



SUPPLY OF LAPTOPS, PRINTER, CAMERA, PROJECTOR AND LAPTOP DOCKING STATIONS

SPECIFIC PROCUREMENT NOTICE

INVITATION TO BID

Reference Number: SADC/3/5/4/32

Procurement entity: Southern African Development Community (SADC) Secretariat

Number and titles of lots: 6 (Six) Lots

Location: SADC Secretariat, Western Commercial Road (near Lobatse and Siboni Roads), CBD Plot 54385, Private Bag 0095, Gaborone, BOTSWANA.

1. This Invitation to Bid follows the General Procurement Notice that appeared on SADC Secretariat website May 2021.
2. The **SADC Secretariat** herewith invites companies/firms to submit Bids to for the following contract: **Supply of Laptops, Printer, camera, projector and Laptop Docking Stations**

More details on the scope of the contract(s) provided in the Bidding Documents which can be downloaded, free of charge, from the following website: www.sadc.int

The procurement method used for this contract is Open Bidding as defined in the **SADC Secretariat Guidelines for Procurement and Grants**, edition August 2021 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 Documents
4. The date and time of submission of the Bids at the address indicated in the Bidding Documents is **Thursday 25th August 2022 at or before 10:00 hours local Botswana time**. Proposals received after this time and date, or submitted otherwise than indicated in the Bidding Documents shall not be considered and shall be returned unopened.

All notifications concerning this procurement process, including: modification of the *Bidding Documents*, results of the evaluation or cancellation notices, will be published on the following website www.sadc.int 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 **5th August 2022 by 16:30 hours local Botswana time**, from the following contact points

Attention: **Mr. Purpose Chifani**

Address: **SADC Secretariat**

Plot No. 54385, New CBD

Private Bag 0095

City: **Gaborone**

Country: **Botswana**

Telephone: **+267 395 1863**

Electronic mail address: pchifani@sadc.int and copy: gsalima@sadc.int,
tenders@sadc.int, mhlatshwayo@sadc.int

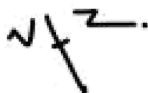
Responses to requests for clarifications will be posted on the SADC website by **15th August 2022**.

6. Description of the assignment: **Supply of Laptops, printer, camera, projector and Laptop Docking Stations** as follows: -

The name and identification number of the Contract is **Supply of Laptops, printer, camera, projector and Laptop Docking Stations – SADC/3/5/4/32**. The number of lots for this Contract are:

Lot number	Description	Quantity
1	Laptops plus Monitor, Docking Station, Keyboard and Accessories (ICT – User Laptops)	4
2	Laptop Bags	4
3	Heavy Duty Printer	1
4	Projector	1
5	Projector screen	1
6	Camera	1

Sincerely;



Purpose Chifani
Ag. Senior Officer – Procurement
26th July, 2022

