

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** |
| **LOT 1** |
| **1****ELECTIONS GEAR**  | 1 | SEOM | **Royal blue short sleeved golf-shirts** – Embroidered SADC logo (front) and SADC Election Observer at the back | 223 |
|  | 2 | SEOM | **Royal blue short-sleeved golf shirts -** Embroidered SADC logo (front) | 2240 |
|  | 3 | SEOM | **Royal blue long-sleeve golf shirts -** Embroidered SADC logo (front) and SADC Election Observer at the back | 320 |
|  | 4 | SEOM | **Navy Blue short-sleeved golf shirts -** Embroidered SADC logo (front) and SADC Election Observer at the back | 289 |
|  | 5 | SEOM | **Navy Blue short-sleeved golf shirts -** Embroidered SADC logo (front) | 347 |
|  | 6 | SEOM | **White short-sleeve golf-shirts** - Embroidered SADC logo (front) and SADC Election Observer at the back | 296 |
|  | 7 | SEOM | **White short-sleeve golf-shirts** - Embroidered SADC logo (front)  | 320 |
|  | 8 | SEOM | **White long-sleeve golf-shirts** - Embroidered SADC logo (front) and SADC Election Observer at the back  | 296 |
|  | 9 | SEOM | **White long-sleeve golf-shirts** - Embroidered SADC logo (front)  | 168 |
| **LOT 2** |
|  | 1 | SEOM | **Short sleeve button-up shirts -** Embroidered SADC logo (front) and SADC Election Observer at the back **(white and navy blue and royal blue)** | 277 |
|  | 2 | SEOM | **Short sleeve button-up shirts -** Embroidered SADC logo (front) **(white and navy blue or royal blue)** | 168 |
|  | 3 | SEOM | **Royal blue long sleeve jackets (US Basic)** - Embroidered SADC logo (front) and SADC Election Observer at the back **ALL GENDER** | 420 |
|  | 4 | SEOM | **Royal blue long sleeve jackets (US Basic)** - Embroidered SADC logo (front) **ALL GENDER** | 420 |
|  | 5 | SEOM | **Royal blue caps** – Embroidered SADC logo (front) and SADC Election Observer at the back  | 400 |
| **LOT 3** |
|  | 1 | SEOM | **Blue Bags (Backpacks)** – with the SADC LOGO - Embroidered | 400 |
|  | 2 | SEOM | Navy Blue First Aid Kits - with SADC Logo - **Printed** | 370 |
|  | 3 | SEOM | **A3 Vehicle Stickers** – **WRITTEN IN BOLD** (SADC ELECTORAL OBSERVATION MISSION**)** | 100 |
|  | 4 | SEOM | **Publication of the Revised Principles and Guidelines Governing Democratic Elections** | 400 |
|  | 5 | SEOM | **Publication of the Reference Manual for Election Observation** | 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 |
| **LOT 4** |
|  | 1 | SEOM | SPECIFICATION FOR SEOM SAMSUNG TABLETSSamsung galaxy tab S6 with s pen10.1 inch TFT LCD1.6GHz Octa Core ProcessorLTE Cat.43GB RAMFull HD (1080p) both Playback and Recording8.0MP AF + 2.0MP CameraGPS/GLONASS7,300mAh Battery | 15 |

1. 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;

1. 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.
2. 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**
3. 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.
4. 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******; tlengoasa@sadc.int***

**ANNEXES:**

ANNEX 1: **Technical Specifications**

**Sincerely,**

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Name: *Purpose Chifani MCIPS***

**Title: *Procurement Officer***

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

**ANNEX 1. TECHNICAL SPECIFICATIONS**

**SADC ELECTIONS GEAR**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **ITEM**  | **SIZE** | **QUANTITY REQUIRED** | **TOTAL** |
| **LOT 1** |
| 1 | **Royal blue short sleeved golf-shirts** – Embroidered SADC logo (front) and SADC Election Observer at the back | **MEDIUM**FemaleMale **LARGE** FemaleMale**X-LARGE** FemaleMale**2XL**FemaleMale**3XL**FemaleMale | 10152029202930391615 | **25****49****49****69****31** |
| 2 | **Royal blue short-sleeved golf shirts -** Embroidered SADC logo (front) | **SMALL**FemaleMale**MEDIUM**FemaleMale**LARGE**FemaleMale**X-LARGE**FemaleMale**2XL**FemaleMale**3XL**FemaleMale | 10935352023202020201414 | **19****70****43****40****20****20****28** |
| 3 | **Royal blue long-sleeve golf shirts -** Embroidered SADC logo (front) and SADC Election Observer at the back | **SMALL**FemaleMale**MEDIUM**FemaleMale**LARGE**FemaleMale**X-LARGE**FemaleMale**2XL**FemaleMale**3XL**FemaleMale | 303030303037202530301414 | **60****60****67****45****60****28** |
| 4 | **Navy Blue short-sleeved golf shirts -** Embroidered SADC logo (front) and SADC Election Observer at the back | **SMALL**FemaleMale**MEDIUM**FemaleMale**LARGE**FemaleMale**X-LARGE**FemaleMale**2XL**FemaleMale**3XL**FemaleMale | 141420334035202530301414 | **28****53****75****45****60****28** |
| 5 | **Navy Blue short-sleeved golf shirts -** Embroidered SADC logo (front) | **SMALL**FemaleMale**MEDIUM**FemaleMale**LARGE**FemaleMale**X-LARGE**FemaleMale**2XL**FemaleMale**3XL**FemaleMale | 203535353535303030341414 | **55****70****70****60****64****28** |
| 6 | **White short-sleeve golf-shirts** - Embroidered SADC logo (front) and SADC Election Observer at the back | **SMALL**FemaleMale**MEDIUM**FemaleMale **LARGE** FemaleMale**X-LARGE** FemaleMale**2XL**FemaleMale**3XL** FemaleMale | 202030302828282828281414 | **40****60****56****56****56****28** |
| 7 | **White short-sleeve golf-shirts** - Embroidered SADC logo (front)  | **SMALL**FemaleMale**MEDIUM**FemaleMale **LARGE** FemaleMale**X-LARGE** FemaleMale**2XL**FemaleMale**3XL-LARGE** FemaleMale | 282835353535202625251414 | **56****70****70****46****50****28** |
| 8 | **White long-sleeve golf-shirts** - Embroidered SADC logo (front) and SADC Election Observer at the back  | **MEDIUM**FemaleMale **LARGE** FemaleMale**XL** FemaleMale**2XL**FemaleMale**3XL** FemaleMale | 40444044202030301414 | **84****84****40****60****28** |
| 9 | **White long-sleeve golf-shirts** - Embroidered SADC logo (front)  | **MEDIUM**FemaleMale **LARGE** FemaleMale**X-LARGE** FemaleMale**2XL**FemaleMale**3XL-LARGE** FemaleMale | 14141414282814141414 | **28****28****56****28****28** |
| **LOT 2** |
| 1 | **Short sleeve button-up shirts -** Embroidered SADC logo (front) and SADC Election Observer at the back **(white and navy blue and royal blue)** | **SMALL**FemaleMale**MEDIUM**FemaleMale **LARGE** FemaleMale**X-LARGE** FemaleMale**2XL**FemaleMale**3XL**FemaleMale | 282828282828282810151414 | **56****56****56****56****25****28** |
| 2 | **Short sleeve button-up shirts -** Embroidered SADC logo (front) **(white and navy blue or royal blue)** | **SMALL**FemaleMale**MEDIUM**FemaleMale**LARGE**FemaleMale**X-LARGE**FemaleMale**2XL**FemaleMale**3XL**FemaleMale | 141414141414141414141414 | **28****28****28****28****28****28** |
| 3 | **Royal blue long sleeve jackets (US Basic)** - Embroidered SADC logo (front) and SADC Election Observer at the back **ALL GENDER** | **SMALL****MEDIUM****LARGE****X-LARGE****2XL****3XL** | 707070707070 | **70****70****70****70****70****70** |
| 4 | **Royal blue long sleeve jackets (US Basic)** - Embroidered SADC logo (front) **ALL GENDER** | **SMALL****MEDIUM****LARGE****X-LARGE****2XL****3XL**  | 707070707070 | **70****70****70****70****70****70** |
| 5 | **Royal blue caps** – Embroidered SADC logo (front) and SADC Election Observer at the back  |  | 400 | **400** |
| **LOT 3** |
| 1 | **Blue Bags (Backpacks)** – with the SADC LOGO - Embroidered |  | 400 | **400** |
| 2 | Navy Blue First Aid Kits - with SADC Logo - **Printed** |  | 370 | **370** |
| 3 | **A3 Vehicle Stickers** – **WRITTEN IN BOLD** (SADC ELECTORAL OBSERVATION MISSION**)**  |  | 100 | **100** |
| 4 | **Publication of the Revised Principles and Guidelines Governing Democratic Elections**Item                      BookSize                       A5Text Pages            40Print                      B/WPaper                    80gsm bondCover                    Full colour, one side onlyPaper                    300gsm GlossFinishing              Laminate cover gloss one side onlyBinding                 Saddle Stich | EnglishFrenchPortuguese | 1006150700 | **100 (extra required)****200 (extra required)****100 (extra required)** |
| 5 | **Publication of the Reference Manual for Election Observation**Item                       BookSize                         A5Text Pages             142  Print                       full colourPaper                     128gsm glossCover                     200gsm gloss and lam and case boundBinding                  Case bound | EnglishFrenchPortuguese | 9051 | **400 (extra required)****200 (extra required)****200(extra required)** |
| 6 | 750ml Navy Blue Water Bottles with SADC Logo |  | 206  | **200(extra required)** |
| 7 | SEOM BannersWall banner* PVC
* Wall banner
* Eyelets
* Full colour
* Carry Bag

Pullup Banner* PVC
* Full Colour
* Executive Banner
* Carry Bag
 | EnglishFrenchPortuguese | 222 | **2****2****2** |
| 8 | SEAC Banners Wall banner* PVC
* Wall banner
* Eyelets
* Full colour
* Carry Bag

Pullup Banner* PVC
* Full Colour
* Executive Banner
* Carry Bag
 | EnglishFrenchPortuguese | 222 | **2****2****2** |
| 9 | Steel Trunks / Cases to pack regalia * Metal trunks
* Lockable
* Dual Handles
* Size 1500mm X 1000mm X 1000mm
 |  | 4 | **9 (extra required)** |
| **LOT 4** |
| 1 | SPECIFICATION FOR SEOM SAMSUNG TABLETSSamsung galaxy tab S6 with s pen10.1 inch TFT LCD1.6GHz Octa Core ProcessorLTE Cat.43GB RAMFull HD (1080p) both Playback and Recording8.0MP AF + 2.0MP CameraGPS/GLONASS7,300mAh Battery |  | 30 | **15 (extra required)** |