



## NEGOTIATED PROCEDURE

### REQUEST FOR BIDS (RFB)

**Reference Number:** SADC/11/7/2

**Request for Bids Title:** design and printing of gender based violence study documents

Number of Lots: **1**

SADC Secretariat is inviting your company to submit a bid for **design and printing of gender based violence study documents**

**Lot 1;**

#### Specifications for Designing and Printing

**Title:** SADC Comprehensive Gender Based Violence Study 2018  
(in 3 Languages)

**Delivery date:** 8<sup>th</sup> November 2019

**Requirement:** One supplier to quote for both design and printing. All the 3 documents to have the same cover design, but different colour themes according to the 3 SADC colour scheme.

<b>Size</b>	26cm (H) x 19cm (W) <i>A sample is available for viewing at the SADC office, CBD.</i>
<b>Number of pages</b>	ENGLISH: 85 pages inclu. cover (A4, Arial, Font size12) FRENCH: 95 pages inclu. cover (A4, Arial, Font size12) PORTUGUESE: 105 pages inclu. cover (A4, Calibri, Font size12)
<b>Cover paper</b>	13pt Matte Cover Coated
<b>Inside pages paper</b>	80lb Gloss text/ 32lb bond
<b>Cover pages colour</b>	Full colour

<b>Inside pages colour</b>	Full colour
<b>Binding</b>	Saddle stitch binding
<b>Quantity</b>	ENGLISH - 1,500 FRENCH - 250 PORTUGUESE - 250  <b>Total = 2,000 copies</b>

1. Bidders are being requested to quote for ALL items in order to be considered responsive.
  
3. Your bid should be submitted in a sealed envelope, and addressed to;

**Provision of design and printing of gender based violence study documents to SADC Secretariat**

*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: **Tuesday , 28<sup>th</sup> January 2020, 14:30 Hours**

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.**  
  
Bidders should provide minimum of 3 references where similar services has been provided.
  - (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 21 *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 2 working days prior to deadline indicated in the paragraph 4 above, from:

Procuring entity: *SADC Secretariat*  
Contact person: *Mr Themba Lengosa*  
Telephone: +267 3951863  
Fax: +267 3972848  
E-mail: [tlengoasa@sadc.int](mailto:tlengoasa@sadc.int) or [ggwaza@sadc.int](mailto:ggwaza@sadc.int)

**ANNEXES:**

**ANNEX 1: Technical Specifications**

**Sincerely,**

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**Name:** *Themba Lengoasa*  
**Title:** *Procurement Officer*  
**Date:** *6<sup>th</sup> January 2020*

### Specifications for Designing and Printing

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