1		
21.	Yellow/green/blue skirt	1		

22.	Centre piece flower with predominant SADC colours (Navy Blue, Gold and Green)	4		
23.	Boutonnieres with predominant SADC colours (Navy Blue, Gold and Green).	10		
24.	Bouquet of flowers with predominant SADC colours (Navy Blue, Gold and Green)	1		

2. Your submission, in the required format (**See Annex 2 to this RFQ**), should be addressed and submitted in a sealed envelope, marked as follows;

**PRU/01/2020**  
**PROVISION OF MARQUEE AND DÉCOR TENT SERVICES**  
**The Head of Procurement**  
**SADC Secretariat**  
**Plot 54385 CBD**  
**Private Bag 0095**  
**Gaborone6**  
**Botswana**  
**Attention: Mr. Purpose Chifani**

3. The deadline for submission of your quotations, to the address above is **Thursday 30th January 2020, 15:00hours local time.**

4. All quotations should be dropped in the Tender Box at the Reception and quotations by E-mail or fax will NOT be accepted.

5. Your quotation(s) should be submitted as per the following instructions, and in accordance with the Terms and Conditions of the Standard Purchase Order.:

- i. **PRICES:** The prices should be quoted CIP (as per Incoterms 2010) in the local currency, including all duties attached to the sale (such as VAT, customs duties, etc.) and transport to the final destination.
- ii. **EVALUATION AND AWARD OF PURCHASE ORDER:** Quotations determined to be administratively (see Paragraph 2, 4, 5 and 6) and technically compliant to the requirements will be evaluated by comparison of their prices (defined as above). The award will be made to the bidder offering an administrative and technical compliant quotation at the lowest evaluated total price.
- iii. **VALIDITY OF THE OFFER:** Your quotation should be valid for a period of 90 days from the date of submission of quotation indicated in Paragraph 4 above.

- iv. **DOCUMENTS TO BE ATTACHED:** Current Tax Clearance Certificate, PPADB Certificate, Banking Details, Trading Licence and Certificate of Incorporation.
6. The items are expected to be delivered at the address indicated in the Paragraph 3 above within **3 calendar days** from the signature of the Purchase Order/Contract. The terms and conditions of the Purchase Order are available on request prior to submission of quotations.
- 7 Additional request for information and clarifications can be made, no later than 5 days prior to deadline indicated in the paragraph 4 above, from:  
Procuring entity: **SADC Secretariat**  
Contact person: **Mr. Purpose Chifani**  
Telephone: **+2673951863**  
Fax: **+2673972848**  
E-mail: [pchifani@sadc.int](mailto:pchifani@sadc.int); [lmpho@sadc.int](mailto:lmpho@sadc.int); [pmmolai@sadc.int](mailto:pmmolai@sadc.int)

**ANNEXES:**

**ANNEX 1: Technical Specifications**

**ANNEX 2: Bid Form**

**Sincerely,**

Purpose Chifani MCIPS  
Procurement Officer  
20<sup>th</sup> January 2020

## ANNEX 1.

### TECHNICAL SPECIFICATIONS FOR MARQUEE AND DÉCOR TENT SERVICES TOR- MARQUEE AND DÉCOR TENT SERVICES

#	Description	Quantity	Unit Price	Total
1.	White marquee/ tent to be erected on the eve of the event at the SADC Secretariat Head office, Gaborone, CBD.	1		
2.	Green carpet for marquee	1		
3.	Red carpet for VIP	1		
4.	Gold trimmed louis chairs cushioned	250		
5.	Square table	25		
6.	Linen	25		
7.	Table cloths	25		
8.	Runners	25		
9.	Napkins with rings	250		
10.	Table numbers	25		
11.	Stage and covers (stage carpet and skirt)	1		
12.	Centre pieces for tables	25		
13.	Top table arrangement	1		
14.	Gold forks	250		
15.	Wine glasses-gold	250		
16.	Gold trimmed under plates	250		
17.	Gold knives	250		
18.	Back drop with SADC Logo	1		

19.	Red Carpet (15m)	1		
20.	White draping for tent	1		
21.	Yellow/green/blue skirt	1		
22.	Centre piece flower with predominant SADC colours (Navy Blue, Gold and Green)	4		
23.	Boutonnieres with predominant SADC colours (Navy Blue, Gold and Green).	10		
24.	Bouquet of flowers with predominant SADC colours (Navy Blue, Gold and Green)	1		

**ANNEX 2.  
BID FORM**

<b>Technical Specification</b>	<b>Delivery period to SADC Secretariat in weeks from the signature of the PO</b>	<b>Quantity</b>	<b>Unit price CIP at SADC HQ</b>	<b>Total price CIP at SADC HQ</b>
			<i>[insert the price]</i>	<i>[insert the price]</i>
White marquee/ tent to be erected on the eve of the event at the SADC Secretariat Head office, Gaborone, CBD	<i>7 Days</i>	1		
Green carpet for marquee	<i>7 Days</i>	1		
Red carpet for VIP	<i>7 Days</i>	1		
Gold trimmed louis chairs cushioned	<i>7 Days</i>	250		
Square table	<i>7 Days</i>	25		
Linen	<i>7 Days</i>	25		
Table cloths	<i>7 Days</i>	25		
Runners	<i>7 Days</i>	25		
Napkins with rings	<i>7 Days</i>	250		
Table numbers	<i>7 Days</i>	25		
Stage and covers (stage carpet and skirt)	<i>7 Days</i>	1		
Centre pieces for tables	<i>7 Days</i>	25		
Top table arrangement	<i>7 Days</i>	25		
Gold forks	<i>7 Days</i>	250		

Wine glasses-gold	<i>7 Days</i>	250		
Gold trimmed under plates	<i>7 Days</i>	250		
Gold knives	<i>7 Days</i>	250		
Back drop with SADC Logo	<i>7 Days</i>	1		
Red Carpet (15m)	<i>7 Days</i>	1		
White draping for tent	<i>7 Days</i>	1		
Yellow/green/blue skirt	<i>7 Days</i>	1		
Centre piece flower with predominant SADC colours (Navy Blue, Gold and Green)	<i>7 Days</i>	4		
Boutonnieres with predominant SADC colours (Navy Blue, Gold and Green).	<i>7 Days</i>	10		
Bouquet of flowers with predominant SADC colours (Navy Blue, Gold and Green)	<i>7 Days</i>	1		
<b> Subtotal 1</b>				
<b>Grand TOTAL</b>	<i>[insert the end of all deliveries]</i>			<i>[insert the grand total price]</i>