



NEGOTIATION PROCEDURE REQUEST FOR BIDS (RFB) THROUGH OPEN BIDDING METHOD

Reference Number: SADC/DRR/01/2021

RFB Title: PROVISION OF PROMOTIONAL AND VISIBILITY MATERIALS

Contract Title: PROVISION OF PROMOTIONAL AND VISIBILITY MATERIALS

Dear Sir/Madam,

1. The SADC Secretariat is inviting highly suitable and qualified companies/firms to submit bids for Provision of promotional and visibility materials.

Technical Specifications for Provision promotional visibility materials.
(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: drmaterials@sadc.int

SADC/DRR/01/2021

PROVISION OF PROMOTIONAL AND VISIBILITY MATERIALS

Attention: Mrs. Veronica Chingalawa

3. The deadline for submission of your quotations, to the address above is **Tuesday 9th March 2021, 15:00hours local time. Late submissions will not be considered**
4. All bids should be submitted to the following email: drmaterials@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.

Chingalawa

- 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:
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.

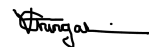
Procuring entity: **SADC Secretariat**
Contact person: **Mrs. Veronica Zulu Chingalawa**
Telephone: +2673951863
Fax: +2673972848
E-mail: pchifani@sadc.int; tenders@sadc.int
Copy; vchingalawa@sadc.int and ndlamini@sadc.int;

ANNEXES:

ANNEX 1: Technical Specifications

ANNEX 2: Bid Form

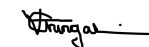
Sincerely,




Veronica Zulu Chingalawa
Ag. Senior Officer - Procurement
16th February 2021

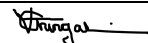
ANNEX 1.

TECHNICAL SPECIFICATIONS FOR PROVISION OF PROMOTIONAL AND VISIBILITY MATERIALS

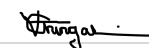
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Item	Description	Quantity
Polybag : Sleeping bag + liner	Sleeping bag (1pc) with stuff sack. Material: polyester shell, filling: 100% polyester, lining: 100% nylon. With anti-bacterial / anti-mosquito and anti-bed bug treatment. 1 external pocket on front, 2 internal pockets Care label sewn inside. Color: navy blue or dark Size: sleeping bag = approx.210cmx80cm/50cm - stuff sack approx.40cmx20cm Weight: max.1.4 kg	50
Rechargeable solar LED light bulb		50
Insect repellent	Insect repellent (1pc) <ul style="list-style-type: none"> • Effective to fight off mosquitoes, ticks, gnats, fleas and blackflies. • Waterproof • 100ml, non aerosol pump spray bottle • Organic formula, no animal products, to last 5 to 8 hours, non-staining 	50
First Aid Kit	First aid kit, 1 pc to include: <ul style="list-style-type: none"> • plasters in a variety of different sizes and shapes • small, medium and large sterile gauze dressings • at least 2 sterile eye dressings • triangular bandages • crêpe rolled bandages • safety pins • disposable sterile gloves • tweezers • scissors • alcohol-free cleansing wipes • sticky tape • thermometer (preferably digital) • skin rash cream, such as hydrocortisone or calendula • cream or spray to relieve insect bites and stings • antiseptic cream • painkillers such as paracetamol, aspirin or ibuprofen • cough medicine • antihistamine cream or tablets 	50



	<ul style="list-style-type: none"> • distilled water for cleaning wounds • eye wash and eye bath 	
Surgical Face Masks	Face mask 1pc Ten in each pocket	50
Drinking Bottle with Filter	Drinking Bottle with Filter (1pc) - One Plastic drinking bottle with integrated carbon water filter. Capacity: 1 L to 1.5 L (approx 0.5 to 0.7L less filter cartridge) Size: approx. 26.5cm x 8 cm. - 3-layer virupur filter (absorbs viruses and small particles) - Fiberglass prefilter (removes bacteria and protozoa and larger particles >0.3 microns) - Carbon filter (eliminates odors and improves taste of water)	50
Utility Backpack	Utility Backpack (1pc) Material : main fabric 100% Polyester / Straps 100% Nylon <ul style="list-style-type: none"> • One large storage compartment • One front accessories compartment • Two side pockets • Inner laptop pocket • Skateboard carrying straps • Outer storage front pockets Size : approx. 48 x 34 x 18 cm	50
All weather Jacket	All-weather Jacket (1pc) Waterproof and breathable, coated polyester, microfibre, windproof Fabric, taped seams, Part mesh, part polyamide lined, concealed hood with adjuster, 2 zipped intern chest pockets with mesh venting, 2 warm lined lower pockets, 1 external chest pocket Printed white SADC logo, "SADC Emergency Response Team", at the back (cm 29x13cm) Printed white SADC logo, on left chest (9x7.5cm) Colour: Navy blue	50
Golf t-shirt	Golf shirt (1pc) SADC T-shirts Short-sleeve, with one heart pocket, 3 buttons. Fabric: 100% cotton, quality minimum: 220 gsm Color: SADC blue Embroidered logo on heart pocket: SDAC logo SADC Emergency Response Team", at the back (cm 29x13cm)	50
Whistle	1 pc 	50

This is our minimum Technical Specification, The Artwork /design in the form of an electronic version of the DRR Promotional and Visibility materials should be made available only to Technically Compliant prospective bidders.



**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>				
Grand TOTAL	<i>[insert the end of all deliveries]</i>			<i>[insert the grand total price]</i>

Once corrections or adjustments have been applied, the Financial Proposal shall be adjusted with the Regional Preference.

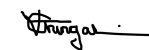
[Signature]

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 provision of DRR promotional and visibility materials 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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