



## REQUEST FOR QUOTATIONS (RFQ)

**Reference Number:** SADC/SEOM/ELECTIONS GEAR/04/2019

**Request for Quotations Title:** ELECTIONS GEAR 2019

Number of Lots: **4**

1. **SADC Secretariat** is inviting your company to submit a quotation for the Supply and Delivery of Various Promotional Items.

Lot N°	Item N°	Project	Description	Qty
<b>LOT 1</b>				
<b>1</b> ELECTIONS GEAR	1	SEOM	<b><u>Royal blue short sleeved golf-shirts</u></b> – Embroidered SADC logo (front) and SADC Election Observer at the back	223
	2	SEOM	<b><u>Royal blue short-sleeved golf shirts</u></b> - Embroidered SADC logo (front)	2240
	3	SEOM	<b><u>Royal blue long-sleeve golf shirts</u></b> - Embroidered SADC logo (front) and SADC Election Observer at the back	320
	4	SEOM	<b><u>Navy Blue short-sleeved golf shirts</u></b> - Embroidered SADC logo (front) and SADC Election Observer at the back	289
	5	SEOM	<b><u>Navy Blue short-sleeved golf shirts</u></b> - Embroidered SADC logo (front)	347
	6	SEOM	<b><u>White short-sleeve golf-shirts</u></b> - Embroidered SADC logo (front) and SADC Election Observer at the back	296
	7	SEOM	<b><u>White short-sleeve golf-shirts</u></b> - Embroidered SADC logo (front)	320
	8	SEOM	<b><u>White long-sleeve golf-shirts</u></b> - Embroidered SADC logo (front) and SADC Election Observer at the back	296
	9	SEOM	<b><u>White long-sleeve golf-shirts</u></b> - Embroidered SADC logo (front)	168
<b>LOT 2</b>				

	1	SEOM	<b><u>Short sleeve button-up shirts</u></b> - Embroidered SADC logo (front) and SADC Election Observer at the back ( <b>white and navy blue and royal blue</b> )	277
	2	SEOM	<b><u>Short sleeve button-up shirts</u></b> - Embroidered SADC logo (front) ( <b>white and navy blue or royal blue</b> )	168
	3	SEOM	<b><u>Royal blue long sleeve jackets (US Basic)</u></b> - Embroidered SADC logo (front) and SADC Election Observer at the back  <b>ALL GENDER</b>	420
	4	SEOM	<b><u>Royal blue long sleeve jackets (US Basic)</u></b> - Embroidered SADC logo (front)  <b>ALL GENDER</b>	420
	5	SEOM	<b><u>Royal blue caps</u></b> – Embroidered SADC logo (front) and SADC Election Observer at the back	400
<b>LOT 3</b>				
	1	SEOM	<b><u>Blue Bags (Backpacks)</u></b> – with the SADC LOGO - Embroidered	400
	2	SEOM	<b><u>Navy Blue First Aid Kits</u></b> - with SADC Logo - <b>Printed</b>	370
	3	SEOM	<b><u>A3 Vehicle Stickers</u></b> – <b>WRITTEN IN BOLD</b> (SADC ELECTORAL OBSERVATION MISSION)	100
	4	SEOM	<b>Publication of the Revised Principles and Guidelines Governing Democratic Elections</b>	400
	5	SEOM	<b>Publication of the Reference Manual for Election Observation</b>	800
	6	SEOM	750ml Navy Blue Water Bottles with SADC Logo	200
	7	SEOM	SEOM Banners	3
	8	SEOM	SEAC Banners	3
	9	SEOM	Steel Trunks / Cases to pack regalia	9
<b>LOT 4</b>				
	1	SEOM	SPECIFICATION FOR SEOM SAMSUNG TABLETS  Samsung galaxy tab S6 with s pen 10.1 inch TFT LCD 1.6GHz Octa Core Processor LTE Cat.4	15

			3GB RAM Full HD (1080p) both Playback and Recording 8.0MP AF + 2.0MP Camera GPS/GLONASS 7,300mAh Battery	
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2. You can only send one quotation for Each Lot. Bidders are free to bid for One or More Lots. However, Bidders are being requested to quote for ALL items under each Lot (s) to be considered responsive.
3. Your quotation should be submitted in a sealed envelope, and addressed to;

**SADC ELECTIONS GEAR 2019**

*Head – Procurement unit*

*SADC Secretariat*

*Plot 54385 CBD*

*Gaborone*

**and 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: **Friday 10th May 2019; 16:00 Hours.**

Late Bids will be rejected.

Bids will be opened immediately after closing in Room DGP26

5. Quotations by Fax or E-mail **are not** acceptable and will be rejected.
6. Your quotation 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:** Quotations should be accompanied by the following documents: **valid copies of Certificate of Incorporation, Trading Licence, Tax Clearance, PPADB Certificate, Banking Details and VAT certificates, at least three reference letters for the lot(s) being applied for**
- (iii) **EVALUATION AND AWARD OF PURCHASE ORDER:** Quotations 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 quotation should be valid for a period of 90 days from the date of deadline for submission of quotation indicated in Paragraph 4 above.

7. The *goods* are expected to be delivered at the address indicated below within a maximum period of 14 *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 5 working days prior to deadline indicated in the paragraph 4 above, from:

Procuring entity: *SADC Secretariat*  
Contact person: *Mr Purpose Chifani*  
Telephone: +267 3951863  
Fax: +267 3972848  
E-mail: [pchifani@sadc.int](mailto:pchifani@sadc.int); [tlengoasa@sadc.int](mailto:tlengoasa@sadc.int)

## **ANNEXES:**

### **ANNEX 1: Technical Specifications**

**Sincerely,**

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**Name:** *Purpose Chifani MCIPS*

**Title:** *Procurement Officer*

**Date:** *16th April 2019*

**ANNEX 1. TECHNICAL SPECIFICATIONS**  
**SADC ELECTIONS GEAR**

No.	ITEM	SIZE	QUANTITY REQUIRED	TOTAL
<b>LOT 1</b>				
1	<b><u>Royal blue short sleeved golf-shirts</u></b> – Embroidered SADC logo (front) and SADC Election Observer at the back	<b><u>MEDIUM</u></b> Female Male	10 15	<b>25</b>
		<b><u>LARGE</u></b> Female Male	20 29	<b>49</b>
		<b><u>X-LARGE</u></b> Female Male	20 29	<b>49</b>
		<b><u>2XL</u></b> Female Male	30 39	<b>69</b>
		<b><u>3XL</u></b> Female Male	16 15	<b>31</b>
2	<b><u>Royal blue short-sleeved golf shirts</u></b> - Embroidered SADC logo (front)	<b><u>SMALL</u></b> Female Male	10 9	<b>19</b>
		<b><u>MEDIUM</u></b> Female Male	35 35	<b>70</b>

		<p><b>LARGE</b> Female 20 Male 23</p> <p><b><u>X-LARGE</u></b> Female 20 Male 20</p> <p><b><u>2XL</u></b> Female 20 Male 20</p> <p><b><u>3XL</u></b> Female 14 Male 14</p>		<p><b>43</b></p> <p><b>40</b></p> <p><b>20</b> <b>20</b></p> <p><b>28</b></p>
3	<p><b><u>Royal blue long-sleeve golf shirts -</u></b> Embroidered SADC logo (front) and SADC Election Observer at the back</p>	<p><b><u>SMALL</u></b> Female 30 Male 30</p> <p><b><u>MEDIUM</u></b> Female 30 Male 30</p> <p><b>LARGE</b> Female 30 Male 37</p> <p><b><u>X-LARGE</u></b> Female 20 Male 25</p> <p><b><u>2XL</u></b> Female 30 Male 30</p>		<p><b>60</b></p> <p><b>60</b></p> <p><b>67</b></p> <p><b>45</b></p> <p><b>60</b></p>

		<b><u>3XL</u></b> Female Male	14 14	<b>28</b>
4	<b><u>Navy Blue short-sleeved golf shirts</u></b> - Embroidered SADC logo (front) and SADC Election Observer at the back	<b><u>SMALL</u></b> Female Male  <b><u>MEDIUM</u></b> Female Male  <b><u>LARGE</u></b> Female Male  <b><u>X-LARGE</u></b> Female Male  <b><u>2XL</u></b> Female Male  <b><u>3XL</u></b> Female Male	14 14  20 33  40 35  20 25  30 30  14 14	<b>28</b>   <b>53</b>   <b>75</b>   <b>45</b>   <b>60</b>   <b>28</b>
5	<b><u>Navy Blue short-sleeved golf shirts</u></b> - Embroidered SADC logo (front)	<b><u>SMALL</u></b> Female Male  <b><u>MEDIUM</u></b> Female Male	20 35  35 35	<b>55</b>   <b>70</b>

		<b>LARGE</b>		<b>70</b>
		Female	35	
		Male	35	
		<b><u>X-LARGE</u></b>		<b>60</b>
		Female	30	
		Male	30	
		<b><u>2XL</u></b>		<b>64</b>
		Female	30	
		Male	34	
		<b><u>3XL</u></b>		<b>28</b>
		Female	14	
		Male	14	



		<b><u>X-LARGE</u></b> Female Male	20 26	<b>46</b>
		<b><u>2XL</u></b> Female Male	25 25	<b>50</b>
		<b><u>3XL-LARGE</u></b> Female Male	14 14	<b>28</b>
8	<b><u>White long-sleeve golf-shirts -</u></b> Embroidered SADC logo (front) and SADC Election Observer at the back	<b><u>MEDIUM</u></b> Female Male	40 44	<b>84</b>
		<b><u>LARGE</u></b> Female Male	40 44	<b>84</b>
		<b><u>XL</u></b> Female Male	20 20	<b>40</b>
		<b><u>2XL</u></b> Female Male	30 30	<b>60</b>
		<b><u>3XL</u></b> Female Male	14 14	<b>28</b>
9	<b><u>White long-sleeve golf-shirts -</u></b> Embroidered SADC logo (front)	<b><u>MEDIUM</u></b> Female Male	14 14	<b>28</b>

		<p><b><u>LARGE</u></b> Female 14 Male 14</p> <p><b><u>X-LARGE</u></b> Female 28 Male 28</p> <p><b><u>2XL</u></b> Female 14 Male 14</p> <p><b><u>3XL-LARGE</u></b> Female Male 14 14</p>		<p><b>28</b></p> <p><b>56</b></p> <p><b>28</b></p> <p><b>28</b></p>
<b>LOT 2</b>				
1	<p><b><u>Short sleeve button-up shirts -</u></b> Embroidered SADC logo (front) and SADC Election Observer at the back <b>(white and navy blue and royal blue)</b></p>	<p><b><u>SMALL</u></b> Female 28 Male 28</p> <p><b><u>MEDIUM</u></b> Female 28 Male 28</p> <p><b><u>LARGE</u></b> Female 28 Male 28</p> <p><b><u>X-LARGE</u></b> Female 28 Male 28</p>		<p><b>56</b></p> <p><b>56</b></p> <p><b>56</b></p> <p><b>56</b></p>

		<b><u>2XL</u></b> Female Male	10 15	<b>25</b>
		<b><u>3XL</u></b> Female Male	14 14	<b>28</b>
2	<b><u>Short sleeve button-up shirts -</u></b> Embroidered SADC logo (front) <b>(white and navy blue or royal blue)</b>	<b><u>SMALL</u></b> Female Male	14 14	<b>28</b>
		<b><u>MEDIUM</u></b> Female Male	14 14	<b>28</b>
		<b><u>LARGE</u></b> Female Male	14 14	<b>28</b>
		<b><u>X-LARGE</u></b> Female Male	14 14	<b>28</b>
		<b><u>2XL</u></b> Female Male	14 14	<b>28</b>
		<b><u>3XL</u></b> Female Male	14 14	<b>28</b>

3	<b><u>Royal blue long sleeve jackets (US Basic)</u></b> - Embroidered SADC logo (front) and SADC Election Observer at the back  <b>ALL GENDER</b>	<b><u>SMALL</u></b>  <b><u>MEDIUM</u></b>  <b><u>LARGE</u></b>  <b><u>X-LARGE</u></b>  <b>2XL</b>  <b>3XL</b>	70 70 70 70 70 70	<b>70</b> <b>70</b> <b>70</b> <b>70</b> <b>70</b> <b>70</b>
4	<b><u>Royal blue long sleeve jackets (US Basic)</u></b> - Embroidered SADC logo (front)  <b>ALL GENDER</b>	<b><u>SMALL</u></b>  <b><u>MEDIUM</u></b>  <b><u>LARGE</u></b>  <b><u>X-LARGE</u></b>  <b>2XL</b>  <b>3XL</b>	70 70 70 70 70 70	<b>70</b> <b>70</b> <b>70</b> <b>70</b> <b>70</b> <b>70</b>
5	<b><u>Royal blue caps</u></b> – Embroidered SADC logo (front) and SADC Election Observer at the back		400	<b>400</b>
<b>LOT 3</b>				
1	<b><u>Blue Bags (Backpacks)</u></b> – with the SADC LOGO - Embroidered		400	<b>400</b>
2	<b><u>Navy Blue First Aid Kits</u></b> - with SADC Logo - <b>Printed</b>		370	<b>370</b>

3	<b>A3 Vehicle Stickers – WRITTEN IN BOLD</b> (SADC ELECTORAL OBSERVATION MISSION)		100	<b>100</b>
4	<b>Publication of the Revised Principles and Guidelines Governing Democratic Elections</b> Item Book Size A5 Text Pages 40 Print B/W Paper 80gsm bond Cover Full colour, one side only Paper 300gsm Gloss Finishing Laminate cover gloss one side only Binding Saddle Stich	English  French  Portuguese	1006  150  700	<b>100 (extra required)</b>  <b>200 (extra required)</b>  <b>100 (extra required)</b>
5	<b>Publication of the Reference Manual for Election Observation</b> Item Book Size A5 Text Pages 142 Print full colour Paper 128gsm gloss Cover 200gsm gloss and lam and case bound Binding Case bound	English  French  Portuguese	90  5  1	<b>400 (extra required)</b>  <b>200 (extra required)</b>  <b>200(extra required)</b>
6	750ml Navy Blue Water Bottles with SADC Logo		206	<b>200(extra required)</b>
7	SEOM Banners Wall banner • PVC • Wall banner	English  French	2  2	<b>2</b>  <b>2</b>

	<ul style="list-style-type: none"> <li>• Eyelets</li> <li>• Full colour</li> <li>• Carry Bag</li> </ul> <p>Pullup Banner</p> <ul style="list-style-type: none"> <li>• PVC</li> <li>• Full Colour</li> <li>• Executive Banner</li> <li>• Carry Bag</li> </ul>	Portuguese	2	<b>2</b>
8	<p>SEAC Banners</p> <p>Wall banner</p> <ul style="list-style-type: none"> <li>• PVC</li> <li>• Wall banner</li> <li>• Eyelets</li> <li>• Full colour</li> <li>• Carry Bag</li> </ul> <p>Pullup Banner</p> <ul style="list-style-type: none"> <li>• PVC</li> <li>• Full Colour</li> <li>• Executive Banner</li> <li>• Carry Bag</li> </ul>	<p>English</p> <p>French</p> <p>Portuguese</p>	<p>2</p> <p>2</p> <p>2</p>	<p><b>2</b></p> <p><b>2</b></p> <p><b>2</b></p>
9	<p>Steel Trunks / Cases to pack regalia</p> <ul style="list-style-type: none"> <li>• Metal trunks</li> <li>• Lockable</li> <li>• Dual Handles</li> <li>• Size 1500mm X 1000mm X 1000mm</li> </ul>		4	<b>9 (extra required)</b>
<b>LOT 4</b>				

1	<p>SPECIFICATION FOR SEOM SAMSUNG TABLETS</p> <p>Samsung galaxy tab S6 with s pen 10.1 inch TFT LCD 1.6GHz Octa Core Processor LTE Cat.4 3GB RAM Full HD (1080p) both Playback and Recording 8.0MP AF + 2.0MP Camera GPS/GLONASS 7,300mAh Battery</p>		30	<b>15 (extra required)</b>
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