



REQUEST FOR QUOTATIONS (RFQ)

Reference Number: SADC/PROMO/ICDP/01/2015

Request for Quotations Title: *SUPPLY AND DELIVERY OF ICDP PROMOTIONAL MATERIALS*

Number of Lots: **2**

Number of Items: 13

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

LOT 1: Supply and Delivery of various Promotional Materials

Item	Item N°	Description	Qty
1. Business Card Holders	1a	Executive	200
	1b	Normal	250
2. Pens	2a	Carton	1000
	2b	Executive	200
3. USB pen drives	3	8 Gb Twist	200
4. Lapel Badges	4		200
5. Lanyards	5		250
6. Executive folders	6a	Leather	100
	6b	Bonded	200
7. Notepads A5	7		250
8. Notepads A4	8		200
9. Golf T-shirts	9		200
10. Caps	10		200
11. Men's ties	11	Silk	200
12. Ladies scarves	12	Silk	200
13. CDs	13		200

LOT 2: Supply and Delivery of various Promotional Materials

Item	Item N°	Description	Qty
1. Business Card Holders	1a	Executive	200
	1b	Normal	500
2. Pens	2a	Carton	2000
	2b	Executive	200
3. USB pen drives	3	8 Gb Twist	400
4. Lapel Badges	4		400
5. Lanyards	5		500
6. Executive folders	6a	Leather	100
	6b	Bonded	200
7. Notepads A5	7		500
8. Notepads A4	8		400
9. Golf T-shirts	9		400
10. Caps	10		400
11. Men's ties	11	Silk	200
12. Ladies scarves	12	Silk	200
13. CDs	13		400

The minimum technical specifications for the items are attached as Annex 1 to this RFQ.

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, and 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: **Friday, 27th February 2015; 14:30hrs**

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 item (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.
 - (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 **14 calendar days** from the signature of the Purchase Order.
9. Additional information and clarifications can be requested **in writing**, no later than 3 working days prior to deadline indicated in the paragraph 4 above, from:

Procuring entity: *SADC Secretariat*
Contact person: *Mr Gift Mike Gwaza*
Telephone: 3951863
Fax: 3972848
E-mail: ggwaza@sadc.int

ANNEXES:

ANNEX 1: Technical Specifications

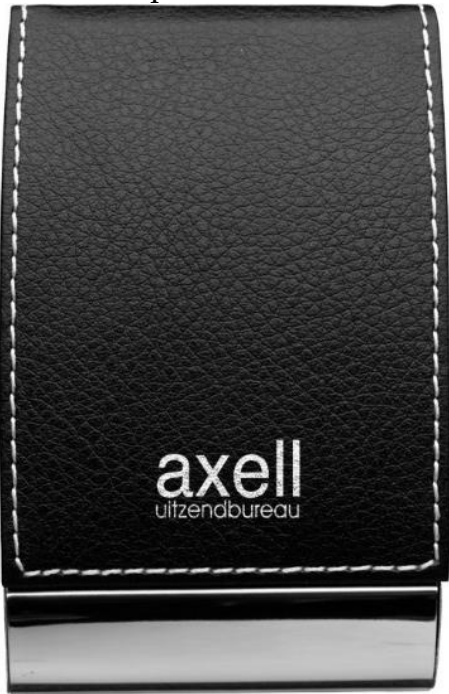

ANNEX 2: Quotation Form

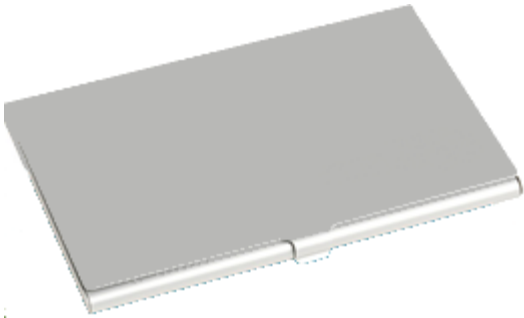

Sincerely,


A handwritten signature in black ink, appearing to read 'Wazwa' with a large, stylized loop and a long horizontal stroke extending to the right.



Name: *Gift Mike Gwaza*
Title: *Procurement Officer*
Date: *18th February 2015*


A. TECHNICAL SPECIFICATIONS

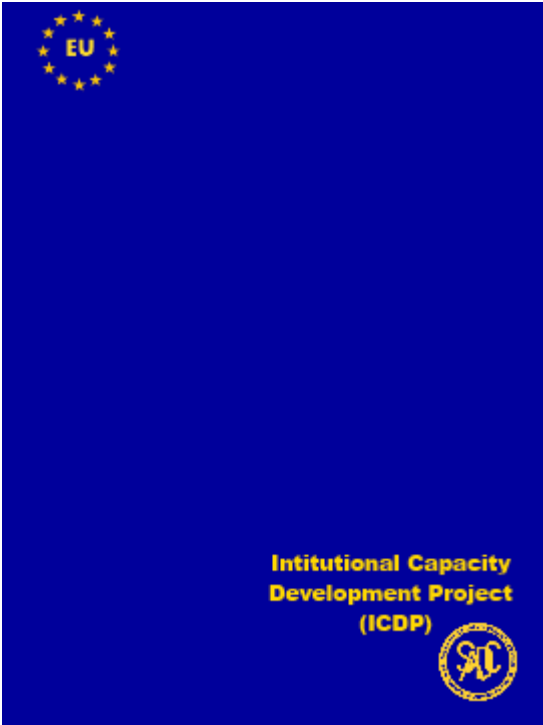
Item N°	Description	Qty
1a	<p><u>Executive Business Card Holders</u></p> <p><u>Material:</u> Aluminum with leather like top cover.</p> <p><u>Minimal Size:</u> The holder must accept at least 20 business cards with minimum size of 90 x 55 mm.</p> <p><u>Color of top cover:</u> Dark Blue</p> <div style="display: flex; justify-content: space-around; align-items: center;">   </div> <div style="text-align: center; margin-top: 20px;">  </div>	Refer to the Lots


Item N°	Description	Qty
	<p>(*) Pictures are indicative only. (**) Landscape design is also acceptable</p> <p>The top cover will carry the following logo's in gold color on the blue background:</p> <ul style="list-style-type: none"> • SADC logo in the top left corner • EU logo in the bottom right corner • ICDP logo centered <p>The design must be approved by the Secretariat before starting final production.</p> <p>Warranty: Not applicable</p>	
1b	<p>Aluminium Business Card Holders <u>Material:</u> Aluminum. <u>Minimal Size:</u> The holder must accept at least 20 business cards with minimum size of 90 x 55 mm. <u>Color:</u> Silver or plain aluminium</p>  <p>(*) Picture is indicative only. The top cover will carry the logo's as described in item 1a but in blue colour (instead of gold) on the silver background. The design must be approved by the Secretariat before starting final production.</p> <p>Warranty: Not applicable</p>	Refer to the Lots
2a	<p>Bamboo Pens <u>Material:</u> Bamboo or Carton <u>Ink Colour:</u> Blue Easy writing and not leaking. <u>Ball point:</u> Fine Replaceable ink cartridge</p>  <p>(*) Picture is indicative only. The pens will carry the 3 logos in blue color. All logos will have equal height. Width will remain proportional to the height.</p>	Refer to the Lots



Item N°	Description	Qty
	<p>Precise art work can be decided upon signature of the contract. The design must be approved by the Secretariat before starting final production.</p> <p>Warranty: Not applicable</p>	
2b	<p>Executive pens</p>  <p>Parker Roller Ball or equivalent <u>Ink Colour:</u> Blue <u>Pen colour:</u> Blue or Silver (See below) Easy writing and not leaking. <u>Ball point:</u> Fine Replaceable ink cartridge</p> <p><i>If possible, the pens will have a dark blue colour and engraving of the logos in gold. If that is not possible, engraving can be silver colour. Only as a last option, pens can be silver and logos printed on them in dark blue.</i></p> <p>All logos will have equal height. Width will remain proportional to the height. Precise art work can be decided upon signature of the contract. <u>Packaging:</u> Each pen shall be individually packed in a gift box.</p> <p>The design must be approved by the Secretariat before starting final production.</p> <p>Warranty: Not applicable</p>	Refer to the Lots
3	<p>USB <u>Capacity:</u> 8 Gb <u>Model:</u> Twist</p>	Refer to the Lots

Item N°	Description	Qty
	 <p>Colour of the twist cover: Silver or Blue</p> <p>The pens will carry the 3 logos in blue color on silver (or Alu) background or gold color on blue background.</p> <p>All logos will have equal height. Width will remain proportional to the height.</p> <p>Precise art work can be decided upon signature of the contract.</p> <p>The design must be approved by the Secretariat before starting final production.</p> <p>Warranty: Not applicable</p>	
4	<p>Lapel Badges</p>  <p>The badge will carry the EU flag (Gold stars embossed on blue background) on one side and the SADC logo (Green circle with gold SADC logo embossed, all on a blue background) on the other side.</p> <p>The ICDP logo will be distinctively visible on top, in the middle of the badge or below the flags.</p> <p><u>Total width</u>: 35 mm approx.</p> <p><u>Total height</u>: 20 mm approx.</p> <p><u>Fastening</u>: Military</p>	Refer to the Lots

Item N°	Description	Qty
	<p>The proposal needs to contain proposed artwork but precise art work can be decided upon signature of the contract.</p> <p>The design must be approved by the Secretariat before starting final production.</p> <p>Warranty: Not applicable</p> <p>(*) All pictures are indicative only.</p>	
5	<p>Lanyards Width: approx. 20 mm Length: 1000 mm approx... With detachable piece Each lanyard will also have With safety lock system. Material: Petersham Color: Blue</p>  <p>The lanyards will carry the 3 logos embroidered in gold color on the blue background repeated over the length of the lanyard. All logos will have equal height. Width will remain proportional to the height.</p> <p>Precise art work can be decided upon signature of the contract.</p> <p>The design must be approved by the Secretariat before starting final production.</p> <p>Warranty: Not applicable</p>	Refer to the Lots
6a	<p>Executive folders <u>Material:</u> genuine leather <u>Color:</u> Preferably Dark Blue. Black or Grey are permitted. <u>The folder should have at least space for:</u></p> <ul style="list-style-type: none"> • A4 writing pad which can be fixed in the folder. • Pen holder(s) • Credit card spaces 	Refer to the Lots

Item N°	Description	Qty
	<ul style="list-style-type: none"> • Pouch with zipper • At least one other pouch without zipper  <p>The folders will carry the 2 logos and the name of the program in gold color. The EU logo is printed on the top left corner and the SADC logo in the bottom right corner.</p> <p>The 2 logos will have equal height (Diameter approx.40 mm) and the name of the project will be printed in Gold font above and slightly to the left of the SADC logo.</p> <p>Precise art work can be decided upon signature of the contract.</p> <p>(*) All pictures are indicative only.</p>  <p>The design must be approved by the Secretariat before starting final production.</p> <p>Warranty: Not applicable</p>	

Item N°	Description	Qty
6b	<p>Executive folders As above but material is “Bonded” leather</p>  <p>(*) All pictures are indicative only.</p> <p>The design must be approved by the Secretariat before starting final production.</p> <p>Warranty: Not applicable</p>	Refer to the Lots
7	<p>Note pads A5 <u>Size:</u> A5 <u>Paper quality:</u> white, 80 g/m² Number of pages: 100 Lined at a distance of approx.. 6mm SADC logo in top left corner, EU logo in top right corner and ICDP logo in the middle (top of the page) In addition the text “Date” and “Subject” will be printed on each sheet. A layout will be provided to successful bidder The cover page of each block will have the same layout as the executive folders in item 5.</p>	Refer to the Lots
8	<p>Note pads A4 As above but A4 size</p>	Refer to the Lots

Item N°	Description	Qty
9a	<p>Golf T-shirts 2 colour: blue and white Size: XXL Quality : Polycotton 180 gms Oxford weave The SADC logo will be embroidered on the left top side of the shirt, the EU logo on the right top side. The ICDP logo will be embroidered under both other logos. Color of embroidery: white and gold logo Height of the SADC and EU logos: approx 40 mm Height of the ICDP logo: 100 mm</p>  <p>Packaging: Each shirt will be individually packed or wrapped. Shirts will be packed by size in separate boxes.</p> <p>UNISEX T-Shirts The design must be approved by the Secretariat before starting final production.</p> <p>Warranty: Not applicable</p>	Refer to the Lots
9b	<p>Golf T-shirt As above but Size XL</p>	Refer to the Lots
9c	<p>Golf T-shirt As above but Size L</p>	Refer to the Lots
10	<p>Caps 6 panel Material: Coton Heavy brushed Adjustable size Color: Dark Blue (assorted with T-shirts)</p>  <p>The 3 logos will be embroidered in gold at the front of the cap. Diameter of the SADC and EU logo will be approx. 25 mm. The ICDP logo will be between the other logos in 16 Font with a height of approx.15 mm. Colour of embroidery: white Height of the SADC and EU logos: approx. 25 mm</p>	

Item N°	Description	Qty
	<p>Height of the ICDP logo: approx. 15 mm</p> <p>The design must be approved by the Secretariat before starting final production.</p> <p>Warranty: Not applicable</p>	
11	<p>Men's ties</p> <p>Material: heavy quality silk</p> <p>Total length: approx. 140 cm</p> <p>Width at the base: approx. 95 mm</p> <p>Background colour: Royal Dark Blue</p> <p>The SADC, EU and ICDP logos will be worked into the tie.</p> <p>The quotation will contain at least 3 different proposed art work designs, one of them should have the logos in gold.</p> <p>Packaging: Each tie will be individually packed or wrapped.</p> <p>The design must be approved by the Secretariat before starting final production.</p> <p>Warranty: Not applicable</p>	Refer to the Lots
12	<p>Ladies Scarve</p> <p>Material: Silk</p> <p>Dimensions: approx. 90 x 90 cm</p> <p>Background colour: Royal Dark Blue</p> <p>The artwork will be the same as for the men's ties.</p> <p>Packaging: Each scarve will be individually packed or wrapped.</p> <p>The design must be approved by the Secretariat before starting final production.</p> <p>Warranty: Not applicable</p>	Refer to the Lots

Item N°	Description	Qty
13	<p>CDs</p> <p>Packed in a box of 10</p> <p>The CD boxes as well as the CDs will carry the 3 logos in blue color. All logos will have equal height. Width will remain proportional to the height.</p> <div data-bbox="553 495 951 905" data-label="Image"> </div> <p>The design must be approved by the Secretariat before starting final production.</p> <p>Warranty: Not applicable</p>	Refer to the Lots