



NEGOTIATED PROCEDURE

REQUEST FOR BIDS (RFB):

Request for Bids Title: **Supply and Delivery of Accreditation Badges for VVIP**

Lot 1:

#	DESCRIPTION	QTY	UNIT PRICE	TOTAL
1.	<p>Technical Specifications:</p> <ul style="list-style-type: none"> The badges will be executed in solid 9 carat gold. The central SADC logo (see below) is embossed in the badge (die struck or similar) Thickness of the badge: as small as possible, allowing embossing. (3mm) Fastening: magnetic clutch <p>2 pieces Solid Brass 35mm 9ct gold "SADC" lapel badges to manufacture and supplied with magnetic attachment on the reverse. Engrave "SADC" logo, Head of State name and year of chairmanship on front. Presentation Boxes fitted with a solid brass 18ct Gold plated ' "SADC" emblem disc. The lettering will be sunk frosted and the top</p>	27		

		<p>polished. Should have a box container, with emblem fitted on the top of the box. The emblem will be fitted on the top of the box.</p> <p>25 pieces Solid Brass 22mm 9ct gold plated "SADC" lapel badges to manufacture and supplied with magnetic attachment on the reverse. Engrave "SADC" logo on front. Presentation Boxes fitted with a solid brass 18ct Gold plated ' "SADC" emblem disc. The lettering will be sunk frosted and the top polished. The emblem will be fitted on the top of the box. The emblem will be fitted on the top of the box.</p> <p><u>NB: Service providers are required to attach a design mock-up for evaluation purposes.</u></p>			
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Lot 2:

#	DESCRIPTION	QTY	UNIT PRICE	TOTAL
1.	<p>Design, Supply and delivery of SADC flag pin lapel, metal enamel finish, gold plated edges lapel pin, size of 17mm x 20mm, in SADC colours</p> <p><u>NB: Service providers are required to attach a design mock-up for evaluation purposes.</u></p>	300		

2. You can only send one Bid for this requirement.
3. Your quotation, in the required format should be addressed to:

*Head – Procurement unit
SADC Secretariat
Plot 54385 CBD*

Gaborone
Botswana

4. The deadline for submission of your quotation, to the address indicated in the above table, is **12th February 2020**,

5. Bids should be hand delivered to the SADC Secretariat Head office Gaborone Botswana, and deposited in the tender box in the Reception at the following address:
SADC House
Plot No. 54385
Central Business District
Gaborone
Botswana
C/O Mr. Purpose Chifani

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: Bids determined to be administrative (see above paragraph) 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 bid should be valid for a period of 90 days from the date of deadline for submission of quotation.

Important : Include relevant documentation below:

- The Certificate of Incorporation,
- The Trading License,
- Valid Tax Clearance Certificate,
- The PPADB Certificate,
- Banking details and
- Company Profile

8. The *goods* are expected to be delivered at the address indicated below *within 14 days from receipt of Purchase Order.*

Procuring entity: *SADC Secretariat*
Contact person: *Mr Themba Lengoasa*
Telephone: +267 3951863
Fax: +267 3972848
E-mail: tlengoasa@sadc.int

ANNEXES:

ANNEX 1: Technical Specifications

Sincerely,

Name: *Themba Lengoasa*
Title: *Procurement Officer*
Date: *5th February 2020*

ANNEX 1. TECHNICAL SPECIFICATIONS

Lot 1

#	DESCRIPTION	QTY
1.	<p>Specifications: Technical Specifications:</p> <ul style="list-style-type: none">• The badges will be executed in solid 9 carat gold.• The central SADC logo (see below) is embossed in the badge (die struck or similar)• Thickness of the badge: as small as possible, allowing embossing. (3mm)• Fastening: magnetic clutch <p>2 pieces Solid Brass 35mm 9ct gold "SADC" lapel badges to manufacture and supplied with magnetic attachment on the reverse. Engrave "SADC" logo, Head of State name and year of chairmanship on front. Presentation Boxes fitted with a solid brass 18ct Gold plated "SADC" emblem disc. The lettering will be sunk frosted and the top polished. Should have a box container, with emblem fitted on the top of the box. The emblem will be fitted on the top of the box.</p> <p>25 pieces</p>	27

	<p>Solid Brass 22mm 9ct gold plated "SADC" lapel badges to manufacture and supplied with magnetic attachment on the reverse. Engrave "SADC" logo on front. Presentation Boxes fitted with a solid brass 18ct Gold plated ' "SADC" emblem disc. The lettering will be sunk frosted and the top polished. The emblem will be fitted on the top of the box. The emblem will be fitted on the top of the box.</p> <p><u>NB: Service providers are required to attach a design mock-up for evaluation purposes.</u></p>	
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Lot 2:

#	DESCRIPTION	QTY
1.	<p>Design, Supply and delivery of SADC flag pin lapel, metal enamel finish, gold plated edges lapel pin, size of 17mm x 20mm, in SADC colours</p> <p><u>NB: Service providers are required to attach a design mock-up for evaluation purposes.</u></p>	300