



PROCUREMENT OF OFFICE FURNITURE, CAMPING CHAIRS & FITTING OF SHELVING RACKS FOR SADC SECRETARIAT

REQUEST FOR BIDS (RFB) THROUGH NEGOTIATED PROCEDURE

Reference Number: SADC3/5/1/35

RFB Title: **SUPPLY AND DELIVERY OF OFFICE FURNITURE, CAMPING CHAIRS & FITTING OF
SHELVING RACKS FOR SADC SECRETARIAT**

NUMBER OF LOTS: 3

Dear Sir / Madam,

1. The SADC Secretariat is inviting highly suitable and qualified companies/firms to submit bids for **SUPPLY AND DELIVERY OF OFFICE FURNITURE, CAMPING CHAIRS & FITTING OF SHELVING RACKS FOR SADC SECRETARIAT**

Technical Specifications for SUPPLY AND DELIVERY OF OFFICE FURNITURE, CAMPING CHAIRS & FITTING OF SHELVING RACKS FOR SADC SECRETARIAT.

2. Your submission, in the PDF format (See Annex 2 to this RFB), should be submitted to the following email: furchair22@sadc.int

**And MUST be marked SADC3/5/1/35
SUPPLY AND DELIVERY OF OFFICE FURNITURE, CAMPING CHAIRS & FITTING OF
SHELVING RACKS FOR SADC SECRETARIAT.**

Attention: Mr. Purpose Chifani

3. The deadline for submission of your quotations, to the address above is **March 14th March 2022, 14:00 hours local time. Late submissions will not be accepted.**
4. All bids should be submitted in PDF format to the following email: furchair22@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(BWP), 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:** Company Profile, Valid Tax Clearance Certificate, Banking Details, Valid Trading Licence and Certificate of Incorporation, Valid VAT Certificate 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 Additional request for information and clarifications can be made, no later than 10 days prior to deadline indicated in the paragraph 4 above, from: **01st March 2022 @ 14:00 hours local time**


The deadline for responding to Request for clarification is **04th March 2022**

Procuring entity: **SADC Secretariat**
Contact person: **Mr. Purpose Chifani**
Telephone: **+2673951863**
Fax: **+2673971787**
E-mail: pchifani@sadc.int; tenders@sadc.int
Copy; hmaripe@sadc.int

ANNEXES:

ANNEX 1: Technical Specifications

ANNEX 2: Bid Form

Sincerely,

Purpose Chifani
Ag. Senior Officer - Procurement

21st February 2022

