



NEGOTIATION PROCEDURE REQUEST FOR BIDS (RFB)

Reference Number: SADC/ADMIN/09/08/2021

RFB Title: SUPPLY AND DELIVERY OF STAFF UNIFORM

Contract Title: SUPPLY AND DELIVERY OF STAFF UNIFORM

NUMBER OF LOTS:5

Dear Sir/Madam,

1. The SADC Secretariat now invites proposals to provide the following goods:
SUPPLY AND DELIVERY OF STAFF UNIFORM

More details on the goods are provided in the attached Terms of Reference/Specifications.

2. The Bidding Documents have been allocated into Lots as follows and bidders are allowed to quote for one or all Lots and should make sure that whichever Lot they are bidding for should contain all the items, failing which they shall be disqualified automatically.

LOT 1: SUPPLY AND DELIVERY OF ANNUAL UNIFORM FOR DRIVERS
LOT 2: SUPPLY AND DELIVERY OF ANNUAL MALE OFFICER ORDERLY
LOT 3: SUPPLY AND DELIVERY OF ANNUAL UNIFORM FOR THE ES DOMESTIC ASSISTANTS
LOT 4: SUPPLY AND DELIVERY OF ANNUAL UNIFORM FOR RECEPTIONISTS
LOT 5: SUPPLY AND DELIVERY OF ANNUAL UNIFORM FOR FEMALE OFFICE ORDERLIES

Technical Specifications for Supply and Delivery of staff Uniform.
(See detailed under Annex 1 below)

3. Your submission, in the required format (**See Annex 2 to this RFB**), should be submitted to the following email: uniform2021@sadc.int bearing the Lot Number and subject title you have quoted for.

SADC/ADMIN/09/08/2021
SUPPLY AND DELIVERY OF STAFF UNIFORM
Attention: Mrs. Veronica Chingalawa

4. The deadline for submission of your quotations, to the address above is **Friday 7th September 2021, 15:00hours local time. Late submissions will not be considered**
5. All bids should be submitted to the following email: uniform2021@sadc.int and quotations by fax will NOT be accepted.
6. Your bid(s) should be submitted as per the following instructions, and in accordance with the Terms and Conditions of the Standard Purchase Order.:
- i. **PRICES:** The prices should be quoted CIP (as per Incoterms 2010) in the local currency, including all duties attached to the sale (such as VAT, customs duties, etc.) and transport to the final destination.
 - ii. **EVALUATION AND AWARD OF PURCHASE ORDER:** Bids determined to be administratively and technically compliant to the requirements will be evaluated by comparison of their prices (defined as above). The award will be made to the bidder offering an administrative and technical compliant quotation at the lowest evaluated total price per Lot.
 - iii. **VALIDITY OF THE OFFER:** Your quotation should be valid for a period of 90 days from the date of submission of quotation.
 - iv. **DOCUMENTS TO BE ATTACHED:** Company Profile, Valid Tax Clearance Certificate, Banking Details, Valid Trading Licence and Certificate of Incorporation.
 - v. **Delivery time and stock availability:** Bidders must indicate delivery period and stock availability.
7. The items are expected to be delivered at the address indicated in the Paragraph 3 above within **14 calendar days** from the signature of the Purchase Order/Contract. The terms and conditions of the Purchase Order are available on request prior to submission of quotations.

8. Additional request for information and clarifications can be made, no later than 10 days prior to deadline indicated in the paragraph 4 above, from:

The deadline for receiving Request for clarifications is 18th of August 2021

The deadline for responding to Request for clarification is 27th August 2021

Procuring entity: **SADC Secretariat**

Contact person: **Mrs. Veronica Zulu Chingalawa**

Telephone: **+2673951863**

Fax: **+2673972848**

E-mail: pchifani@sadc.int; tenders@sadc.int

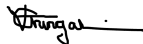
Copy; vchingalawa@sadc.int and tkherehloa@sadc.int;

ANNEXES:

ANNEX 1: Technical Specifications (Lot 1-5)

ANNEX 2: Bid Form

Sincerely,



Veronica Zulu Chingalawa
Ag. Senior Officer - Procurement
10th August 2021

ANNEX 1

LOT 1(PROCESS ID 35150)

TECHNICAL SPECIFICATIONS FOR SUPPLY AND DELIVERY OF ANNUAL UNIFORM FOR DRIVERS

| QUANTITY | ITEM/GOODS | DESCRIPTION OF THE ITEM/GOODS |
|----------|------------|---|
| 5 | Suit | Jacket <ul style="list-style-type: none">- Navy Blue colour- 95% cotton and 5% spandex- Slim and straight fit- 2 button jacket- Centre vent- Straight collar- Standard notch lapel- Sizes 32, 34, 38, 43 and 44 Trouser <ul style="list-style-type: none">- Navy blue colour- 95% cotton and 5% spandex- Slim and straight fit- Flat front- Sizes 32, 36, 38 (x2) and 40 |
| 5 | Suit | Jacket <ul style="list-style-type: none">- Grey/Charcoal colour- 95% cotton and 5% spandex |

| | | |
|----|-------------|---|
| | | <ul style="list-style-type: none"> - Slim and straight fit - 2 button jacket - Centre vent - Straight collar - Standard notch lapel - Sizes 32, 34, 38, 43 and 44 <p>Trouser</p> <ul style="list-style-type: none"> - Grey colour - 95% cotton and 5% spandex - Slim and straight fit - Flat front - Sizes 32, 36, 38 (x2) and 40 |
| 10 | Safari Suit | <ul style="list-style-type: none"> - 100% cotton - Khakhi colour - Straight/regular fit shirt & trouser - 4/5 button shirt - Short sleeved shirt - Sizes 32, 34, 38, 43 and 44 (2 Each) |
| 15 | Shirt | <ul style="list-style-type: none"> - Formal - Long sleeved - White colour - 100% cotton - Regular fit - Button down collar - Sizes 40 (x2), 42 (x2) and 43 (3 Each) |

| | | |
|----|--------|--|
| 10 | Shirt | <ul style="list-style-type: none"> - Formal - Long sleeved - Light blue colour - 100% cotton - Regular fit - Button down collar - Sizes 40 (x2), 42 (x2) and 43 (2 Each) |
| 10 | Jersey | <ul style="list-style-type: none"> - Regular and Slim fit - Navy blue colour - Sleeveless - 100% wool - Sizes 40 (x2), 42 (x2) and 43 (2 Each) |
| 10 | Ties | <ul style="list-style-type: none"> - 96% rayon and 4% spandex - Assorted colours (2Each) |
| 10 | Shoes | <ul style="list-style-type: none"> - Formal shoes - Black & brown colour - Flat heel - Sizes 7, 8(x3) and 9 (2pairs Each) |
| 25 | Socks | <ul style="list-style-type: none"> - 96% cotton and 4% spandex - Assorted colours - Various sizes (5 pairs each) |

LOT 2 (PROCESS ID 35149)**TECHNICAL SPECIFICATIONS FOR SUPPLY AND DELIVERY OF ANNUAL UNIFORM FOR MALE OFFICE ORDERLY**

| QUANTITY | ITEM/GOODS | DESCRIPTION OF THE ITEM/GOODS |
|----------|------------|---|
| 2 | Suit | Jacket <ul style="list-style-type: none">- Navy Blue and grey colour- 95% cotton and 5% spandex- Slim and straight fit- 2 button jacket- Centre vent- Straight collar- Standard notch lapel- Sizes 40 Trouser <ul style="list-style-type: none">- Navy blue colour- 95% cotton and 5% spandex- Slim and straight fit- Flat front- Sizes 36 |
| 2 | Shirt | <ul style="list-style-type: none">- Formal - Long sleeved- White colour- 100% cotton- Regular fit- Button down collar |

| | | |
|---|---------|---|
| | | <ul style="list-style-type: none"> - Sizes 39/Medium |
| 2 | Shirt | <ul style="list-style-type: none"> - Formal - Long sleeved - Light blue colour - 100% cotton - Regular fit - Button down collar - Sizes 39/Medium |
| 2 | Trouser | <ul style="list-style-type: none"> - Chino trouser - Khakhi colour - Regular fit - 100% cotton - Sizes 36 |
| 1 | Jersey | <ul style="list-style-type: none"> - Regular and Slim fit - Navy blue colour - Sleeveless - 100% wool - Sizes 40/Medium |
| 2 | Ties | <ul style="list-style-type: none"> - 96% rayon and 4% spandex - Assorted colours |
| 2 | Shoes | <ul style="list-style-type: none"> - Formal shoes - Black & brown colour - Flat heel - Sizes 9 |
| 3 | Socks | <ul style="list-style-type: none"> - 96% cotton and 4% spandex - Assorted colours |

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|--|--|-----------------|
| | | - Various sizes |
|--|--|-----------------|

LOT 3 (PROCESS ID 35148)

TECHNICAL SPECIFICATIONS FOR SUPPLY AND DELIVERY ANNUAL UNIFORM FOR THE ES DOMESTIC ASSISTANTS

| QUANTITY | ITEM/GOODS | DESCRIPTION OF THE ITEM/GOODS |
|-----------------|-------------------|--|
| 2 | Ladies Overall | <ul style="list-style-type: none"> - Light Blue colour - 90% cotton, 10% polyester - Regular fit - Straight collar - Size 38/97 |
| 1 | Chef Jacket | <ul style="list-style-type: none"> - Regular fit - 90% cotton, 10% spandex - White colour - Long Sleeved - Size 38/97 |
| 1 | Chef trouser | <ul style="list-style-type: none"> - Regular fit - 90% cotton, 10% spandex - White colour - Size 38/97 |
| 1 | Suit | <ul style="list-style-type: none"> - 2-piece acid rain suit - Green colour - 60% cotton, 35% polyester |

| | | |
|---|-------------|---|
| | | <ul style="list-style-type: none"> and 5% spandex - Regular fit - zip jacket - Straight collar - Size 38 |
| 1 | Shoes | <ul style="list-style-type: none"> - Safety shoes - Low cut - Black colour - Sizes 8 |
| 4 | Socks | <ul style="list-style-type: none"> - 96% cotton and 4% spandex - Black colour - Size 8 |
| 1 | Kitchen cap | <ul style="list-style-type: none"> - Regular fit - 90% cotton, 10% spandex - White colour - Size M |
| 2 | Apron | <ul style="list-style-type: none"> - Regular fit - 90% cotton, 10% spandex - White & Khakhi colour |

LOT 4 (PROCESS ID 35155)**TECHNICAL SPECIFICATIONS FOR SUPPLY AND DELIVERY OF ANNUAL UNIFORM FOR RECEPTIONISTS**

| QUANTITY | ITEM/GOODS | DESCRIPTION OF THE ITEM/GOODS |
|-----------------|-------------------|--|
| 2 | Skirt | <ul style="list-style-type: none">- A line pattern- Black colour- 63% Polyester, 32% Rayon, 5% spandex- Zip on the side- Sizes 18 and 20 |
| 2 | Skirt | <ul style="list-style-type: none">- A line pattern- Navy blue colour- 63% Polyester, 32% Rayon, 5% spandex- Zip on the side- Sizes 18 and 20 |
| 2 | Skirt | <ul style="list-style-type: none">- A line pattern- Grey colour- 63% Polyester, 32% Rayon, 5% spandex- Zip on the side- Sizes 18 and 20 |
| 2 | Blouse | <ul style="list-style-type: none">- Formal - Long sleeved- Cream White colour |

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| | | <ul style="list-style-type: none"> - Regular fit - Front buttons - 93% cotton and 7% Rayon - Sizes 18 and 20 |
| 2 | Blouse | <ul style="list-style-type: none"> - Formal - Long sleeved - Sky blue colour - Regular fit - Front buttons - 93% cotton and 7% Rayon - Sizes 18 and 20 |
| 2 | Blouse | <ul style="list-style-type: none"> - Formal - Long sleeved - White colour - Regular fit - Front buttons - 93% cotton and 7% Rayon - Sizes 18 and 20 |
| 2 | Trouser | <ul style="list-style-type: none"> - Formal – Long - Black colour - Zip on the side - Regular fit - 94% polyester, 5% viscose and 1% spandex - Sizes 18 and 20 |
| 2 | Jacket | <ul style="list-style-type: none"> - Formal – Long sleeved - Black colour - Button down |

| | | |
|---|------------|--|
| | | <ul style="list-style-type: none"> - Regular fit - 94% polyester, 5% viscose and 1% spandex - Sizes 18 and 20 |
| 2 | Dress | <ul style="list-style-type: none"> - Formal - Black colour - 96% rayon and 4% spandex - Long sleeved - Regular Fit - Sizes 18 and 20 |
| 2 | Jersey | <ul style="list-style-type: none"> - Slim fit - Ox red colour - Long sleeved - 100% wool - Sizes 18 and 20 |
| 2 | Shoes | <ul style="list-style-type: none"> - Formal shoes - Black colour - Heeled - Sizes 5 and 8 |
| 2 | Shoes | <ul style="list-style-type: none"> - Half/ankle boots with zip on the side - Black colour - Flat heel - Sizes 5 and 8 |
| 2 | Neck scarf | <ul style="list-style-type: none"> - 96% cotton and 4% spandex - Navy blue colour |
| 2 | Vests | <ul style="list-style-type: none"> - 96% rayon and 4% spandex |

| | | |
|---|-----------|---|
| | | <ul style="list-style-type: none"> - White colour - Long sleeved - Sizes 18 and 20 - Regular fit |
| 2 | Pantyhose | <ul style="list-style-type: none"> - 96% rayon and 4% spandex - Blackmail/Black/ Barely black Colour - Size – Extra Large |
| 2 | Coat | <ul style="list-style-type: none"> - 100% polyester - Charcoal colour - Long sleeved - Regular fit - Sizes 18, and 20 |
| 4 | Poloneck | <ul style="list-style-type: none"> - Long sleeved - Light grey colour - Regular fit - 94% polyester and 6% spandex - Sizes 18 and 20 |

LOT 5 (PROCESS ID 35152)**TECHNICAL SPECIFICATIONS FOR SUPPLY AND DELIVERY OF ANNUAL UNIFORM FOR FEMALE OFFICE ORDERLIES**

| QUANTITY | ITEM/GOODS | DESCRIPTION OF THE ITEM/GOODS |
|-----------------|-------------------|--|
| 6 | Skirt | <ul style="list-style-type: none">- A line pattern- Black colour- 63% Polyester, 32% Rayon, 5% spandex- Zip on the side- Sizes 12, 14, 16, 18, 20 and 22 |
| 6 | Skirt | <ul style="list-style-type: none">- A line pattern- Navy blue colour- 63% Polyester, 32% Rayon, 5% spandex- Zip on the side- Sizes 12, 14, 16, 18, 20 and 22 |
| 6 | Skirt | <ul style="list-style-type: none">- A line pattern- Grey colour- 63% Polyester, 32% Rayon, 5% spandex- Zip on the side- Sizes 12, 14, 16, 18, 20 and 22 |
| 6 | Blouse | <ul style="list-style-type: none">- Formal - Long sleeved- Cream White colour- Regular fit- Front buttons- 93% cotton and 7% Rayon- Sizes 12, 14, 16, 18, 20 and 22 |

| | | |
|---|----------|--|
| 6 | Blouse | <ul style="list-style-type: none"> - Formal - Long sleeved - Sky blue colour - Regular fit - Front buttons - 93% cotton and 7% Rayon - Sizes 12, 14, 16, 18, 20 and 22 |
| 6 | Top Tank | <ul style="list-style-type: none"> - Long sleeved - Black colour - Regular fit - Front buttons - 93% cotton and 7% Rayon - Sizes S, M, L, XL (2) and XXL |
| 6 | Top | <ul style="list-style-type: none"> - Long sleeved - Light pink colour - Regular fit - No buttons - 93% polyester and 7% Rayon - Sizes S, M, L, XL (2) and XXL |
| 6 | Top | <ul style="list-style-type: none"> - Short sleeved - Dark Blue colour - Regular fit - No buttons - 93% polyester and 7% Rayon - Sizes S, M, L, XL (2) and XXL |

| | | |
|---|----------|--|
| 6 | Poloneck | <ul style="list-style-type: none"> - Long sleeved - Black colour - Regular fit - 94% polyester and 6% spandex - Sizes 12, 14, 16, 18, 20 and 22 |
| 6 | Poloneck | <ul style="list-style-type: none"> - Long sleeved - Light grey colour - Regular fit - 94% polyester and 6% spandex - Sizes 12, 14, 16, 18, 20 and 22 |
| 6 | Jacket | <ul style="list-style-type: none"> - Formal – Long sleeved - Black colour - Button down - Regular fit - 94% polyester, 5% viscose and 1% spandex - Sizes 12, 14, 16, 18, 20 and 22 |
| 6 | Jacket | <ul style="list-style-type: none"> - Formal – Long sleeved - Navy blue colour - Button down - Regular fit - 94% polyester, 5% viscose and 1% spandex - Sizes 12, 14, 16, 18, 20 and 22 |
| 6 | Dress | <ul style="list-style-type: none"> - Formal - Black colour - 96% rayon and 4% spandex |

| | | |
|---|-----------|---|
| | | <ul style="list-style-type: none"> - Long sleeved - Regular Fit - Sizes 12, 14, 16, 18, 20 and 22 |
| 6 | Jersey | <ul style="list-style-type: none"> - Slim fit - Beige colour - Long sleeved - 100% wool - Sizes 12, 14, 16, 18, 20 and 22 |
| 6 | Shoes | <ul style="list-style-type: none"> - Sandal - Formal shoes - Navy blue colour - Heeled - Soft flexy - Sizes 4,5 (2),6,7,8 (2) |
| 6 | Shoes | <ul style="list-style-type: none"> - Half/ankle boots with zip on the side - Black colour - Flat heel - Sizes 4,5 (2),6,7,8 (2) |
| 6 | Coat | <ul style="list-style-type: none"> - 100% polyester - Charcoal colour - Long sleeved - Regular fit - Sizes 12, 14, 16, 18, 20 and 22 |
| 6 | Pantyhose | <ul style="list-style-type: none"> - 96% rayon and 4% spandex - Blackmail/Black/ Barely black Colour - Sizes S, M, L, XL (2) and XXL |

**ANNEX 2.
BID FORM**

| Technical 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> |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Subtotal | | | | |
| VAT | | | | |
| Grand TOTAL | <i>[insert the end of all deliveries]</i> | | | <i>[insert the grand total price]</i> |

The Procuring Entity shall grant a margin of preference in the evaluation of bids from companies from the SADC Region when compared to bids from elsewhere.

The margin of Preference shall be calculated as a Maximum fifteen percent (15%) discount to the evaluated total price.

In case of a Consortium, the quality for the Regional and the companies providing at least 50% of the goods offered must be from the Region.

The final Selection for the for Supply and delivery of Staff Uniform will be based on the lowest quoted price. This selection will be from those who would have passed the Technical Stage.

