



## SUPPLY AND DELIVERY OF ICT HARDWARE EQUIPMENT AT SADC SECRETARIAT

### SPECIFIC PROCUREMENT NOTICE

#### INVITATION TO BID

**Reference Number:** SADC 3/5/1/97

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

**Number and titles of lots:** Four (04) Lot 1: Switches; Lot 2: Scanners, Laptops and Accessories; Lot 3: Servers and Storage; Lot 4: Call Manager and Utility Voice Mail, Access Points and IP Telephones

**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 delivery of ICT Hardware Equipment at SADC Secretariat.**

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 **6<sup>th</sup> August 2024 at or before midnight 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 **22<sup>nd</sup> July 2024 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), [esantos@sadc.int](mailto:esantos@sadc.int), [lcunha@sadc.int](mailto:lcunha@sadc.int)

Responses to requests for clarifications will be posted on the SADC website by **26<sup>th</sup> July 2024 at midnight local Botswana time**.

Description of the assignment: **Supply and delivery of ICT Hardware Equipment at SADC Secretariat** as follows: -

#### **LOT 1: SWITCHES**

<b>PART</b>	<b>DESCRIPTION</b>	<b>QUANTITY</b>
A	ACCESS SWITCH	9
B	ACCESS POINTS	21
C	CORE SWITCH	1

#### **LOT 2: SCANNERS AND LAPTOPS & ACCESSORIES**

<b>PART</b>	<b>DESCRIPTION</b>	<b>QUANTITY</b>
A(I)	SCANNERS-A	3
A(II)	SCANNERS-B	2
B(I)	LAPTOPS-A	3
B(II)	LAPTOPS-B, DOCKING STATIONS, LAPTOP BAGS	13
B(III)	LAPTOPS-C, DOCKING STATIONS, LAPTOP BAGS	130
B(IV)	LAPTOPS-D	3
C	MONITORS / SCREENS	100

#### **LOT 3: SERVERS AND STORAGE (supply, install and configure)**



PART	DESCRIPTION	QUANTITY
A	SERVERS	2
B	STORAGE	1

**LOT 4: CALL MANAGER AND UNITY VOICE MAIL, ACCESS POINTS AND IP TELEPHONES**

PART	DESCRIPTION	QUANTITY
A	UNIFIED CALL MANAGER SERVER	1
B	UNIFIED CALL UNITY SERVER	1
C(I)	IP PHONES- A	20
C(II)	IP PHONES - B	42

212