



SOUTHERN AFRICAN DEVELOPMENT COMMUNITY REGIONAL PEACE KEEPING TRAINING CENTRE

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RPTC 4/2/3

April 2024

CALL FOR APPLICATION FOR INCLUSION IN THE SADC RPTC SUPPLIER DATABASE FOR THE SUPPLY OF GOODS AND WORKS, AND PROVISION OF SERVICES Ref: SADC/RPTC/5/2024

The Southern African Development Community (SADC) currently has sixteen Member States with a population of approximately 277 million people and a combined GDP of USD 575.5 billion (2010). The Southern African Development Community (SADC) is comprised of Angola, Botswana, Comoros, Democratic Republic of the Congo, Eswatini, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Seychelles, South Africa, Tanzania, Zambia, Zimbabwe. The overall objective of SADC is to achieve development and economic growth, which is to be attained through increased regional integration, built on democratic principles and equitable and sustainable development.

The Southern African Development Community Regional Peacekeeping Training Centre (SADC RPTC) is located in Marlborough, Harare, with Headquarters at SADC Secretariat and falling under the Directorate for Politics, Defense and Security Cooperation.

Our vision is to be a reputable and responsive Centre of Excellence in the training and development of capabilities in Peacekeeping/ Peace Support training in the SADC Region, whilst our mission is to design, provide and coordinate peacekeeping/ peace support training in the SADC Region as mandated by the organ on Politics, Defense and Security Cooperation, and in line with AU and UN standards.

In line with this, Southern African Development Community Regional Peace Keeping Training Centre (SADC RPTC) hereby solicits Expression of Interest from reputable suppliers for the purpose of updating the supplier database in the following categories:

1. Office Stationery
2. Computer consumables
3. Electrical supplies and works
4. Plumbing supplies and works
5. Liquid waste removal services
6. Generator servicing and repairs
7. Building, renovations and works
8. Printing services
9. Interpretation and Translation services

Member States

Angola, Botswana, Comoros, DR Congo, Eswatini, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Seychelles, South Africa, Tanzania, Zambia, Zimbabwe.

All correspondences should be addressed to the Commandant SADC RPTC

10. Disinfectants and Fumigation
11. Fire Extinguisher service providers
12. Air conditioners service providers
13. Lawn mower servicing (Ride on mower /tractor mower)
14. Motor vehicle servicing
15. Insurance services
16. Fireguard services
17. Branding services
18. Designing services

Please attach the following information along with the EOI:

1. Company Profile
2. Certificate of Incorporation
3. Valid Tax Clearance Certificate or Proof of Exemption if exempted
4. Proof of past experience i.e. copies of contracts or Purchase Orders for the stated category with a minimum of 5 purchase orders.
5. Valid Trading License
6. Submit a valid VAT Registration Certificate or Exemption from paying VAT
7. For any clarification **WHICH MUST BE IN WRITING ONLY** contact Kudakwashe Mwale at kmwale@sadc.int
COPY: kmwelwa@sadc.int

The Expression of Interest should be submitted to the following link: <https://collab.sadc.int/s/nA6pPzNxWXK53eo> and addressed to the undersigned bearing the subject **"CALL FOR APPLICATION FOR INCLUSION IN THE SADC RPTC SUPPLIER DATABASE FOR THE SUPPLY OF GOODS AND WORKS. AND PROVISION OF SERVICES - (State category (ies))"**

The Commandant SADC - RPTC
Attention: Procurement Office
Crichton Avenue
Marlborough
Private Bag 7735
Causeway, Harare
Zimbabwe

Applications(s) by Fax or email will not be acceptable.

Suppliers who are already in the SADC RPTC supplier Database are required to re-submit their applications.

All submissions should be received by the 25 June 2024 midnight or before.

The closing date for receipt of requests for information and clarification shall be 14th June 2024 at 16:30hours

SADC RPTC – Harare, Zimbabwe

The closing date for responding to requests for information and clarification shall be 21st June 2024 midnight

All questions received as well as the answer(s) to those will be posted on the SADC Secretariat's website.

HARD COPY(IES) SUBMISSIONS WILL NOT BE ACCEPTED, neither will submissions received via telephone, fax, telex or facsimile.

Only applicants with the above stated attachments will be considered for inclusion in the SADC RPTC Supplier Database.

The SADC RPTC reserves the right to reject any application not deemed suitable for inclusion in the Database and has no obligation to award contracts to any successful applicant upon inclusion in the Database.

All enquiries shall be directed to Mr Kudakwashe Mwale on Email: kmwale@sadc.int and Mobile Numbers: +263712086291/ +263 777932387.