



## NEGOTIATION PROCEDURE REQUEST FOR BIDS (RFB)

Reference Number: : SADC/SEOM/2021

**RFB Title: PROCUREMENT OF SADC ELECTION OBSERVATION MISSION (SEOM) REGALIA AND COVID-19 PERSONAL PROTECTIVE EQUIPMENT (PPE)**

**Contract Title: *PROCUREMENT OF SADC ELECTION OBSERVATION MISSION (SEOM) REGALIA AND COVID-19 PERSONAL PROTECTIVE EQUIPMENT (PPE)***

1. SADC Secretariat is inviting companies to submit a bids for the Supply of the following :

**Requirement:** *One supplier must quote for all items listed below and failure to quote for all items will lead to the disqualification of the submitted bid . Similarly, suppliers who fail to quote for all the requested items will disqualified outrightly.*

*Bidders are expected to strictly comply with the following requirements when quoting for all SEOM items (jackets, golf-shirts, caps, back packs, first aid kits and the water bottles):*

- (i) *Accurately quote for exactly the same material as shown in the description and specification in Table 1 Alternative quotes are not allowed;*
- (ii) *Accurately quote for exactly the same COVID-19 PPEs as shown in the description and specification in Table 1 However, surgical masks can either be sky-blue, navy-blue or royal blue in colour.*

Table 1 *Specifications for Layout, Design and Printing*

Item	Description and Specification	Quantity		Unit of measure
<b>SEOM REGALIA</b>				
1.	<p>Navy Blue Cromwell winter softshell jacket, for men and women, jackets with White Stripes on both sides, 280 g/m<sup>2</sup>, 100% polyester interlock fabric bonded with 100% polyester mesh wind placket, two hand pockets with zips, two interior pockets, elastic cords with stoppers in back of collar and bottom hem, windproof 3000, moisture vapour proof 800 reflective piping on front and back, embroidery with SADC logo in full colour and 60mm diameter (on the left chest) and Arial font text embroidery of SADC ELECTION OBSERVER (on the back in white colour); SADC text on top flashing with, ELECTION OBSERVER text below (second row), measuring 200mm wide (length) and 130.7 high (height)</p> 	<p><u>Female</u>  M = 10  L = 40  XL = 20  2XL = 20  3XL = 10</p>	<p><u>Male</u>  M = 50  L = 60  XL = 50  2XL = 30  3XL = 10</p>	300
2.	<p>Navy Blue Cromwell winter softshell jacket, for men and women, sleeveless jackets with White Stripes on both sides, 280 g/m<sup>2</sup>, 100% polyester interlock fabric bonded with 100% polyester mesh wind placket, two hand pockets with zips, two interior pockets, elastic cords with stoppers in back of collar and bottom hem, windproof 3000, moisture vapour proof 800 reflective piping on front and back, embroidery with SADC logo in full colour and 60mm diameter (on the left chest) and Arial font text embroidery of SADC ELECTION OBSERVER (on the back in white colour); SADC text on top flashing with, ELECTION OBSERVER text below (second row), measuring 200mm wide (length) and 130.7 high (height)</p>	<p><u>Female</u>  M = 10  L = 40  XL = 20  2XL = 20  3XL = 10</p>	<p><u>Male</u>  M = 50  L = 60  XL = 50  2XL = 30  3XL = 10</p>	300

				
<p>3.</p>	<p>Royal Blue Cromwell winter softshell jacket, for men and women, sleeveless jackets with White Stripes on both sides, 280 g/m<sup>2</sup>, 100% polyester interlock fabric bonded with 100% polyester mesh wind placket, two hand pockets with zips, two interior pockets, elastic cords with stoppers in back of collar and bottom hem, windproof 3000, moisture vapour proof 800 reflective piping on front and back, embroidery with SADC logo in full colour and 60mm diameter (on the left chest) and Arial font text embroidery of SADC ELECTION OBSERVER (on the back in white colour); SADC text on top flashing with, ELECTION OBSERVER text below (second row), measuring 200mm wide (length) and 130.7 high (height)</p> 	<p><u>Female</u>  <b>M = 10</b>  <b>L = 40</b>  <b>XL = 20</b>  <b>2XL = 20</b>  <b>3XL = 10</b></p>	<p><u>Male</u>  <b>M = 50</b>  <b>L = 60</b>  <b>XL = 50</b>  <b>2XL = 30</b>  <b>3XL = 10</b></p>	<p><b>300</b></p>
<p>4.</p>	<p>White Matrix Golfer, for men and women, Squared collar styling with coordinated knitted collar and cuffs, Double-needle, top-stitch hem finish, Single top-stitching on armholes, Sporty style for ladies and men shaped, fit with side slits, Self-fabric neck tape, 190g Baron Polyester 65% and 35% Cotton fabric, embroidery with SADC logo in full colour and 60mm diameter (on the left chest) and Arial font text embroidery of SADC ELECTION OBSERVER (on the back in white colour);</p>	<p><u>Female</u>  <b>M = 10</b>  <b>L = 40</b>  <b>XL = 20</b>  <b>2XL = 20</b>  <b>3XL = 10</b></p>	<p><u>Male</u>  <b>M = 50</b>  <b>L = 60</b>  <b>XL = 50</b>  <b>2XL = 30</b>  <b>3XL = 10</b></p>	<p><b>300</b></p>

*Thungas*

	<p>SADC text on top flashing with, ELECTION OBSERVER text below (second row), measuring 200mm wide (length) and 130.7 high (height)</p> 			
<p>5.</p>	<p>Navy Blue Matrix Golfer, for men and women, Squared collar styling with coordinated knitted collar and cuffs, Double-needle, top-stitch hem finish, Single top-stitching on armholes , Sporty style for ladies and men shaped, fit with side slits, Self-fabric neck tape, 190g Baron Polyester 65% and 35% Cotton fabric, embroidery with SADC logo in full colour and 60mm diameter (on the left chest), and Arial font text embroidery of SADC ELECTION OBSERVER (on the back in white colour); SADC text on top flashing with, ELECTION OBSERVER text below (second row), measuring 200mm wide (length) and 130.7 high (height)</p> 	<p><u>Female</u>  <b>M = 10</b>  <b>L = 40</b>  <b>XL = 20</b>  <b>2XL = 20</b>  <b>3XL = 10</b></p>	<p><u>Male</u>  <b>M = 50</b>  <b>L = 60</b>  <b>XL = 50</b>  <b>2XL = 30</b>  <b>3XL = 10</b></p>	<p><b>300</b></p>
<p>6.</p>	<p>Royal Blue Matrix Golfer, for men and women, Squared collar styling with coordinated knitted collar and cuffs, Double-needle, top-stitch hem finish, Single top-stitching on armholes , Sporty style for ladies and men shaped, fit with side slits, Self-fabric neck tape, 190g Baron Polyester 65% and 35% Cotton fabric,</p>	<p><u>Female</u>  <b>M = 10</b>  <b>L = 40</b>  <b>XL = 20</b>  <b>2XL = 20</b>  <b>3XL = 10</b></p>	<p><u>Male</u>  <b>M = 50</b>  <b>L = 60</b>  <b>XL = 50</b>  <b>2XL = 30</b>  <b>3XL = 10</b></p>	<p><b>300</b></p>

*Chungas*

	<p>embroidery with SADC logo in full colour and 60mm diameter (on the left chest), and Arial font text embroidery of SADC ELECTION OBSERVER (on the back in white colour); SADC text on top flashing with, ELECTION OBSERVER text below (second row), measuring 200mm wide (length) and 130.7 high (height)</p> 			
7.	<p>Navy Blue Cap with white stripes, weight: 255g/m2, fabric: 100% heavy brushed cotton, 6-panel single contrast sandwich peak, 6 rows of stitching, 6 embroidered eyelets, self-fabric velcro closure, embroidery with SADC logo in full colour and 60mm diameter (in front).</p> 	<p><i>One Size Fits All</i></p>	<p><b>300</b></p>	
8.	<p>Navy Blue or Royal Blue First Aid Kit; with all below items supplied in a portable carry pouch, domestic/ motorist kits, all in one packet containing the following; 2x first aid dressing No 2, 2x first aid dressing No 3, 1 x first aid dressing No 5, 2 x conform bandage 75mm, triangular bandages, 1 x Plasters (10's), 1 x pack of sterile gauze swabs, 1 x surgical gloves, 1 x eye bath, 1 x eye drops (5ml), 1 x eye pad, 1 x paracetamol tablets (20's), 1 x ENO satchets, 2 x antiseptic wound cleaner satchel, 1 x 20x20 cm sterile dressing, 1 x</p>			<p><b>200</b></p>

	<p>10x10cm sterile dressing, 1 x antiseptic ointment, 1 x CPR (mouth to mouth device), 1 x safety pins (12's), 1 x scissors, 1 x forceps (tweezers), 1 x surgical paper tape 24 x 3, the pouch should be branded with the screen printed SADC logo in one (1) colour (white) and 80mm diameter on the centre surface.</p>			
<p>9.</p>	<p>Navy Blue JanSport backpack with lots of pockets, large backpacks for utility usage, plain and simple, ergonomic s-curve shoulder straps, front utility pocket with organizer, fully padded back panel, pleated front stash pocket, side water bottle pocket, two large main compartments, web haul handle, zippered front stash pocket, screen printed SADC logo in full colour and 80mm diameter at the back lower pocket.</p>			<p>300</p>
<p>10.</p>	<p>750ml Navy Blue Plastic Water Bottle with solid coloured tritan bottle with straw, Material: Tritan Plastic, Size: 7.5cm x 24cm x 8.5cm, Capacity: 750ml, durable tritan plastic drinking bottle, features a coloured bottle with a flip-up drinking spout in a matching colour, with a black screw-on lid with an integrated carry handle, screen printed SADC logo in one (1) colour (white) and 50mm diameter on the centre body of the bottle.</p>			<p>300</p>

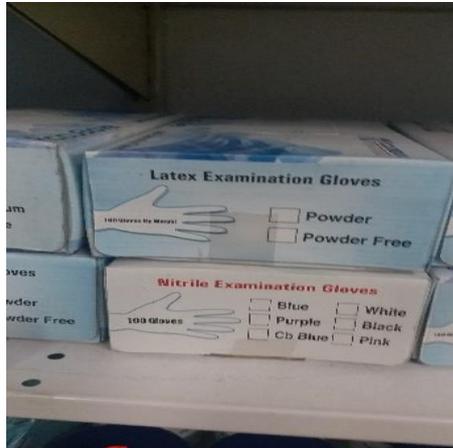


*Dringal*

				
<b>COVID-19 PPEs</b>				
<p>11.</p>	<p>Sky Blue Disposable Surgical Mask, latex free, fiber glass free, hypo-allergic, with ear loops and nose piece, Box of 50 (per box), procedure / face masks, Hypoallergenic, Fiberglass free, Fluid Resistant, Three Ply construction, 3 pleats of folds to allow the user to expand the mask so it covers the area from the nose to the chin, mask should be secured with an ear loop to be placed behind the ears, &gt;99% Bacterial Filtration Efficiency (BFE) at 5 micron capacity; &gt;95% Bacteria Filtration Efficiency (BFE) at 3 micron capacity, the box packaging and/or masks do not require branding of the SADC logo.</p> 			<p>1000</p>
<p>12.</p>	<p><u>Helapet SteriClean IPA Alcohol Spray Sterile 0.9l</u>, Sterile IPA Spray, SteriClean® Alcohol Spray uses an optimal mix of 70% v/v isopropyl alcohol (IPA) blended with 30% purified water for injection (WFI) and 0.2 micron filtered for use in aseptic areas, Contained in an ergonomic and lightweight bottle design, Helapet sterile trigger sprays use a proven closed bag in bottle spray assembly to maintain sterility of contents by restricting the ingress of bacteria, Sterile double bagged, Shelf life: 1 year from date of manufacture, long length, non-venting trigger, the produce do not require branding of the SADC logo.</p>			<p>400</p>

*Dringal*

				
<p>13.</p>	<p><u>Latex Examination Hand Gloves , 9-Inch Disposable Household Latex Gloves</u>, material: latex, color: White, length: 9 inches, packing: 100 pieces / bag, cuff: rolled cuff, the box packaging and/or gloves do not require branding of the SADC logo.</p>			<p><b>100 Boxes</b></p>
<p>14.</p>	<p><u>Face Shield Mask</u>, optically clear, no distortion, wrap-around face shield, the foam strip and fixing device allowing room for goggles, lightweight and comfortable to wear, quick and easy to put on, adjustable elastic and it is suitable for both children and adults, it's versatile for a variety of uses in industrial and home settings, reflex blue/ navy blue vinyl printed sticker covering the top branding space measuring 40mm (length) x 300mm (width), with SADC website (<a href="http://www.sadc.int">www.sadc.int</a>) in navy blue colour in centre and two (2) SADC logos in full</p>			<p><b>300</b></p>



	<p>colour on either side (left and right), logo measuring 35mm in diameter.</p> <p>Optically clear, no distortion, wrap-around face shield.</p> 			
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Note the following:

- i) All above goods must be brand new and supplied in good condition and has not reached or is not nearing its end of use or expiry date.
- ii) SADC branding materials (logo and its pantone colours) can be accessed from the SADC website; <https://www.sadc.int/media-centre/logos-corporate-identity/>
- iii) The SADC logo always carries a white outline/ boundary line when applied into the items.
- iv) Service providers are required to present a design mock-up on A4 papers in colour (for the following items; 1, 2, 3, 4, 5, 6, 7, 9, 10 and 14) of how the final product would look like. In addition, service providers are also to provide design mock-ups for back views for SEOM regalia (items # 1, 2,3, 4, 5 and 6).
- v) Bidders who do not provide accurate design mock-ups of final products for the items above stated will automatically be disqualified. Comprehension printing information and notes are required for evaluation purposes.

2. You should send only **one quotation** for this requirement.

3. Your **quotation** should be addressed to this email: [seomregalia@sadc.int](mailto:seomregalia@sadc.int) Procurement Unit with full details stipulated in 4. Quotations addressed to any other email recipients will not be considered.

Below :

4. Quotations should be sent to: seomregalia@sadc.int

For inquiry or additional information and/or clarification please direct the inquiries to: [tlengoasa@sadc.int](mailto:tlengoasa@sadc.int); [kmonare@sadc.int](mailto:kmonare@sadc.int); [lmpho@sadc.int](mailto:lmpho@sadc.int) [tenders@sadc.int](mailto:tenders@sadc.int)

5. The deadline for submission of your quotation to the email addresses indicated in Paragraph 4 above is: **31<sup>st</sup> May 2021; 15:00hrs bids submitted after the closing date and time will be rejected.**

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 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: Quotes determined to be administrative (see Paragraph 1,2,3,4 and 5 and technically compliant to the requirements will be evaluated by comparison of their prices. The award will be made to the bidder offering an administratively and technically compliant quotation at the lowest total price.

*The bidders should submit certificate of incorporation , Valid Trading Licence Certificate, and Valid Tax Clearance Certificate .*

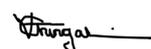
(iv) VALIDITY OF THE OFFER: Your quotations should be valid for a period of 90 days from the date of deadline for submission of quotation indicated in Paragraph 5 above.

7. The Delivery should be stipulated in the quotation .

Deadline for request for clarifications is **20<sup>th</sup> May 2021 at 15:30hrs**

Deadline for to the request for clarifications responses will be provided on the **25<sup>th</sup> May 2021 at 16:30hrs**

9. Minimum of three references from the clients where similar goods has been supplied.





*Bidders are required to quote for all items.*

*Financial proposal Template*

QTY	Description	Unit Price	Total
<b>Subtotal</b>			
<b>VAT</b>			
<b>Total</b>			

**Once corrections or adjustments have been applied, the Financial Proposal shall be adjusted with the Regional Preference if applicable.**

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 provision of based on the lowest quoted price per lot. This selection will be from those who would have passed the Technical Stage.**