



NEGOTIATED PROCEDURE REQUEST FOR BIDS (RFB)

Reference Number: SADC/GENDER/12/2021

RFB Title: Layout, Design and Printing of the SADC Regional Guidelines on Developing National Gender Action Plans

Dear Sir/Madam,

1. The SADC Secretariat is inviting highly suitable and qualified companies/firms to submit bids for Layout, Design and Printing of the SADC Regional Guidelines on Developing National Gender Action Plans. Publication should be in three SADC Working Languages

#	NAME	Quantity
	Layout, Design and Printing of the SADC Regional Guidelines on Developing National Gender Action Plans: <u>Current number of Pages:</u> English: 64 pages including cover (<i>in A4, Arial Font size12</i>) French: 81 pages including cover (<i>in A4, Arial, Font size12</i>) Portuguese: 73 pages including cover (<i>in A4, Arial, Font size12</i>) Size: 26cm (H) x 19cm (W) (<i>this is NOT A4</i>) (A sample is available for viewing at the SADC office, CBD). Cover page: 13pt Matte Cover Coated, Full colour Inside pages paper: 80lb Gloss text/ 32lb bond, Full colour Binding: Saddle stitch binding Quantity: 1500 Final design to be supplied to client in PDF format.	English - 1,000 French - 250 Portuguese - 250 Total=1,500 copies

2. Your submission, in the required format (**See Annex 2 to this RFB**), should be submitted to the following email: gender2021@sadc.int

SADC/GENDER/12/2021

LAYOUT, DESIGN & PRINTING OF THE SADC REGIONAL GUIDELINES ON DEVELOPING NATIONAL GENDER ACTION PLANS.

Attention: Mr. Purpose Chifani

3. The deadline for submission of your quotations, to the address above is **Friday 28th January 2022, 15:00hours local time. Late submissions will not be accepted.**
4. All bids should be submitted to the following email: gender2021@sadc.int and quotations by fax will NOT be accepted.
5. Your bid(s) should be submitted as per the following instructions, and in accordance with the Terms and Conditions of the Standard Purchase Order.
 - i. **PRICES:** The prices should be quoted CIP (as per Incoterms 2010) in the local currency Botswana Pula, including all duties attached to the sale (such as VAT, customs duties, etc.) and transport to the final destination.
 - ii. **EVALUATION AND AWARD OF PURCHASE ORDER:** Bids determined to be administratively (see Paragraph 2, 4, 5 and 6) 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 administrative and technical compliant quotation at the lowest evaluated total price.
 - iii. **VALIDITY OF THE OFFER:** Your quotation should be valid for a period of 90 days from the date of submission of quotation.
 - iv. **DOCUMENTS TO BE ATTACHED:** Valid Tax Clearance Certificate, Banking Details, Valid Trading Licence and Certificate of Incorporation, Valid VAT or Exemption Certificate.
 - v. **Delivery time and stock availability:** Bidders must indicate delivery period and stock availability.
6. The items are expected to be delivered at the address indicated in the Paragraph 3 above within **14 calendar days** from the signature of the Purchase Order/Contract. The terms and conditions of the Purchase Order are available on request prior to submission of quotations.
7. The deadline for receiving Request for clarifications is on the 14th January 2022
8. The deadline for responding to Request for clarification is 21st January 2022

9. Additional information and clarifications can be requested prior to the deadline indicated in the paragraph 7 above, from:

10. Post evaluation of technical compliance stage, the procuring entity will only provide information and guidance to the service providers who would have passed the technical compliance stage with layout designs for the production of SADC Regional Guidelines on Developing National Gender Action Plans.

Procuring entity: **SADC Secretariat**

Contact person: **Mr. Purpose Chifani**

Telephone: **+2673951863**

Fax: **+2673972848**

E-mail: tlengoasa@sadc.int; tenders@sadc.int

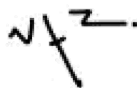
Copy; pchifani@sadc.int and kdambuza@sadc.int;

ANNEXES:

ANNEX 1: Technical Specifications

ANNEX 2: Bid Form

Sincerely,



Purpose Chifani

Ag. Senior Officer - Procurement

14th December 2021

ANNEX 1.

TERMS OF REFERENCE



LAYOUT, DESIGN and PRINTING

- Title:** Printing of SADC Regional Guidelines on Developing National Gender Action Plans (*in 3 Languages*)
- Technical evaluation criteria :** Bids which will be deemed technically compliant are the ones which will state the specifications in their bids exactly as the one stated below in the requirements and table below without deviation.
- Delivery date:** 28th February 2022
- Requirement:** One supplier to quote for layout, design and printing, suppliers must quote for all mentioned layout , design and printing failure to quote for all requirements will lead to disqualification of bid . All the 3 documents to have the same cover design, but different colour themes according to the 3 SADC colour scheme of English, French and Portuguese.

Size	26cm (H) x 19cm (W) (<i>this is NOT A4</i>) <i>A sample is available for viewing at the SADC office, CBD.</i>
Number of pages	ENGLISH: 64 pages including cover (in A4, Arial Font size12) FRENCH: 81 pages including cover (in A4, Arial, Font size12) PORTUGUESE: 73 pages including cover (in A4, Arial, Font size12)
Cover paper	13pt Matte Cover Coated
Inside pages paper	80lb Gloss text/ 32lb bond
Cover pages colour	Full colour
Inside pages colour	Full colour
Binding	Saddle stitch binding
Quantity	ENGLISH - 1,000

	FRENCH - 250 PORTUGUESE - 250 Total = 1,500 copies
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ANNEX 2. BID FORM

Technical Specification	Delivery period to SADC Secretariat in weeks from the signature of the PO	Quantity	Unit price CIP at SADC HQ	Total price CIP at SADC HQ
			<i>[insert the price]</i>	<i>[insert the price]</i>
Subtotal				
VAT				
Grand TOTAL	<i>[insert the end of all deliveries]</i>			<i>[insert the grand total price]</i>

The Procuring Entity shall grant a margin of preference in the evaluation of bids from companies from the SADC region when compared to bids from elsewhere.

The margin of Preference shall be calculated as a Maximum fifteen percent (15%) discount to the evaluated total price.

In case of a Consortium, the quality for the regional and the companies providing at least 50% of the goods offered must be from the Region.

The final Selection for the SADC Regional Guidelines on Developing National Gender Action Plans will be based on the lowest quoted price. This selection will be from those who would have passed the Technical Stage.