

SOUTHERN AFRICAN DEVELOPMENT COMMUNITY

**INVITATION FOR BIDS**

OPEN COMPETITIVE BIDDING

**Date: 27th April 2015**

The Southern African Community (SADC) has set aside funds for the operation of the Secretariat during the financial year 2015/16. It is intended that part of the proceeds of the fund will be used to cover eligible payments under various goods, works and service contracts.

The SADC Secretariat now invites sealed tenders from eligible Bidders for the following tenders:

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|  **TENDER REFERENCE NUMBER**  | **TENDER NAME AND DESCRIPTION** |
| *SADC/ADMIN/CP/01/2015* | Supply and Installation of Car Ports at SADC Headquarters |
| *SADC/PRU/C&D/01/2015* | Supply and Delivery of 2016 Calendars and Dairies |
| *SADC/ADMIN/SECURITY/01/2015* | Provision of Security Services to SADC headquarters, Satellite Offices in Sebele and Kgale |
| *SADC/ADMIN/INSURANCE/01/2015* | Provision of Insurance Services to the SADC Secretariat |

Bidding will be conducted through the *Open Competitive Bidding* procedures as specified in the SADC Procurement Policy, March 2014 and is open to all eligible Bidders as defined in the SADC Procurement Policy and Regulations.

For a Bid to be considered, bidders must quote for all items and quantities specified in the TENDER.

Interested bidders can download a complete set of the Bidding Document(s) from the SADC Website: <http://www.sadc.int/opportunities/procurement/> .

Interested Bidders may obtain further information in writing from the *Head of the Procurement Unit, SADC Headquarters, Private Bag 0095; Fax +267 3972848 / 3181070, Gaborone, Botswana, E-mail:* *smmadi@sadc.int**, copy to* *ggwaza@sadc.int* *at the latest* ***10 calendar days* before** the deadline of submission of the bids*.*

All bids must be accompanied by a bid security in the appropriate amount as specified in each respective bid document.

Site visit is mandatory for Tender number SADC/ADMIN/CP/01/2015. Details for the site visit are provided in the bidding document which can be downloaded on the website given above

All bids in one original plus *four (4)* *copies* clearly marked on the envelope “**the Tender Name and Reference Number”** must be delivered to the address below:

Tender Box

SADC Secretariat

CBD Plot 54385

Private Bag 0095

Gaborone

Botswana

at or before **29th May 2015,** **14*:30 hrs local time****.* Bids will be opened promptly thereafter in public and in the presence of Bidders’ representatives who choose to attend the opening at the SADC Secretary’s HQ, *CBD Plot 54385,*  *Ground Floor, Room DGP48/49,* *Gaborone, Botswana,* ***29th May 2015, 14:30 hrs local time***

Late bids, portion of bids, electronic bids, bids not received, bids not opened and not read out in public at the bid opening ceremony shall not be accepted for evaluation irrespective of the circumstances**.**

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**Snowden Mmadi MCIPS**

Head – Procurement Unit