



**OPEN BIDDING PROCEDURE  
REQUEST FOR PROPOSALS (RFP)**

**Reference Number: SADC/HR&A/10/2020**

**REQUEST FOR PROPOSALS TITLE: REQUEST FOR RELOCATION RATES FROM VARIOUS SADC MEMBER STATES TO GABORONE, BOTSWANA AND FROM GABORONE BOTSWANA BACK TO MEMBER STATES CITIES**

Number of Lots: 2

**SADC Secretariat** is inviting reputable moving or relocation companies with relevant trading Licences to submit rates for relocation of household goods as follows;

Lot 1 from various SADC member states cities to Gaborone on 20ft and 40ft containers respectively See annex 1

Lot 2 From Gaborone, Botswana to various SADC Members on 20ft and 40ft containers respectively. See Annex 2 as detailed below;

City of Origin	Destination City	20ft Container	40ft Container
----------------	------------------	----------------	----------------

1. Bidders are being requested to quote for ALL items specified to be considered responsive. ***Bidders must complete Annexes 1 and 2***
2. The rates should be inclusive of packaging materials, loading and offloading services
3. Insurance of goods MUST be quoted separate
4. Your submission, in the required format (See Annex 1 & 2 to this RFP), should be addressed to: [relocationrates2020@sadc.int](mailto:relocationrates2020@sadc.int) and labelled “**SADC/HR&A/08/2020 - REQUEST FOR RELOCATION RATES FROM VARIOUS SADC MEMBER STATES TO GABORONE, BOTSWANA AND FROM GABORONE BOTSWANA BACK TO MEMBER STATES CITIES**”, and addressed to **Attention: Mrs. Veronica Chingalawa**
5. The deadline for submission of your quotations, to the address above is **27<sup>th</sup> October 2020, 15:00hours local time**

Late Bids will be rejected and quotations by fax **will not** be accepted.

Bids will be opened immediately after closing.

6. Your bids should be submitted as per the following instructions;

- (i) **PRICES:** The prices should be quoted in the **US Dollars** including all duties (such as VAT, customs duties, etc.) and transport is from SADC Secretariat Headquarters, Gaborone, Botswana and also from Gaborone Botswana back to various member States.
- (ii) **SUBMISSION OF MANDATORY DOCUMENTS:** Bids should be accompanied by the following documents: **Company profile, valid copies of Certificate of Incorporation, Trading License, Tax Clearance, RELEVANT Certificate of Registration with Government Public Procurement and Disposal Regulating Authority, Banking Details, VAT certificates**
- (iii) **EVALUATION AND AWARD OF PURCHASE ORDER:** Bids determined to be administrative (see Paragraph 1,2,3,4,5 and 6) and technically compliant to the requirements will be evaluated by comparison of their rates per each type of container (defined as above). The award will be made to the bidder offering an administratively and technically compliant rates per each type of container.
- (iv) **VALIDITY OF THE OFFER:** Your bids should be valid for a period of 120 days from the date of deadline for submission of bids indicated in Paragraph 5 above and SADC **will not** bear any cost in relation to the request for relocation rates.

7. The **deadline for receiving clarification is on the 21st of October 2020**

8. Additional information and clarifications can be requested prior to deadline indicated in the paragraph 7 above, from:

Procuring entity: **SADC Secretariat**

Contact person: **Isaac Moatshe**

Telephone: +267 3951863

Fax: +267 3972848

Email: [tenders@sadc.int](mailto:tenders@sadc.int) and [imoatshe@sadc.int](mailto:imoatshe@sadc.int)

with a copy to [vchingalawa@sadc.int](mailto:vchingalawa@sadc.int) and [frandrianiaina@sadc.int](mailto:frandrianiaina@sadc.int)

Yours Sincerely,

---

**V Chingalawa**

**Head of Procurement**

**14<sup>th</sup> October 2020**

**Annex 1 REQUEST FOR RELOCATION RATES FROM VARIOUS SADC MEMBER STATES TO GABORONE, BOTSWANA AND FROM GABORONE BOTSWANA BACK TO MEMBER STATES CITIES**

Luanda, Angola	Gaborone, Botswana		
Moroni, Comoros	Gaborone, Botswana		
Kinsasha, DRC	Gaborone, Botswana		
Maseru, Lesotho	Gaborone, Botswana		
Antananarivo, Madagascar	Gaborone, Botswana		
Lilongwe, Malawi	Gaborone, Botswana		
Port Louis, Mauritius	Gaborone, Botswana		
Maputo, Mozambique	Gaborone, Botswana		
Windhoek, Namibia	Gaborone, Botswana		
Mahe/Victoria, Seychelles	Gaborone, Botswana		
Pretoria, South Africa	Gaborone, Botswana		

Mbabane, Eswatini	Gaborone, Botswana	
Dar es Salaam, Tanzania	Gaborone, Botswana	
Lusaka, Zambia	Gaborone, Botswana	
Harare, Zimbabwe	Gaborone, Botswana	

Annex 2

REQUEST FOR RELOCATION RATES FROM VARIOUS SADC MEMBER STATES TO GABORONE, BOTSWANA AND FROM GABORONE BOTSWANA BACK TO MEMBER STATES CITIES

Gaborone, Botswana	Luanda, Angola	
Gaborone, Botswana	Moroni, Comoros	
Gaborone, Botswana	Kinsasha, DRC	
Gaborone, Botswana	Maseru, Lesotho	
Gaborone, Botswana	Antananarivo, Madagascar	
Gaborone, Botswana	Lilongwe, Malawi	
Gaborone, Botswana	Port Louis, Mauritius	

Mbabane, Eswatini	Maputo, Mozambique		
Gaborone, Botswana	Windhoek, Namibia		
Gaborone, Botswana	Mahe/Victoria, Seychelles		
Gaborone, Botswana	Pretoria, South Africa		
Gaborone, Botswana	Gaborone, Botswana		
Gaborone, Botswana	Dar es Salaam, Tanzania		
Gaborone, Botswana	Lusaka, Zambia		
Gaborone, Botswana	Harare, Zimbabwe		