



NEGOTIATED PROCEDURE (WITH PUBLICATION) REQUEST FOR BIDS (RFB)

Reference Number: SADC/3/5/1/62

**RFB Title: SUPPLY AND DELIVERY OF BRANDED PROMOTIONAL
MERCHANDISE FOR THE ORGAN RETREAT**

SADC Secretariat is inviting companies to submit a bids for the Supply and Delivery of of branded promotional merchandise .

1. You should send only **one quotation** for this requirement.
2. Your submission, should be in the required format (**See Annex 1, 2 and 3 to this RFQ**) and should be addressed and submitted (uploaded) to the link below:

*Head Procurement Unit
SADC Secretariat
Private Bag 0095
Gaborone
Botswana
Tel: +267 395 1863 Ext 1631
Fax: +267 397 2848/3181070*

Submission Collab File Drop Link: <https://collab.sadc.int/s/mosLbWFMigwz5LF>

3. For any additional information and/or clarification please direct the inquiries to: yphillip@sadc.int; tenders@sadc.int; senthufhel@sadc.int. **Copy:** tchabwera@sadc.int; tkandjii@sadc.int
4. Only bid submissions uploaded to the prescribed link (paragraph 2) shall be considered. ***Bidders are advised to submit their proposals during working hours for support in case of any technical problems. The technical support team will not be available after working hours.***


- 5 The deadline for submission of your quotation to the link indicated in Paragraph 2 above is: **11th November 2022; midnight, Botswana Local Time. 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 Request for Bids below;
 - (i) **PRICES:** The prices should be in local Pula 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 administratively compliant (see Paragraph **6 ii, iii iv, v, and 7, refer to Annex 2 for guidance**) 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.
 - (iii) **Minimum of two reference letters from the clients where similar goods have been supplied must be submitted. Bids submitted without the same shall be disqualified.**
 - (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.
 - (v) **Bidders should submit their Certificate of incorporation, VAT registration or Exemption, Valid Trading Licence and Valid Tax Clearance Certificate.**
 - (vi) Indicate that all above goods are brand new, supplied in good condition and have 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 **4th November 2022 at 16:30hrs.**
The deadline for responses to the requests for clarification shall be **7th November 2022, midnight.**




Sincerely,





Name: Thomas Chabwera
Agt. Head Procurement Unit
27th October 2022

ANNEX 1: Item Description and Specification

Item	Description and Specification	Quantity			Compliance (YES/NO)	Comments
SEOM REGALIA						
1.	<p><u>Conference Bag</u></p> <ul style="list-style-type: none">Black colour,Zip closure with side compartmentWith EU-APSA IV (<i>Enhancing Peace & Security in the SADC Region</i>) words and SADC logo screen printedSize:40*30*14cmUsage: Meetings, travel laptop bag, laptop travel bag 	50			(Service providers are required to present a design mock-up on A4 papers in colour)	
2.	<p><u>Gary Player Admiral Gold Shirts</u></p> <ul style="list-style-type: none">Jersey knit performance polyester materialMoisture managment shirts,Available in Mens and Ladies StylesColour - Navy,with EU-APSA IV (<i>Enhancing Peace & Security in the SADC Region</i>) embroidery on the left upper chest and SADC logo on the left.NB: EU-APSA IV (<i>Enhancing Peace & Security in the SADC Region</i>) embroidery can be placed at the back side	<p><u>Female</u> <u>=20</u> M = 3 L = 6 XL = 6 2XL= 3 3XL= 2</p>	<p><u>Male</u> <u>=30</u> M = 6 L = 6 XL = 6 2XL= 6 3XL= 6</p>	50	(Service providers are required to present a design mock-up on A4 papers in colour)	

						
3.	<p>Ladies and Gents Shirt – white, cotton fabric</p>  <ul style="list-style-type: none"> • with EU-APSA IV (Enhancing Peace & Security in the SADC Region) embroidery on the left upper chest and SADC logo on the left • NB: EU-APSA IV (Enhancing Peace & Security in the SADC Region) embroidery can be placed at the back side 	<p><u>Female</u> <u>= 20</u> M = 3 L = 5 XL = 6 2XL = 4 3XL = 2</p>	<p><u>Male</u> <u>= 30</u> M = 6 L = 6 XL = 6 2XL = 6 3XL = 6</p>	50	(Service providers are required to present a design mock-up on A4 papers in colour)	
4.	Pens – branded, black	100				
5.	 <p>Caps/hats – Cotton, Black with EU-APSA(Enhancing</p>	50				

	<i>Peace & Security in the SADC Region)/SADC branding</i>			
6.	Branded USB Keys Holders (any colour)  <u>(Sample – bidders may offer different designs)</u>	100		
7.	 Key Holders <u>(Sample – bidders may offer different designs)</u>	100		

Requirements and notes for bidders:

- Bidders are requested to quote for all items.
- Accurately quote for exactly the same material as shown in the description and specification in Table 1;
- 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.
- SADC branding materials (logo and its pantone colours) can be accessed from the SADC website; <https://www.sadc.int/media-centre/logos-corporate-identity/>
- The SADC logo always carries a white outline/ boundary line when applied into the items.
- Service providers are required to present a design mock-up on A4 papers in colour (for the following items; 1, 2, and 3 of how the final product would look like as part of quotation.
- Bidders who do not provide accurate design mock-ups of final products for the items above stated will automatically be disqualified.
- All products will have the SADC logo as well as EU – APSA IV (*Enhancing Peace & Security in the SADC Region*) branding. The positioning will be discussed with the awarded bidder before production.

ANNEX 2

ADMINISTRATIVE COMPLIANCE (THE BELOW IS FOR PURPOSES OF GUIDING BIDDERS ON THE ADMINISTRATIVE COMPLIANCE DOCUMENTS TO BE SUBMITTED)

Bid No	Name of Bidder	Valid copy of Certificate of Incorporation	Valid copy of Trading License	Valid copy of Tax Clearance	VAT registration or Exemption	14 day delivery period	90 day bid validity period	Two (2) reference letters from clients to whom similar goods have been supplied	Overall Administrative Evaluation Decision (Accept/Reject)
1									
2									
3									

Annex 3: Financial proposal Template



Bidders are required to quote for all items.

QTY	Description	Unit Price	Total
Subtotal			
VAT			
Total			

Goods must be delivered to the address below:

**SADC House
Plot No. 54385
Central Business District
Gaborone
Botswana**

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