



NEGOTIATED PROCEDURE REQUEST FOR BIDS (RFB)

Reference Number: SADC/3/5/1/28

RFB Title: SUPPLY AND DELIVERY OF WATER DISPENSERS FOR SADC SECRETARIAT

Contract Title: SUPPLY AND DELIVERY OF WATER DISPENSERS FOR SADC SECRETARIAT

LOT: 1 – SUPPLY AND DELIVERY OF WATER DISPENSERS FOR SADC SECRETARIAT

Dear Sir/Madam,

1. The SADC Secretariat is inviting highly suitable and qualified companies/firms to submit bids for Supply and delivery of water dispensers for SADC

Technical Specifications for SUPPLY AND DELIVERY OF WATER DISPENSERS FOR SADC SECRETARIAT (See detailed under Annex 1 below)

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

And **MUST** be marked SADC3/5/1/28
SUPPLY AND DELIVERY OF WATER DISPENSERS FOR SADC SECRETARIAT

Attention: Mr. Mr Purpose Chifani

3. The deadline for submission of your quotations, to the address above is **22nd February 2022 at 09:00 hours local time. Late submissions will not be accepted.**
4. All bids should be submitted to the following email: dispenser@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.:

PROCESS ID: 35177

- 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: **10th February 2022 14:00 hours local time**

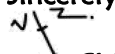
The deadline for responding to Request for clarification is **17th February 2022**

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
02th February 2022



ANNEX 1.

**MINIMUM TECHNICAL SPECIFICATIONS FOR
SUPPLY AND DELIVERY OF WATER DISPENSERS FOR SADC SECRETARIAT**

#	Description	Quantity
1.	<p>SUPPLY AND DELIVERY OF WATER DISPENSERS FOR SADC SECRETARIAT</p> <p>Specifications:</p> <ul style="list-style-type: none"> • Quantity - 20 • Free standing • Bottle Type • Hot and cold water • Compressor cooling • Adjustable thermostat for cold water • Chilling cabinet volume: 16L • Chilling cabinet cooling capacity: <10°C • Cooling Capacity: 3.0 lt/hr at 10°C • Cold Water Continuous Flow: 1.1 litres with 10 min recovery period • Heating Capacity: 5.0 lt/hr at 90°C 	20

	<ul style="list-style-type: none">• Hot Water Continuous Flow: 1.0 litres with 5 min recovery period• Ambient operation temperatures: 10°C – 38°C• Stainless steel cold tank (SS304): 3.0 liters• Stainless steel hot tank (SS304):• Cooling power consumption: 100 W• Heating power consumption: 550 W• Height: 99 cm• Depth: 36 cm• Width: 36 cm• Weight: 16 kg <p>Warranty – 1 year</p>	
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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>
<i>Subtotal 1</i>				
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 Water dispenser will be based on the lowest quoted price. This selection will be from those who would have passed the Technical Stage.

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