



PROCUREMENT OF SADC ELECTION OBSERVATION MISSION (SEOM) REGALIA AND COVID-19 PERSONAL PROTECTIVE EQUIPMENT

REQUEST FOR BIDS

NEGOTIATED PROCEDURE

PROCUREMENT OF SADC ELECTION OBSERVATION MISSION (SEOM) REGALIA AND COVID-19 PERSONAL PROTECTIVE EQUIPMENT

REFERENCE NUMBER: **SADC/3/5/4/24**

17th MAY 2022

The **SADC Secretariat** is inviting **companies** to submit their bids for the Supply and Delivery of the following:

PROCUREMENT OF SADC ELECTION OBSERVATION MISSION (SEOM) REGALIA AND COVID-19 PERSONAL PROTECTIVE EQUIPMENT

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 be disqualified.

- 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):
- Accurately quote for exactly the same material as shown in the description and specification in Table 1. Alternative quotes are not allowed;
- 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.

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/>

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- 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 and 10 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). NB: Samples can either be for male or female provided all items which requires a sample has an artwork.
- v) Bidders who do not provide accurate design mock-ups of final products for the items above stated will automatically be disqualified.

1. You should send only **one quotation** for this requirement.
2. Your **quotation** should be addressed to this email: seomregalia@sadc.int.
3. For any additional information and/or clarification please direct the inquiries to: yphillip@sadc.int; tenders@sadc.int; senthufhel@sadc.int. **Copy:** pchifani@sadc.int; kmonare@sadc.int; mmafiri@sadc.int; lmpho@sadc.int;
4. Quotations addressed to any other email recipients will not be considered.
5. The deadline for submission of your quotation to the email address indicated in Paragraph 2 above is: **10th June 2022; 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.
 - (i) **EVALUATION AND AWARD OF PURCHASE ORDER:** Quotes determined to be administrative (see Paragraph 1,2,3,4,5,6,7,8 and 9) technically compliant to the

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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.

- (ii) Minimum of three references from the clients where similar goods have been supplied must be submitted. Bids submitted without the same shall be disqualified.
 - (iii) 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.
 - (iv) Bidders should submit their Company Profile, Banking Details, Certificate of incorporation, Valid Trading Licence Certificate and Valid Tax Clearance Certificate.
 - (v) Indicate that all above goods are brand new, supplied in good condition and has not reached or is not nearing its end of use or expiry date.
7. The Delivery period should be stipulated in the quotation. Goods must be delivered within 14 days from date of issue of purchase order or contract.
8. Deadline for receipt of requests for clarifications is **30th May 2022 at 15:30hrs.**
- The deadline for responses to the requests for clarification shall be **3rd June 2022 at 16:30hrs.**
- Goods have to be delivered within 14 days from the date of receipt of the purchase order by the bidder.