



## SUPPLY AND INSTALLATION OF EQUIPMENT FOR MEMBER STATES AND SADC CLIMATE SERVICES CENTRE

### SPECIFIC PROCUREMENT NOTICE

#### INVITATION TO BID

**Reference Number:** SADC 3/5/4/51

**Procurement entity:** Southern African Development Community (SADC) Secretariat

**Number and titles of lots:** 3 (Three) Lots

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

1. The **SADC Secretariat** herewith invites companies/firms to submit Bids to for the following contract: **Supply and Installation of Equipment for Members States and SADC Climate Services Centre**

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](http://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](http://www.sadc.int)

2. The Invitation to Bid is open to all companies/firms which satisfy the eligibility and qualification requirements stated in the Bidding Documents
3. The date and time of submission of the Bids at the address indicated in the Bidding Documents is **3<sup>rd</sup> March 2023 at or before 00:00 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](http://www.sadc.int) and will also be communicated directly to the bidders.

4. Interested companies/firms may seek clarification or/and additional information concerning this contract, only in writing and by latest **13<sup>th</sup> February 2023 by 16:30 hours Local Botswana time**, from the following contact points

Attention: **Mr. Thomas Chabwera**

Address: **SADC Secretariat**

Plot No. 54385, New CBD

Private Bag 0095

City: **Gaborone**

Country: **Botswana**

Telephone: **+267 395 1863**

Electronic mail address: [tchabwera@sadc.int](mailto:tchabwera@sadc.int) and copy: [pchifani@sadc.int](mailto:pchifani@sadc.int),  
[tenders@sadc.int](mailto:tenders@sadc.int), [mrabemananjara@sadc.int](mailto:mrabemananjara@sadc.int)

Responses to requests for clarifications will be posted on the SADC website by **21<sup>st</sup> February 2023 at midnight local Botswana time.**

Description of the assignment: **Supply and Installation of Equipment for Members States and SADC Climate Services Centre** as follows: -

#### **Lot 1:Data Rescue Equipment**

<b>Item no.</b>	<b>Description</b>	<b>Quantity</b>
01	Printer	1
02	USB	12
03	Portable External Hard Drive	32
04	Switches for SADC CSC	2
05	Copy stand	16
06	Compact camera	32
07	Workstation with accessories (Full desktop)	32
08	Storage server with Accessories	16
09	A3 scanner	16
10	Standard PC with Accessories	2

#### **Lot 2 - Equipment to support User Interface Platform in focus country and Client Workstation for Climate Station and Early Warning System**

<b>Item no</b>	<b>Description</b>	<b>Quantity</b>
1	Workstation with accessories (Full desktop)	8
2	Network Switch (24 port)	1

**Lot 3: Client Workstations for Climate Station and Early Warning System**

<b>Item no</b>	<b>Description</b>	<b>Quantity</b>
1	Workstation with accessories (Full desktop)	60
2	Network Switch	15

**Sincerely;**



**Thomas Chabwera**  
**Head Procurement Unit**  
**2<sup>nd</sup> February 2023**

