



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)

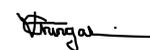
Contract Title: *PROCUREMENT OF SADC ELECTION OBSERVATION MISSION (SEOM) REGALIA AND COVID-19 PERSONAL PROTECTIVE EQUIPMENT (PPE)*

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 point 5. Alternative quotes are not allowed;*
- (ii) Practically show a picture of how the final product for each SEOM regalia item would look like. Bidders who do not show pictures of final products for the SEOM regalia items will be automatically disqualified; and*
- (iii) Accurately quote for exactly the same COVID-19 PPEs as shown in the description and specification in point 5. However, surgical masks can either sky-blue, navy-blue or royal blue in colour.*

Item	Description and Specification	Quantity	Unit of measure
SEOM REGALIA			
1.	<p>Navy Blue <u>USA</u> or atleast equivalent to Basic Jackets with White Stripes on the Sides - Embroidery with SADC logo (front) for SEAC & Secretariat officers 100% Polyester</p> 	<p><u>All Gender</u> M = 60 L = 80 XL = 80 2XL = 70 3XL = 10</p>	300
2.	<p>Navy Blue <u>USA</u> or atleast equivalent Basic Sleeveless Jackets with White Stripes on the Sides - Embroidery with SADC logo (front) for SEAC & Secretariat officers 100% Polyester</p> 	<p><u>All Gender</u> M = 60 L = 80 XL = 80 2XL = 70 3XL = 10</p>	300
3.	<p>Royal Blue <u>USA</u> or atleast equivalent Basic Sleeveless Jackets with White Stripes on the Sides - Embroidery with SADC logo (front) for SEAC & Secretariat officers 100% Polyester</p>	<p><u>All Gender</u> M = 60 L = 80 XL = 80 2XL = 70 3XL = 10</p>	300



				
<p>4.</p>	<p><i>White Golf shirts - Embroidered SADC logo (front) Embroidered SADC logo and SADC Election Observer (Embroidered) at the back Baron 65% Polyester and 35% cotton</i></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>	<p>300</p>
<p>5.</p>	<p><i>Navy Blue Golf shirts - Embroidered SADC logo (front) Embroidered SADC logo and SADC Election Observer (Embroidered) at the back Baron Polyester 65% and 35% cotton</i></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>	<p>300</p>
<p>6.</p>	<p><i>Royal Blue Golf shirts - Embroidered SADC logo (front) Embroidered SADC logo and SADC Election Observer (Embroidered) at the back Baron Polyester 65 % and 35% cotton</i></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>	<p>300</p>

Dringal

				
<p>7.</p>	<p><i>Navy Blue Caps with white stripes - with SADC LOGO – Embroidered Materil should be 100% cotton</i></p> 	<p><i>One Size Fits All</i></p>	<p>300</p>	
<p>8.</p>	<p><i>Navy Blue or Royal Blue First Aid Kits - with SADC LOGO – Embroidered</i></p> 			<p>200</p>
<p>9.</p>	<p><i>Navy Blue Back Packs with SADC Logo – Printed</i></p>			<p>300</p>

Dringal

				
<p>10.</p>	<p><i>750ml Navy Blue Plastic Water Bottles with SADC Logo</i></p> 			<p>300</p>
<p>COVID-19 PPEs</p>				
<p>11.</p>	<p><i>Sky Blue Disposable Surgical Masks</i></p> 	<p><i>Do not require SADC Logo. Should be supplied in packs or boxes of 100 items each. The masks must be 1000 in number</i></p>		<p>1000</p>
<p>12.</p>	<p><i><u>Helapet SteriClean IPA Alcohol Spray Sterile 0.9l</u></i></p> 	<p><i>Do not require SADC Logo. Only <u>Helapet SteriClean IPA Alcohol Spray Sterile 0.9l</u></i></p>		<p>400</p>

Dringal

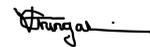
<p>13.</p>	<p><u>Latex Examination Hand Gloves of 100 Items in Each Box</u></p> 	<p>Do not require SADC Logo. Only Latex Examination Hand Gloves should be supplied</p>		<p>100 Boxes</p>
<p>14.</p>	<p><u>Face Shield Masks</u></p> 	<p>Do not require SADC Logo. Can be supplied in combinations of navy, sky or royal blue</p>		<p>300</p>

NB : All above goods must be new.

2. You should send only **one quotation** for this requirement.
3. Your **quotation** should be addressed to this email: seomregalia@sadc.int Procurement Unit with full details stipulated in 4. Below :
4. Quotations should be sent to: seomregalia@sadc.int
Cc : tlengoasa@sadc.int; kmonare@sadc.int; tenders@sadc.int
5. The deadline for submission of your quotation to the email addresses indicated in Paragraph 4 above is: **12th 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.

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- (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, public procurement regulating authority or equivalent certificate or Swon in statement , Valid Tax Clearance Certificate or Exampotion .
- (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 printed documents are expected to be delivered within 14 working days from the signature of the Purchase Order.
Deadline for clarifications is **29th April 2021** and responses will be provided on the **4th May 2021**.
9. Minimum of three references from the clients where similar goods has been supplied.



Total	
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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.

