



PREQUALIFICATION OF SUPPLIERS FOR THE SADC SECRETARIAT 2024/2025 FY

Invitation To Register as Prequalified Suppliers

REFERENCE NUMBER: SADC/3/5/1/95

1. The SADC Secretariat is inviting suitable and qualified firms and individuals to register as approved suppliers of goods, works and services under the following categories:
 - a) Legal Services
 - b) Translation Services (Firms Only)
 - c) Simultaneous Interpretation Equipment
 - d) Removal Services
 - e) Freight Services
 - f) Courier Services
 - g) Printing & designing
 - h) Travel Agency Services
 - i) Catering Services
 - j) Car Hire
 - k) Hotel, Conference and Accommodation
 - l) Information Communication Technology (ICT) Goods and Services
 - m) Communication equipment
 - n) Promotional, visibility material & SADC Regalia
 - o) Dry rations
 - p) Defence Stores
 - q) Construction and renovation
2. Your submission, in PDF format, should be signed and submitted electronically as **ONE DOCUMENT** or **ONE ZIPPED FOLDER**, through the COLLAB Link, **clearly marked with the category title, reference number and name of company/applicant**.
3. The deadline for submission of expressions of interest is **31st May 2024 at Midnight local (Botswana) time. Late submissions will not be accepted.**
4. All expressions of interest should be submitted in PDF format through the **COLLAB Link: <https://collab.sadc.int/s/ZRxxrL8GLn8w3o8>**

Bidders are advised to submit their expressions of interest during working hours (7:30 hours to 16:30 hours Botswana Time) for support in case of any technical problems. The technical support team will not be available after working hours.

5. Your expressions of interest should be submitted as per the following instructions:
 - i. **MADATORY DOCUMENTS:** The following documents shall be mandatorily submitted for all the categories:
 - a) refer to ANNEX 1
 - ii. **EVALUATION AND SHORTLISTING CRITERIA:** Expressions of interest determined to be administratively compliant will be considered for detailed evaluation by checking their submissions for compliance with all the shortlisting requirements.

The SADC Secretariat is free to choose any bidder or no bidder at all.
 - iii. **DOCUMENTS SUBMISSION METHOD:** Your expressions of interest documents must be submitted electronically only via the COLLAB link indicated on item no. 4 above. Hard copies are not acceptable.
6. Additional request for information and clarifications can be made through the address below:

Mr. Taisekwa Nyamukondiwa
SADC Secretariat
Telephone: +2673951863
E-mail: tnyamukondiwa@sadc.int copy tchabwera@sadc.int

- 7 The closing date for receipt of requests for clarification is **14th May 2024 at 16:30 hours local Botswana Time.**
- 8 The deadline for responding to request for clarification is **17th May 2024**

ANNEX 1: Prequalification Application Form

Sincerely



Thomas Chabwera
Head of Procurement Unit
2nd May 2024



ANNEX 1: PREQUALIFICATION APPLICATION FORM

1. Basic Information

No	Requirement	Applicant Details
1	Category	
2	Name of applicant	
3	Name of Representative	
4	Job Title	
5	Email Address	
6	Postal Address	
7	Telephone Number	
8	Country	

2. Mandatory Documents

#	Requirement	Attached	
		Yes	No
1	Company Profile		
2	Certificate of Incorporation or equivalent		
3	Shareholding Certificate		
4	Valid Trading License		
5	Valid Tax Clearance Certificate		
6	VAT Registration Certificate or exemption		
7	Certified copies of practicing certificates (Attorney, Conveyancer and Notary Public)		

8	Professional indemnity cover of \$200,000 of the law firm		
9	Law firm's business continuity plan		
10	Travel Agency Services- IATA Membership, TAABOT Membership or equivalent		
11	ICT Goods and Services-Applicable Distributor`s Licences		
12	Removal Services-Cross boarder permit,40ft and 20ft Containerised trucks		

3. Experience in implementing similar contracts (List at least three)

Starting Month / Year	Ending Month / Year	Contract Identification	Role of Applicant
<i>[indicate month/year]</i>	<i>[indicate month/year]</i>	Contract name: <i>[insert full name]</i> Brief description of the contract performed: <i>[describe the scope of the contract]</i> Amount of contract: <i>[insert amount in US Dollars or Botswana Pula equivalent]</i> Total project value: Name of the Client: <i>[indicate full name]</i> Address: <i>[indicate street/number/town or city/country]</i> Contact person for references <i>[indicate full name, position and contact points: address, phone, fax, email]</i>	<i>(insert "Contractor, Subcontractor, Lead Partner or Partner")</i>

Attach minimum of three (3) reference letters from clients that were provided similar goods or services being applied for.

4. Financial Capability: Annual Turnover and Value of Similar Contracts

No	Category	Cumulative average annual turnover for the past three (3) years in US\$	Cumulative value of similar contracts implemented for the past three (3) years in US\$
a)	Legal Services	100,000.00	500,000.00
b)	Translation Services (Firms only)	100,000.00	200,000.00
c)	Simultaneous Interpretation Equipment	50,000.00	50,000.00
d)	Removal Services	100,000.00	500,000.00
e)	Freight Services	50,000.00	100,000.00
f)	Courier Services	50,000.00	100,000.00
g)	Printing & designing	500,000.00	1,000,000.00
h)	Travel Agency Services	500,000.00	1,000,000.00
i)	Catering Services	50,000.00	50,000.00
j)	Car Hire	100,000.00	200,000.00
k)	Hotel, Conference and Accommodation	1,000,000.00	2,000,000.00
l)	Information Communication Technology (ICT) Goods and Services	1,000,000.00	2,000,000.00
m)	Communication equipment	1,000,000.00	2,000,000.00
n)	Promotional, visibility material & SADC Regalia	500,000.00	1,000,000.00
o)	Dry rations	500,000.00	1,000,000.00
p)	Defence Stores	500,000.00	1,000,000.00

Attach:

1. Bank Letter stating full Banking Details
2. Financial statements for the past three (3) years