



REQUEST FOR QUOTATIONS (RFQ)

**CONFERENCE FACILITIES FOR USE BY THE SADC
ELECTORAL OBSERVATION MISSION (SEOM) DURING
THE 2019 TRIPARTITE ELECTIONS IN THE
REPUBLIC OF MALAWI IN 2019**

SADC/ORGAN/MALAWI 2/2019



SOUTHERN AFRICAN DEVELOPMENT COMMUNITY SECRETARIAT

Private Bag 0095
Gaborone
Botswana

E-mail: registry@sadc.int
Website: www.sadc.int

Telephone: (267) 3951863
Telefax: (267) 3972848
(267) 3181070

Dear Sir / Madam:

Request for Quotations (RFQ) Conference Facilities for use by the SADC Electoral Observation Mission (SEOM) during the 2019 Tripartite Elections in the Republic of Malawi in 2019

1. We kindly request you to submit your quotation for “*Provision of Conference Facilities as detailed in the attached Specification.*”

Description	Quantities	Period
<i>Provision of Conference Facilities for SEOM Malawi 2019</i>	As indicated in the Specification	<i>33 days</i>

Additional requirements: Bids should be accompanied by minimum of 3 references where similar services have been rendered.

2. You must quote for all items and quantities indicated in each lot of this RFQ. You are required to submit only one quotation for these services.
3. Your quotation, on an official letterhead in the required format (**See Annex 2 to this RFQ**), should be addressed and submitted to:

Head of Procurement
SADC Secretariat
Plot 54385 New CBD
Private Bag 0095
Gaborone, Botswana
Tel: +267 3951863/ +267 364 1787
Fax: +267 397 2848/318 10
Email: pchifani@sadc.int

4. The deadline for submission of quotations, to the address indicated in **Paragraph 3** is:
Friday 12th April 2019 at 15:00 hrs Local Time.

Proposals submitted by E-mail ***are*** acceptable and should be submitted to
malawiseomconference2019@sadc.int, by the deadline in Paragraph 4 above

The Physical address to hand deliver bids is as above.

Late Bids will be rejected

5. Quotation(s) shall be submitted as per the following instructions, and in accordance with the Terms and Conditions of the Standard Purchase Order attached as Annex 3 to this RFQ:
- 5.1 The hiring of Conference Facilities shall be for a minimum of six (6) days and maximum of thirty three (33) days, depending on the requirements of the SEOM.
- 5.2 The Conference Facilities is to be made available on receipt of the official letter of acceptance issued by the SADC Secretariat.
- 5.3 The hiring Conference Facilities shall be for all days of the week, that is, Mondays to Sundays, both days inclusive, and also including Public or National Holidays, in respect of which a uniform rate has to be offered.
- 5.4 Bidders are requested to quote the all-inclusive daily rate to be charged for the hiring of Conference facilities.
- 5.5 The rates offered should be in US\$ (VAT inclusive).
- 5.6 All duties and any other taxes applicable to their importation shall be included in the price.
- 5.7 **EVALUATION AND AWARD OF CONTRACT:** Quotations determined to be administratively (see Paragraph 2, 3, 4, 5, 6 and 7) 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 administratively and technically compliant quotation at the lowest total price.

- 5.8 **VALIDITY OF THE OFFER:** Your quotation must be valid for a period of 120 days from the quotation submission deadline as indicated in **Paragraph 5** above.
6. Additional information and clarifications can be requested *no later than 3 days* prior to submission deadline as indicated in the paragraph 5 above, from:

Mr. Purpose Chifani
Email: pchifani@sadc.int
SADC Secretariat
Plot 54385 New CBD
Private Bag 0095
Gaborone, Botswana
Tel: +267 3951863/ +267 364 1787
Fax: +267 397 2848/318 1070

ANNEXES:

ANNEX 1: Technical Specifications

ANNEX 2: Quotation Form

Sincerely,

Name: *Mr Purpose Chifani*
Title: Procurement Officer
Date: 4th April 2019

ITEM	DATES	ACTIVITY	REQUIREMENTS	ASSESSMENT/ COMMENTS
1	28 April - 28 May 2019	SADC Secretariat – Office x 1	<p>Room Requirements</p> <ul style="list-style-type: none"> • A capacity of 10-15 people • Should have Unlimited Wi-Fi Internet connectivity access • Morning and afternoon refreshments (i.e. teas, juice, bottled water, fruits and confectionaries @ 10:00 and 15:30) • Phone connection upon request (for conference calls) • Extension cords for 10 laptops • Waste Bins and refuse bags should be provided daily • Daily cleaning of the office • Provide sofa and 2 plants • 2 heavy duty printer/photocopier with toner supplies, 120 pages/minute, scan to email using usb and printing from usb and wireless printing, Self-stapling, punching, collating • 1 hired laptop compatible to the 	<ul style="list-style-type: none"> • <u>Dates of use of room may vary depending on the arrival of delegates. Hotel will be informed in advance.</u> • Requirements for morning and afternoon refreshments may change based on the need for the following offices. • Upon arrival Secretariat to advise on the set up of the room.

			<p>printers</p> <ul style="list-style-type: none"> • Heavy duty shredder – able to shred at least 15 pages at once • Officers’ laptops will also need to be connected to printers to ensure that all officers can print from their laptops. Will also require technical support; • Air Conditioner / Heater 	
2	07 - 24 May 2019	Head of Mission Office x 1	<p>Room Requirements</p> <ul style="list-style-type: none"> • Ministerial Office to accommodate Minister plus 3-4 visitors • Executive Desk and Chair • Executive sofa • Should have unlimited internet connectivity access • Afternoon refreshments (i.e. teas, juice, bottled water, fruits and confectionaries at 15:30) • Extension cords for 2 laptops connection and other electrical items • Waste Bins and refuse bags should be 	<ul style="list-style-type: none"> • Executive set up - VIP standard, Ministerial level • <u>Dates of use of room may vary depending on the arrival of delegates. The hotel will be informed in advance.</u> • Requirements for morning and afternoon refreshments may change based on the need for the following offices. • Upon arrival Secretariat to advise on the setup of the room.

			<p>provided daily</p> <ul style="list-style-type: none"> • Daily cleaning of the office • Should have a TV • Air Conditioner / Heater 	
3	30 April – 28 May 2019	Drafting Team	<p>Room Requirements</p> <ul style="list-style-type: none"> • A capacity of 8 people • Should have Unlimited Wi-Fi Internet connectivity access • Morning and afternoon refreshments (i.e. teas, juice, bottled water, fruits and confectionaries @ 10:00 and 15:30) • Extension cords for 10 laptops • Waste Bins and refuse bags should be provided daily 	<ul style="list-style-type: none"> • <u>Dates of use of room may vary depending on the arrival of delegates. Hotel will be informed in advance.</u> • Requirements for morning and afternoon refreshments may change based on the need for the following offices. • Upon arrival Secretariat to advise on the set up of the room.

			<ul style="list-style-type: none"> • Daily cleaning of the office • Projector Should be supplied upon Request only (Daily rate required for projector) • Should have a TV • Air Conditioner / Heater 	
4	30 April- 28 May 2019	Media Team	<p>Room Requirements</p> <ul style="list-style-type: none"> • One (1) room to be used as an office for Media with a capacity of 6 people • Should have unlimited WIFI Internet access • Extension cords for 10 laptops • Waste Bins and refuse bags should be provided daily • Daily cleaning of the office • Afternoon refreshments (i.e. teas, juice, bottled water, fruits and confectionaries at 10:00 and 15:30) • Should have a TV • Air Conditioner / Heater 	<ul style="list-style-type: none"> • <u>Dates of use of room may vary depending on the arrival of delegates. Hotel will be informed in advance.</u> • Requirements for morning and afternoon refreshments may change based on the need for the following offices. • Upon arrival Secretariat to advise on the set up of the room.

5	07 - 25 May 2019	Troika-SEAC Meeting Room (SEOM Leadership)	Room Requirements <ul style="list-style-type: none"> • One (1) executive room to be used as an office for Troika with a capacity of 20 people • Setup executive table and chairs and 1 sofa • Should have unlimited WIFI Internet connectivity access • Morning and afternoon refreshments (i.e. teas, juice, bottled water, fruits and confectionaries at 10:00 and 15:30) • Extension cords for 10 laptops • Waste Bins and refuse bags should be provided daily • Daily cleaning of the office • Air Conditioner / Heater • Should have a TV 	<ul style="list-style-type: none"> • Executive Set up - VIP standard • <u>Dates of use of room may vary depending on the arrival of delegates. Hotel will be informed in advance.</u> • Requirements for morning and afternoon refreshments may change based on the need for the following offices. • Upon arrival Secretariat to advise on the setup of the room.
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6	20 - 23 May 2019	Executive Secretary	Room Requirements <ul style="list-style-type: none"> • Executive Office to accommodate ES plus 3 visitors • Executive Desk and Chair • Executive sofa • Should have unlimited WIFI internet connectivity access • Afternoon refreshments (i.e. teas, juice, bottled water, fruits and confectionaries at 15:30) • Should have a TV • Air Conditioner / Heater • Extension cords for 2 laptops connection and other electrical items • Waste Bins and refuse bags should be provided daily • Daily cleaning of the office 	<ul style="list-style-type: none"> • Executive setup - VIP standard • <u>Dates of use of room may vary depending on the arrival of delegates. Hotel will be informed in advance.</u> • Requirements for morning and afternoon refreshments may change based on the need for the following offices. • Upon arrival Secretariat to advise on the setup of the room.
8	09 - 10 May 2019	Two-day Pre-Deployment Training for STOs	Room Requirements <ul style="list-style-type: none"> • Conference room for up to 40 people to include: • Podium • Morning and afternoon refreshments 	<ul style="list-style-type: none"> • <u>Dates of use of room may vary depending on the arrival of delegates. Hotel will be informed in advance.</u> • Requirements for morning, lunch and afternoon refreshments may change based

			<p>(i.e. teas, juice, bottled water, fruits and confectionaries at 10:00 and 15:30)</p> <ul style="list-style-type: none"> • Lunch • P/A system • Projector • 3 roaming mics • Note pads and pens • Flip Chart • Extension cords for laptops to cater for participants • Waste Bins and refuse bags should be provided daily • Daily cleaning of the office • Unlimited Wi-Fi Internet connectivity • Air Conditioner / Heater 	<p>on the need</p> <ul style="list-style-type: none"> • Upon arrival Secretariat to advise on the setup of the room. • Setup for the event is required the day before
9	11 May 2019 (1 Day)	Launch of SEOM	<p>Room Requirements</p> <ul style="list-style-type: none"> • Conference room for up to 150 people to include: • Podium • Refreshments to be provided for the 	<ul style="list-style-type: none"> • <u>Date of use of room may vary depending on arrival of delegates. Hotel will be informed in advance.</u> • Requirements for refreshments may change based on the number of guests.

			<p>launch (i.e. teas, juice, bottled water, fruits and confectionaries)</p> <ul style="list-style-type: none"> • P/A system • Note pads and pens • Unlimited Wi-Fi Internet connectivity • 3 roaming mics • Projector • Air Conditioner / Heater 	<ul style="list-style-type: none"> • Upon arrival Secretariat to advise on the setup of the room • Set up for the event is required the day before (Launch)
10	<p>Two Days (2 Days)</p> <ul style="list-style-type: none"> • 11 May 2019 • 23 May 2019 	<p>Waiting Room for Dignitaries (during the Launch and Release of SEOM Statement)</p>	<p>Room Requirements - Room Charge to be per hour of use</p> <ul style="list-style-type: none"> • Executive Room x1 • 15 – 20 executive chairs and Table • Sofa • Unlimited Wi-Fi Internet connectivity • Air Conditioner • Waste bin 	<ul style="list-style-type: none"> • Executive - VIP standard • <u>Dates of use of room may vary depending on the arrival of delegates. Hotel will be informed in advance.</u> • Requirements for refreshments may change based on the need for the following holding room • Upon arrival Secretariat to advise on the set up of the room.
11	<p>22 May 2019 (1 day)</p>	<p>Meeting with Heads of other Observer Missions</p>	<p>Room Requirements</p> <ul style="list-style-type: none"> • Refreshments for 40 pax • PA system and 3 roaming mics 	<ul style="list-style-type: none"> • Executive set-up • <u>Date of use of room may vary depending on the arrival of delegates. Hotel will be informed in advance.</u>

			<ul style="list-style-type: none"> • Unlimited Wi-Fi Internet connectivity • Air Conditioner / Heater • Pens and note pads 	<ul style="list-style-type: none"> • Requirements for refreshments may change based on the number of delegates. • Upon arrival Secretariat to advise on the set up of the room.
12	22 May 2019	Debriefing of Observers by the Head of Mission	Room Requirements <ul style="list-style-type: none"> • Conference room for up to 40 people to include: <ul style="list-style-type: none"> • Podium • Refreshments (i.e. teas, juice, bottled water, fruits and confectionaries) • P/A system • Projector • 3 roaming mics • Unlimited Wi-Fi Internet connectivity • Air Conditioner / Heater 	<ul style="list-style-type: none"> • <u>Date of use of room may vary depending on arrival of delegates. Hotel will be informed in advance.</u> • Requirements for morning and afternoon refreshments may change based on the need for the following offices. • Upon arrival Secretariat to advise on the setup of the room.
13	23 May 2019 (1 day)	Presentation of SEOM Preliminary Statement	Room Requirements <ul style="list-style-type: none"> • Conference room for up to 200 people to include: <ul style="list-style-type: none"> • Podium • Refreshments (i.e. teas, juice, bottled 	<ul style="list-style-type: none"> • <u>Date of use of room may vary depending on the arrival of delegates. Hotel will be informed in advance.</u> • Requirements for refreshments may change based on the need • Upon arrival Secretariat to advise on the set

			water, fruits and confectionaries) <ul style="list-style-type: none"> • P/A system • 3 roaming mics • Air Conditioner / Heater 	up of the room.
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NOTE: PLEASE NOTE THE FOLLOWING REQUIREMENTS:

- Need for availability of parking space for SEOM vehicles;
- Need for information on the provision of security on the premises;
- Provision of the access keys for all the offices to be provided to the Secretariat Focal Point
- Assistance in putting up SADC Electoral Observation Mission Banners and stickers at targeted areas and during public events
- Requirements for morning and afternoon refreshments may change based on the need for the following offices: (Troika, Head of mission, ES, Secretariat, Media and Drafting);
- The requested equipment should be provided in a timely manner (e.g. printers/photocopiers, shredder, 3 laptops on the morning of the arrival of the SADC Secretariat advance team;
- 2 heavy duty printer/photocopier with toner supplies, 120 pages/minute, scan to email using usb and printing from usb. Officers' laptops will also need to be connected to printers to ensure that all officers can print from their laptops. Will also require technical support;
- 1 hired laptop should be compatible with the heavy duty printers; and
- Heavy duty shredder – should be able to shred minimum of 15 pages at once
- Dates of use of rooms may vary depending on arrival of delegates; the hotel will be informed of any changes in advance
- Rooms for key events (rooms used for launch, release of statements, training of observers, meeting of heads of missions, should be set up the day before – the Secretariat will advise on the set up.

- **PA system must be in excellent condition**
- **Rooms should be cleaned daily**
- **Mission may require additional space for SEOM Leadership meetings with stakeholders. The Service Provider will be informed timeously if / when the space is needed.**