



## **REQUEST FOR BIDS (RFB) THROUGH NEGOTIATED PROCEDURE**

**Reference Number: SADC/HR & A/09/09/2021**

**RFB Title: PROCUREMENT OF INTERPRETATION EQUIPMENT**

**Contract Title: PROCUREMENT OF INTERPRETATION EQUIPMENT**

**NUMBER OF LOTS: 1**

Dear Sir/Madam,

1. The SADC Secretariat invites proposals to provide the following goods:

**PROCUREMENT OF INTERPRETATION EQUIPMENT.**

More details on the goods are provided in the attached Terms of Reference. Bidders must quote for all items in a lot and the total price should be expressed per Lot and failure to quote all the items will lead to automatic disqualification.

**Technical Specifications for Procurement of Interpretation Equipment.**  
(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: [equipment21@sadc.int](mailto:equipment21@sadc.int) bearing the Lot Number and subject title you have quoted for;

**SADC/HR & A/09/09/2021**  
**PROCUREMENT OF INTERPRETATION EQUIPMENT**  
**Attention: Mr. Purpose Chifani**

3. The deadline for submission of your quotations, to the address above is **Thursday 30th September 2021, 15:00hours local time. Late submissions will not be considered**
4. All bids should be submitted to the following email: [equipment21@sadc.int](mailto:equipment21@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(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 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 VAT Certificate, Valid Tax Clearance Certificate, 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 15<sup>th</sup> September 2021

The deadline for responding to Request for clarification is 19<sup>th</sup> September 2021

Procuring entity: **SADC Secretariat**

Contact person: **Mr. Purpose Chifani**

Telephone: **+2673951863**

Fax: **+2673972848**

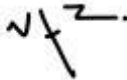
E-mail: [pchifani@sadc.int](mailto:pchifani@sadc.int); [tenders@sadc.int](mailto:tenders@sadc.int)

**Copy; [eliwimbi@sadc.int](mailto:eliwimbi@sadc.int) and [javeloson@sadc.int](mailto:javeloson@sadc.int);**

**ANNEXES:**

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

**Sincerely,**



Purpose Chifani  
**Ag. Senior Officer - Procurement**  
3<sup>rd</sup> September 2021

## ANNEX 1

### TECHNICAL SPECIFICATION FOR PROCUREMENT OF INTERPRETATION EQUIPMENT

#	Description	Qty
1.	- DCN-CCU2 Control Unit	3
2.	- DCN-IDESK-L Interpreters Desk	6
3.	- DCN - MICI Pluggable Microphone, SHORT, Sliver	6
4.	- DCN-MICS-D Pluggable Microphones, short, black	68
5.	- DCN-EPS System Expansion Unit	3
6.	- DCN-DS Discussion Device with short Microphones	68
7.	- LBB4116/10 System Extension Cable, 10m	10
8.	- LBB4416/02 Network Cable assembly, 8m	1
9.	- Rechargeable Batteries AA (Pack of 10)	17
10.	- Interpretation extension cable 2 m	4
11.	- Interpretation extension connector female	6
12.	- Mic cable extension 10m	4
13.	- Mic cable extension 5m	10
14.	- Interpretation extension 35m	1
15.	- Interpretation extension 10m	1
16.	- LBB9095/30 Interpreters Headsets Sponges	3 Pairs
17.	- LBB 3443 Bosch Headsets Sponges	82 Pairs

**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><i>Subtotal</i></b>				
<b><i>VAT</i></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 goods offered must be from the Region.

**The final Selection for the for the procurement of Interpretation Equipment will be based on the lowest quoted price. This selection will be from those who would have passed the Technical Stage.**