



REQUEST FOR QUOTATIONS (RFQ)

Reference Number: SADC/PROMO/01/2014

Request for Quotations Title: PROMOTIONAL MATERIALS

Number of Lots: **8**

1. **SADC Secretariat** is inviting your company to submit a quotation for the Supply and Delivery of Various Promotional Items.

Lot N°	Item N°	Project	Description	Qty
1 Badges	a	PRU	SADC Lapel Badges	1000

2 Shirts & Caps	a	PRU	“Outback” shirts	200
	b	Cl. Change	Golf T-shirts	100
	c	REIS	Golf T-shirts	655
	d	Cl. Change	Caps	100

3 USB pen drives	a	Cl.Change	2 Gb USB	100
	b	REIS	2 Gb USB	700

4 Pens	a	PRU	Pens	50
	b	PRU	Pencils	50
	c	PRU	Business Card holder	50
	d	PRU	4 Gb USB.	50
	e	Cl.Change	Pens	1000

5 Banners	a	REIS	Pull Up Banner Overall message	9
	b	Cl. Change	Vinyl banner	1
	c	Cl. Change	'Tempo' Cloth banner	6
	d	Cl. Change	Pull-up banner	2

6 Printing	a	REIS	Leaflets	4000
	b	REIS	Wall Calendars 2015	855

7 Bags & Folders	a	Cl. Change	Conference bags	100
	b	REIS	Conference folders	540
	c	PRU	'Latitude' Trolley bag	100

8 Others	a	REIS	Desktop pen set with clock	160
	b	REIS	Lanyards	655
	c	REIS	Business card holders	115
	d	PRU	Business card holders	50
	e	REIS	CDs	89
	f	REIS	Coffee Mugs	220

The minimum technical specifications for the items are attached as Annex 1 to the attached Request For Quotation Document.

2. You can only send one quotation for this requirement.

3. Your quotation, in the required format (**See Annex 2 to this RFQ**), should be submitted in a sealed envelope , addressed to:

Promotional Materials
Head – Procurement unit
SADC Secretariat
Plot 54385 CBD
Gaborone

Botswana

and be dropped in the Tender Box situated at the reception of the above address.

4. The deadline for submission of your quotation, to the address indicated in Paragraph 3 is: **28 February 2014; 14:30 pm.**

5. Quotations by Fax or E-mail *are not* acceptable.

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 quoted in the local 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: Quotations determined to be administrative (see Paragraph 2,3,4,5 and 6) and technically compliant to the requirements will be evaluated by comparison of their prices per lot (defined as above). The award will be made to the bidder offering an administratively and technically compliant quotation at the lowest total price for each lot separately.

Bidders can indicate a discount to be applied when more than one lot is awarded to them.

The discounts should be indicated for award values of:

- 1/3 or more of the total bid price but less than 2/3
- 2/3 or more of the total bid value.

(iv) VALIDITY OF THE OFFER: Your quotation should be valid for a period of 90 days from the date of deadline for submission of quotation indicated in Paragraph 4 above.

8. The *goods* are expected to be delivered at the address indicated below within 21 *days* from the signature of the Purchase Order.

9. Additional information and clarifications can be requested **in writing**, no later than 5 working days prior to deadline indicated in the paragraph 4 above, from:

Procuring entity: *SADC Secretariat*

Contact person: *Mr Ted Luka*

Telephone: 3951863

Fax: 3972848

E-mail: tluka@sadc.int;

ANNEXES:

ANNEX 1: Technical Specifications

ANNEX 2: Quotation Form

Sincerely,

Name: *Ted Peter Luka*

Title: *Procurement Officer*

Date: *20 February 2014*