



NEGOTIATION PROCEDURE REQUEST FOR BIDS (RFB)

Reference Number: : *SADC/3/5/2/64*

RFB Title: Procurement of printing services for printing SADC Regional Multi-Dimensional Women's Economic Empowerment Programme 2020-2030 (*in 3 Languages*)

Contract Title: *Printing of Gender action plan Material*

1. **SADC Secretariat** is inviting companies to submit a bids for the Supply of the following items

Requirement: *One supplier to quote for layout, design and printing. 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.*

<i>Size</i>	<i>26cm (H) x 19cm (W)</i> <i>A sample is available for viewing at the SADC office, CBD.</i>
<i>Number of pages</i>	<i>ENGLISH: 70 pages inclu. cover (in A4, Arial, Font size12)</i> <i>FRENCH: 82 pages inclu. cover (in A4, Arial, Font size12)</i> <i>PORTUGUESE: 82 pages inclu. cover (in A4, Calibri, Font size12)</i>
<i>Cover paper</i>	<i>13pt Matte Cover Coated</i>
<i>Inside pages paper</i>	<i>80lb Gloss text/ 32lb bond</i>
<i>Cover pages colour</i>	<i>Full colour</i>
<i>Inside pages colour</i>	<i>Full colour</i>
<i>Binding</i>	<i>Saddle stitch binding</i>

<i>Quantity</i>	<i>ENGLISH - 1,250</i> <i>FRENCH - 250</i> <i>PORTUGUESE - 250</i> <i>Total = 1,750 copies</i>
-----------------	---

2. You should send only **one quotation** for this requirement.
3. Your **quotation** should be addressed to this email: Procurement Unit
4. Quotations should be sent to: printing@sadc.int
Cc: tlengoasa@sadc.int; kdambuza@sadc.int; tenders@sadc.int
5. The deadline for submission of your quotation to the email addresses indicated in Paragraph 4 above is: **27th January 2021; 15:00hrs**
6. Your quotation should be submitted as per the following instructions, and in accordance with the Terms and Conditions of the Standard Purchase Order for SADC which is available on request.
 - (i) PRICES: The prices should be convertible to the local Pula currency (Include exchange rate to Pula if using foreign currency), including all duties attached to the sale of the *goods* (such as VAT, customs duties, etc) and transport to the final destination.
 - (ii) EVALUATION AND AWARD OF PURCHASE ORDER: Quotes determined to be administrative (see Paragraph 1,2,3,4 and 5 and technically compliant to the requirements will be evaluated by comparison of their prices. The award will be made to the bidder offering an administratively and technically compliant quotation at the lowest total price.
The bidders should submit certificate of incorporation , Traders licence PPAD certificate , Tax clearance or VAT certificates.
 - (iv) VALIDITY OF THE OFFER: Your quotations should be valid for a period of 30 days from the date of deadline for submission of quotation indicated in Paragraph 5 above.

Reference Number: **SADC/3/5/2/64**

7. The printed documents are expected to be delivered within 2weeks from the signature of the Purchase Order.

Deadline for clarifications is **18th January 2021** and responses will be provided on the **24th January 2021**.

9. Minimum of three references from the clients where similar goods has been supplied.



Specifications for Layout, Design and Printing

Title: SADC Regional Multi-Dimensional Women’s Economic Empowerment Programme 2020-2030 (in 3 Languages)

Delivery date: 26th February 2021

Requirement: One supplier to quote for layout, design and printing. 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>A sample is available for viewing at the SADC office, CBD.</i>
Number of pages	ENGLISH: 70 pages inclu. cover (in A4, Arial, Font size12) FRENCH: 82 pages inclu. cover (in A4, Arial, Font size12) PORTUGUESE: 82 pages inclu. cover (in A4, Calibri, 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 - 1,250 FRENCH - 250

	PORTUGUESE - 250 Total = 1,750 copies
--	---

Bidders are required to quote for all items.

Financial proposal Template

QTY	Description	Unit Price	Total
Subtotal			
VAT			
Total			