

Reference Number: SADC/ICT/06/2020



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Title: SUPPLY OF INTERNET SERVICE

Number of Lots: 1

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

Lot 1: Provision of Internet Services (Authorised Internet Service Provider. Attach evidence)

Lot N°	Item N°	Project	Description	Qty
1	a	ICT Unit	Installation of Internet Connectivity	1
	b		Configuration and Commissioning of Internet Connectivity	1
	c		Provision of Internet Services	1

Lot 2: SUPPLY OF ICT EQUIPMENT – DESKTOP COMPUTERS

Lot N°	Item N°	Project	Description	Qty
2	d	ICT Unit	Desktop Computer set (with monitor, keyboard, mouse and preinstalled windows 10). The computer set must	4

			meet the following minimum requirements: <ul style="list-style-type: none">• 8GB RAM• At least 500GB• Intel i5 processor• 21 inch Monitor• USB Keyboard• USB mouse• At least 1 year warranty	
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2. You should send only **one bid** for this requirement. Bid for any lot but include ALL items in that lot. (**Total each Lot separately. Refer to annex 1 for quotation format**).
Important : Include relevant documentation below:

1. **The Certificate of Incorporation**
2. **The Trading License**
3. **Valid Tax Clearance Certificate**
4. **The PPADB Certificate**
5. **Banking details**
6. **Company Profile**
7. **Provide Minimum of two references from previous clients where similar service/products have been supplied.**

Failure to submit any of the above documents will lead into automatic disqualification.

3. Your **bid** should be titled as shown below and addressed to:

SUPPLY OF INTERNET SERVICE AND COMPUTERS

*Head – Procurement unit
SADC Secretariat
Plot 54385 CBD*

Gaborone
BOTSWANA

Late submissions and faxed quotations will not be accepted.

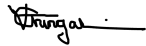
4. Bids should be registered via email to the following email address:polycom2020@sadc.int.
5. The deadline for submission of your bids, to the email addresses indicated in Paragraph 4 is: **9th December 2020; 15:00hrs.**
6. Your bids should be submitted as per the following instructions, and in accordance 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:** Bids determined to be administrative (see Paragraph 2,3,4 and 5 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 the lot.
 - (iv) **VALIDITY OF THE OFFER:** Your Bid should be valid for a period of 90 days from the date of deadline for submission of quotation indicated in Paragraph 4 above.
7. The Internet services are expected to be delivered within **3weeks** from the signature of the Purchase Order. Hardware equipment are expected within 8 weeks from date of purchase order.

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8. Additional information and clarifications can be requested **in writing**, via email addresses below no later than 27th November 2020; 16:00hrs.

Email: pchifani@sadc.int; cc: clungu@sadc.int; anguni@sadc.int; during working hours.

Sincerely,



Name: Veronica Zulu Chingalawa

Title: Acting Senior Procurement Officer

Date: 18th November 2020

ANNEX 1

LOT 1

Provision of Dedicated Internet Services

TECHNICAL SPECIFICATIONS FOR SUPPLY AND INSTALLATION OF DEDICATED INTERNET SERVICES		
Specifications	SADC Requirement	Supplier Compliance
New Installation	Yes	
Bandwidth (Mbps)	20	
Quantity	1	
Location	SADC Secretariat HQ	
Description	One primary Fibre Internet link for the exclusive use of the SADC Secretariat at Sebele satellite office with the same capacity standby wireless backup link and automatic failover configured between the two. Availability of internet 24/7	
DNS Services	Yes	
Public IP Address	Two (2) Public IP Addresses	
Contention Ratio	1:1	
Technical Support	24 x 7	

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Customer Care	Provide two corporate customer references with contact details.	
Contract Duration	24 Months	
Reporting and Monitoring	Provide monthly network usage and availability reports, with the SADC Secretariat having Access to the monitoring system	

Lot 2: SUPPLY OF ICT EQUIPMENT – DESKTOP COMPUTERS

TECHNICAL SPECIFICATIONS FOR DESK TOP COMPUTERS		
Specifications	SADC Requirement	Supplier Compliance
New Equipment	Yes	
Quantity	4	
Description	Desktop Computer set (with monitor, keyboard, mouse and preinstalled windows 10). The computer set must meet the following minimum requirements: <ul style="list-style-type: none"> • 8GB RAM • At least 500GB • Intel i5 processor • 21 inch Monitor • USB Keyboard • USB mouse • At least 1 year warranty 	

**ANNEX 2.
FINANCIAL SPECIFICATION**

Financial 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>