



## NEGOTIATION PROCEDURE REQUEST FOR BIDS (RFB)

**Reference Number: SADC/HR & A/02/2021**  
**RFB Title: DISPOSABLE SURGICAL FACEMASKS**  
**Contract Title: DISPOSABLE SURGICAL FACEMASKS**

NUMBER OF LOTS: 1

**Dear Sir/Madam,**

1. The SADC Secretariat is inviting highly suitable and qualified companies/firms to submit bids for Disposable Surgical Facemasks

### **Technical Specifications for DISPOSABLE SURGICAL FACEMASKS.**

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

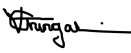
**SADC/HR & A/02/2021**  
**DISPOSABLE SURGICAL FACEMASKS.**  
**Attention: Mrs. Veronica Chingalawa**

3. The deadline for submission of your quotations, to the address above is **Friday 30<sup>th</sup> July 2021, 15:00hours local time. Late submissions will not be accepted.**
4. All bids should be submitted to the following email: [facemasks@sadc.int](mailto:facemasks@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, 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.
  - 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:
- The deadline for receiving Request for clarifications is on the 23<sup>rd</sup> July 2021
- The deadline for responding to Request for clarification is 27<sup>h</sup> July 2021
8. The procuring entity will provide information and guidance and service providers will provide layout designs for the production of photo albums for SADC Secretariat.

Procuring entity: **SADC Secretariat**  
Contact person: **Mrs. Veronica Zulu Chingalawa**  
Telephone: **+2673951863**  
Fax: **+2673972848**  
E-mail: [pchifani@sadc.int](mailto:pchifani@sadc.int); [tenders@sadc.int](mailto:tenders@sadc.int)  
**Copy; [vchingalawa@sadc.int](mailto:vchingalawa@sadc.int) and [dshibnauth@sadc.int](mailto:dshibnauth@sadc.int);**

**ANNEXES:**  
**ANNEX 1: Technical Specifications**  
**ANNEX 2: Bid Form**

 Sincerely,

**Veronica Zulu Chingalawa**  
**Ag. Senior Officer - Procurement**  
16<sup>th</sup> July 2021

## ANNEX 1.

## TECHNICAL SPECIFICATIONS FOR THE DISPOSABLE SURGICAL FACEMASKS



#	Description	Quantity
1.	<p><b>Boxes of Disposable Protective Facemasks (Minimum Technical Specification)</b></p> <p>The facemasks must be in a sealed plastic wrap in the boxes. Each box must contain 50 facemasks.</p> <p><b>1. Quality of Facemasks</b></p> <ul style="list-style-type: none"> <li>- Disposable surgical blue facemasks</li> <li>- 3-ply surgical facemasks</li> <li>- Triple filter Healthy breathing</li> <li>- Inner and Outer layer non-woven fabric</li> <li>- Middle melting cloth</li> <li>- Barrier droplets, Breathable and Anti-dust</li> </ul>	800 Boxes

	<b>2. Quantity</b>	
	Requirement: 800 Boxes containing 50 disposable facemasks each (40,000 facemasks)	

**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>
<b>Subtotal</b>				
<b>Grand TOTAL</b>	<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 services offered must be from the Region.

**The final Selection for the Disposable Surgical facemasks will be based on the lowest quoted price. This selection will be from those who would have passed the Technical Stage.**