



NEGOTIATED PROCEDURE

REQUEST FOR BIDS (RFB)

Reference Number: SADC/admin/1

Request for Bids Title: Supply of toners to Administration office.

Number of Lots: 1

SADC Secretariat is inviting your company to submit a bid for **Supply of toners to Administration office.**

Lot 1;

Description	Quantity
HP CE 400 Toner	10
HP CE 401 Toner	5
HP CE 402 Toner	5
HP CE 403 Toner	5
HP CE 340Toner	6
HP CE 341 Toner	5
HP CE 342 Toner	5
HP CB 540 Toner	10
HP CB 541 Toner	5
HP CB 542 Toner	5
HP CB 543 Toner	5
Q5942A Toner	5

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;

Supply of toners to Administration office 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: **Monday 13th January 2020, 15:00Hours**

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 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 Lengoasa*
Telephone: +267 3951863
Fax: +267 3972848
E-mail: tlengoasa@sadc.int or ggwaza@sadc.int

ANNEXES:

ANNEX 1: Technical Specifications

Sincerely,

Name: *Themba Lengoasa*
Title: *Procurement Officer*
Date: *6th January 2020*

Technical specifications

Description	Quantity
HP CE 400 Toner	10
HP CE 401 Toner	5
HP CE 402 Toner	5
HP CE 403 Toner	5
HP CE 3420Toner	6
HP CE 341 Toner	5
HP CE 342 Toner	5
HP CB 540 Toner	10
HP CB 541 Toner	5
HP CB 542 Toner	5
HP CB 543 Toner	5
Q5942A Toner	5