



SPECIFIC PROCUREMENT NOTICE

INVITATION TO BID

- Reference Number** : *Doc & Info 04/2020-21*
- Procurement entity** : *The Southern African Development Community (SADC) Plant Genetic Resources Centre*
- Number and titles of lots** : *Three Lots; Lot 1 Laptop with docking station and accessories, Server, Desktop, Projector, and Tape Library
Lot 2 Printers, MFP Photocopier, Bulk scanner and Maintenance
Lot 3 Camera and accessories*
- Location** : *Lusaka, Zambia.*

Maximum contract budget:

1. The Southern African Development Community (SADC) Plant Genetic Resources Centre herewith invites *companies/firms* to submit *proposals* for the following contract(s):

Lot 1 Laptop with docking station and accessories, Server, Desktop, Projector, and Tape Library; Lot 2 Printers, MFP Photocopier, Bulk scanner and Maintenance and Lot 3 Camera and accessories provided in the *Bidding Document* which can be downloaded, free of charge, from the following website: www.sadc.int / www.spgrc.org.zm.
2. The procurement method used for this contract is Open Bidding as defined in the *SADC Secretariat Guidelines for Procurement and Grants*, edition of January 2017, and *SADC Secretariat Guidelines for Procurement and Grants* available at the following website: www.sadc.int

3. The *INVITATION TO BID* is open to all *companies/firms* which satisfy the eligibility and qualification requirements stated in the *Bidding Document*
4. The date and time of submission of the at the address indicated in the *bidding Document* is **8th January 2021 at 15:00 hours local time**. Proposals received after this time and date, or submitted otherwise than indicated in the *Bidding Document* shall not be considered.

All notifications concerning this procurement process, including: modification of the *Bidding Document*, results of the evaluation or cancellation notices, will be published on the following website *www.sadc.int / www.spgrc.org.zm* and will also be communicated directly to the bidders.

5. Interested *companies/firms* may seek clarification or/and additional information concerning this contract, only in writing and by latest **1st December 2020 at 16:00 hours local time**, through the following email: *tenders@sadc.int; spgrc@sadc.int vchingalawa@sadc.int and Copy to mdaka@sadc.int or jshava@sadc.int*

Att: Mr. Justify G Shava,

Head of SPGRC,

SADC Plant Genetic Resources Centre


Private Bag CH 6

Lusaka

Zambia

6. The purpose of this contract is as follows:

To have SPGRC supplied and installed with durable ICT equipment to service the SADC Regional Gene Bank and at same time enabling the supplying company to get fair returns on the equipment supplied to our organisation.

Signed-----

Justify G Shava

Date-----
23/11/2020

Head Of SPGRC